



Safe & Sound: Celebrating a decade of collaborating to reduce crime

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2010 Safe Places Grant Program REQUEST FOR PROPOSALS

RFP RELEASE DATE:	August 17, 2009
DEADLINE FOR PROPOSALS:	September 25, 2009 – 4:00 PM
RETURN TO:	Safe & Sound, Inc. 801 W. Michigan St. Milwaukee, WI 53233
TECHNICAL ASSISTANCE WORKSHOP:	August 28, 2009 – 9:30 – 11:00 AM
TA WORKSHOP LOCATION:	Safe & Sound, Inc. 801 W. Michigan St. Milwaukee, WI 53233

- **Late responses will not be accepted. No exceptions! Postmarks will not be accepted in lieu of the actual receipt of your proposal(s).**
- **No facsimile or electronically transmitted proposals will be accepted.**
- **All proposal packets must include one (1) signed original proposal and three (3) copies.**

Mission

Safe & Sound develops supports and facilitates collaborative approaches to measurably reduce violent crime by blending law enforcement, neighborhood organizing and youth development.

Vision

Making Milwaukee neighborhoods safe places to work live and raise families.

Technical Assistance Workshop

A Technical Assistance Workshop will be held to address questions regarding the RFP. While this workshop is not mandatory, it is strongly encouraged even for those organizations that are currently or have previously been funded as Safe Places. The Technical Assistance Workshop will be held on **Friday, August 28, 2009 from 9:30 – 11:00 a.m.** at Safe & Sound, Inc. Please be on time as information will not be repeated. To register for the TA Workshop, call Sharon Kozickowski at (414) 220-4797 no later than **12:00 p.m. (Noon) on Thursday, August 27, 2009.**

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I. BACKGROUND

Safe Places Initiative

Safe & Sound, created in 1998, is Milwaukee's comprehensive, proactive anti-crime initiative. Its aim is to dramatically reduce the occurrence of violent crime in 21 designated neighborhoods by employing three interdependent components: (1) tough law enforcement; (2) organizing by the Safe & Sound Community Partners, and (3) positive youth development through a network of Safe Places. The Safe Places Initiative is designed to reduce the perpetration of crime by and against youth during peak crime hours between 3 – 8 p.m. Youth ages 10-19 are the focus.

II. OVERVIEW

Purpose

Safe & Sound is soliciting proposals, through an open, competitive process, from organizations that wish to receive funds to partner with the Safe Places Initiative to offer high-quality after-school services to youth in a safe and positive environment.

Two program models are being funded as Safe Places in 2010. Organizations may apply for one or both programs. However, you must submit an application separately for each grant program. One application will not be accepted for both grant programs.

These are competitive grants and only the highest quality proposals will be awarded funding. Consideration will be given to the geographic distribution of the proposals to be funded. The intent is to fund at least one proposal in each Safe & Sound neighborhood, but this is not an absolute guarantee.

If you are unsure of which grant program best fits your project's focus, please contact Norma J. Balentine (414) 220-4796 or nbalentine@milwaukeehidta.org or Sharon Koziczowski (414) 220-4797 or skoziczowski@milwaukeehidta.org to discuss your program concept.

The two categories of Safe Places grants to be funded are:

1) S.A.F.E. program grants

S.A.F.E. program grants are available for up to \$40,000, and will be awarded to Safe Places with structured programs that have the capacity to positively impact the behaviors and attitudes of youth. S.A.F.E. programs correlate to the Safe & Sound mission of crime reduction by broadening their focus on youth who are considered at greater than average risk for engaging in high-risk behaviors (i.e., substance abuse, gang participation and crime or violence).

2) Youth Together Drop-In Center grants

Grants of \$20,000 will be awarded to Youth Together Drop-In Centers (YTDIC). These are Safe Places that serve a general population of youth after school, in the evenings, and on weekends.

III. Required Elements

Required elements for both S.A.F.E. program grants and YTDIC program grants include:

1. Safe Places must be located within and provide services to youth living in a Safe & Sound neighborhood (see map, Appendix F).
2. Eligible agencies or organizations must be a tax exempt organization under Section 501(c)(3) of the Internal Revenue Code.
3. Eligibility is limited to organizations with at least one year of experience in providing after-school youth services.
4. All services provided under these grants must be without cost to the participants.
5. The target age range is 10 to 19 years.
6. Applicants may provide services Year-Round or during the Summer Only. Applicants proposing to offer Year-Round services are required to also operate during the summer months.
7. Grantees are required to participate in research and evaluation projects directed by Safe & Sound. Evaluation methods could include observations, surveys, interviews, focus groups, and other data collection and evaluation strategies.
8. Grantees must also develop and implement evaluations of their own programs.
9. Site visits are standard features of Safe & Sound's monitoring and compliance procedures, and will be conducted periodically to funded programs.
10. Grantees are required to maintain participant attendance records in a web-based tracking system, and to submit reports by the 10th day of each month. All programs will present claims for reimbursement, also by the 10th day of the month. Semi-annual outcomes reports are required mid-year and at the conclusion of the contract year.
11. Current recipients of Safe & Sound funding are eligible and encouraged to re-apply. To be considered, however, currently-funded sites must have on file at Safe & Sound all required monthly reports and the mid-year performance report that responds to the questions and issues presented.
12. Programs must be able to document that quantifiable outputs and outcome objectives have been achieved.

13. **Community Learning Centers (CLCs) ONLY:** Agencies operating Safe Places within a CLC are required to provide a Memorandum of Agreement (MOU) (Appendix D) with schools describing the nature of their collaboration and designating each party's responsibilities. These agreements are not transferable, and will be terminated if programming ceases.
14. Applicants must complete and submit all required documents listed in the Proposal Checklist found in the Appendices in order to be considered for funding.

The S.A.F.E. grant program has these additional requirements:

1. S.A.F.E.-funded programs will use existing research or best practices to support or reinforce a prevention education project or curriculum as a critical aspect of their Crime Strategy Initiative. The focus of the training or education will be on substance abuse, gang participation, gun violence or crime.
2. After-school drop-in centers, homework help or tutoring program proposals will not be accepted in this category.
3. Programs must be able to show measurable, specific outcomes resulting from services, programs and activities rendered during the contract period.
4. S.A.F.E.-funded Safe Places are responsible for organizing a youth-led Crime Strategy Initiative. The CSI should be scheduled for a minimum of two hours per week.
5. Program designs would include time for reflection on CSI experiences as well as curriculum topics. Reflection opportunities would include activities such as group discussions, group exercises, journaling, or debriefing sessions.

The YTDIC grant program has these additional requirements:

1. A YTDIC program runs programming for all youth 10-19 in their community with a mixture of academic, enrichment, recreation and sports programming.
2. Hours of operation: Year round and Summer Only programs in this category will offer services for a minimum of 20 hours per week.

IV. PROGRAM-SPECIFIC INFORMATION

A. **S.A.F.E. Programs**

This section describes the expectations of applicants applying for S.A.F.E. program funding, along with a description of the youth-led Crime Strategy Initiative. The application must address both the S.A.F.E. program and the CSI, and discuss how they correlate to the Safe & Sound mission of crime reduction.

What the Research Says

There is a growing body of research that points to regular participation and program quality as being at the heart of improvements in youth outcomes. Programs credited for producing these achievements are based on S.A.F.E. criteria:

- Sequenced set of activities to achieve goals
- Active learning techniques for skill acquisition
- Focus on positive personal/social behaviors
- Explicit objectives for personal and/or social skill development

Programs with S.A.F.E. features have shown positive effects on almost every outcome – school performance, social behavior, attitudes and beliefs (Durlak & Weissberg, 2007).

The following characteristics are representative of S.A.F.E. programs:

- Structured activities
- Encourages regular attendance
- Focuses on results rather than numbers of youth served
- Emphasizes youth whose behaviors put them at greater than normal risk for delinquency
- Schedule-based (i.e., one hour per day, twice a week for a specific time with a beginning and end)
- Pre-defined learning objectives that can be measured through pre and post testing
- A curriculum or activity plan
- Encourages parental involvement

Purpose of Grant

The objective of S.A.F.E. program grants is to implement effective strategies and activities that help youth develop personal and social skills through interactive and structured learning. Program development, implementation and evaluation must reflect proven strategies or best practices for affecting the knowledge, beliefs, skills and behaviors of children and youth. Successful applicants will deliver activities found in quality after-school programs. Engaging activities that are well-planned and implemented deliver a variety of benefits and serve to counter the pressures that can result in risky behaviors. To the greatest extent possible, services should be designed to appeal to those youth most vulnerable to juvenile delinquency. A diverse array of services can be provided through S.A.F.E. programs:

- life skills development,
- character education,
- conflict resolution/anger management,

- youth employment programs,
- leadership development programs,
- career exploration,
- apprenticeship or employment skills training,
- mentoring,
- programs that promote family support and involvement,
- rites of passage programs and those that promote linkages with minority civic and cultural organizations.

Programs are encouraged to develop positive, socially acceptable behavior in high-risk children and youth and expose them to new, worthwhile experiences that promote high self-esteem and strong social values.

S.A.F.E.-funded Safe Places will integrate their structured activities with the drop-in activities and community events that they also operate apart from Safe & Sound funding. These Safe Places are open Year round with no more than a four-week break in service. Program hours during the school year should begin at 3:00 p.m., and may run on an earlier schedule during the summer months.

Crime Strategy Initiative

To be eligible for a S.A.F.E. Program grant, grantees must offer research-based or promising practices in training or education that provides youth a practical understanding of crime and crime prevention that's focused on drugs, gangs, guns or violence. This programming should offer interactive activities that build leadership and communication skills, and culminate in a crime prevention or neighborhood safety project that is planned, designed and implemented by youth. Please provide a complete schedule of hours of operation and program duration in your proposal narrative. Also describe a plan for evaluating the impact of this programming on the behaviors, attitudes, and knowledge of participants.

What the Research Says

A Crime Strategy Initiative is a S.A.F.E. program requirement that involves at-risk youth in well-designed volunteer, service and learning opportunities. Research shows that these strategies offer at least two benefits; (1) provision of valued and needed services and supports for the community, and (2) personal development for the individual. Proponents of service programs suggest that the benefits may include increases in social capital, social networks, civic literacy and civic competence, self-esteem and personal efficacy (John Wilson, "Volunteering," *Annual Review of Sociology*, 2000). The S.A.F.E. program CSI combines prevention education and training with a youth-led planning process that helps participants improve their knowledge, beliefs and attitudes about crime and how it impacts their lives.

The CSI will use education and action to enlighten youth about their chances of victimization and what they can do about it. While one of every two teens will change their behavior out of fear of crime in their community, as many as nine out of ten teens are willing to do something to stop crime. This pool of untapped energy, talent, and enthusiasm is where the CSI draws its power. It utilizes the strengths of young people by educating them about their community and providing them with leadership skills and the opportunity to serve.

Applicants for a S.A.F.E. program grant must offer a Crime Strategy Initiative. The CSI will include these elements:

- Provide safe, healthy, fun, and supportive activities that educate youth about crime and its impact on their lives
- Opportunities for skill-building, confidence-building and leadership and development of resilient traits (e.g., foster a sense of power, and autonomy)
- Build community partnerships with adults and law enforcement to support youth
- Occasions for periodic reflection and evaluation to assess progress and refine, improve, and strengthen the program's effectiveness to keep youth engaged

Prospective grantees are encouraged to familiarize themselves with the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention's **Youth In Action** and **Fact Sheet** materials that can be accessed at <http://ojjdp.ncjrs.org/pubs/yia.html>. Three of these publications are especially recommended:

- Planning a Successful Crime Prevention Project
- The Teens, Crime, and the Community Initiative
- Two Generations - Partners in Prevention

B. Youth Together Drop-In Centers (YTDIC)

What the Research Says

After-school programs keep children and youth in all age groups safe and out of trouble because they provide responsible adult supervision of children and youth during non-school hours. High quality after-school programs are endorsed by law enforcement organizations because they are effective in reducing violence, theft, vandalism, gang activity, and other adolescent crimes. (*Thunderbirds Teen Center Program evaluation* (Baker, D., Hultsman, J., & Garst, B., 1998, March))

YTDIC Funding Requirements

YTDICs will support neighborhood-level, out-of-school-time programs and services for youth between the ages of 10 and 19, with particular emphasis on teens. Programs offered include teen drop-in centers, discussion groups that help youth learn about crime and how it impacts their lives, academic, social enrichment and cultural arts activities (i.e., games, art, music, dance, spoken word/poetry slams, drama), recreation and youth sports. The program provides opportunities for the most youth/teens possible. Features of a drop-in center:

- Few or no attendance requirements
- Emphasizes total youth served
- Does not require a curriculum
- Allows youth to drop-in at will
- Has no pre-defined learning goals
- Provides assistance to youth on request
- Is not strictly tied to evidence-based practices or outcomes

V. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

S.A.F.E. Program Proposals and Award Criteria

Technical Requirements

The program narrative must not exceed 8 pages (excluding cover sheet and attachments) and must be submitted on 8 ½ - by – 11-inch paper, single-spaced on one side of the paper in a standard 12-point font. Type size in charts, tables, graphs, and footnotes may differ. All margins should be at least 1 inch.

A. Proposal Components

S.A.F.E. program applications will be evaluated using the following criteria. All of the components identified must be included in the order specified.

1. **Cover Sheet** – Complete all sections of the cover sheet. An original signature of the authorized representative of the organization must appear on the cover sheet.
2. **Proposal Abstract** – Provide a summary of up to one page that accurately and concisely describes the project proposed. The abstract should describe the objectives of the project, the approaches to be used and the intended outcomes.
3. **Project Narrative** – The project narrative is intended to provide a comprehensive description of all aspects of the proposed project. It should be written in a manner that is self-explanatory to reviewers unfamiliar with the agency’s work. It should be succinct and well organized, and must contain all the information necessary for reviewers to understand the proposed project.

The project narrative should include the following sections:

Section 1: Problem Statement – 5 pts

Explain what problem or problems your program will address by answering the following questions:

- What are the specific crime, gang and/or substance abuse problems in your neighborhood or among youth you plan to serve? What’s causing the problem(s)?
- Who will be served by your program and how is this population affected by the problem you seek to address? What risk factors do these youth have?

Section 2: Project Goals, Objectives and Performance Measures – 20 pts

Specify your program's measurable goals and objectives. This section should contain the following information:

a. Project Goal(s)

A project’s goal(s) is what you hope your project will accomplish in the long-term. For example, your goal might be to reduce violence by youth 13-19; or, your goal might be to reduce gang participation.

b. Project Objectives

Project objectives describe the short-term results of your project. Objectives are specific, measurable and time-based. For example, your objective might be to provide 10-week apprenticeship training for 30 youth, ages 13-19; or, your objective might be to reduce the number of negative police contacts by five percent among youth in the apprenticeship training program as reported in a pre- and post-survey.

c. Performance Measures

Performance measures tell how you plan to measure your project’s success in achieving your objectives. Identify what type of data you plan to collect and how you will collect that data. For example, if your objective is to provide a 10-week apprenticeship training program for 30 youth ages 13-19, your performance measures could be the:

- number of service hours of training provided,
- attendance rate of youth during the training, and
- percent of youth reporting no school incidents (suspensions, detentions, etc)

A table, like this one, may be used to show the above information.

Goal: <i>To reduce gang participation by youth 13-19 through the use of apprenticeship training.</i>		
Objective	Performance Measures	Data Collection Method
To provide a 10-week apprenticeship training program for 30 youth, ages 13-19.	<p>The number of service hours provided.</p> <p>The rate of attendance and retention of program participants</p> <p>The percent of youth reporting fewer negative school incidents.</p>	<p>APlus data tracking system</p> <p>Pre/post-test survey</p>

Section 3: Program Design – 50 pts

Provide a detailed description of the services/practices that will be provided in your program. In addition to any other items, the following areas must be discussed:

- Explain how your project will be implemented. What are the key activities to be undertaken? What is the timeline for accomplishing them, including adequate start-up time?
- Describe the frequency, intensity and duration of services.
- Explain what will make the program work and cite relevant evidence or best practices to show that this program strategy is effective.
- Describe the outreach and recruitment activities you will use to increase awareness of and utilization of services or participation in program activities.
- How does the proposed program meet the strategy components as identified in this RFP? Discuss the correlation of your program to the Safe & Sound mission of crime reduction.
- Describe how your CSI will educate youth about crime and its impact on their lives, and mobilize them to become involved in crime prevention and neighborhood safety efforts within their communities by responding to each of the following:
 - Describe your plan for providing a best-practice model of prevention education training or programming on crime-related issues, such as drugs, gangs, guns or violence.
 - Provide a plan for how you will approach working with youth to plan, coordinate and implement a crime prevention or neighborhood safety service project?
 - Describe your plans to collaborate with other community organizations and how the collaboration will be used to strengthen the S.A.F.E. program and CSI.

- How will the proposed crime prevention activities be coordinated with/build upon existing crime prevention resources?

Section 4: Organizational Capacity – 5 pts

Describe your organization's mission, purpose and goals. Explain why you are qualified to provide the proposed service(s) or program(s) and your experience working with your target population. Describe your agency's experience building or participating in a youth-led process. Also complete the following:

Progress to Date (Previously-funded programs)

- If you are applying for funds to continue a previously funded Safe Place, you must provide information about your progress to date. Describe specific outcomes in building and managing the Crime Strategy Initiative. Describe where you have succeeded and what challenges you have experienced.

Project Staffing

- Describe who will be responsible for the project and identify any staff to be hired. What are the qualifications of persons working with youth?

Section 5: Evaluation – 10 pts

Your evaluation plan should include a process evaluation (e.g. attendance; number of youth trained or receiving prevention education, number of service hours delivered, etc.), and a short-term outcomes evaluation (e.g. changes in knowledge, attitudes and beliefs of youth, etc.). Describe how you will use evaluation findings to refine and strengthen your program.

Budget – 10 pts

Provide an overall project budget and a budget details.

- a. Budget Details: Budget details must be provided that itemize and justify all expenditures. The details must address all applicable budget categories from the worksheets with an explanation of how all categorical costs are derived.

Example: 100 curriculum workbooks @ \$5 = \$500

Demonstrate that the expense is necessary and reasonable.

Example: workbooks are primary text for prevention education raining curriculum to be completed by participants.

- b. Budget Worksheets

Budget worksheets have been provided in the appendix. All information required to complete the worksheets must be provided.

YTDIC Proposals and Award Criteria

Technical Requirements

The program narrative must not exceed 5 pages (excluding cover sheet and attachments) and must be submitted on 8 ½ - by - 11-inch paper, single-spaced on one side of the paper in a standard 12-point font. Type size in charts, tables, graphs, and footnotes will not be considered in determining compliance. All margins should be at least 1 inch.

1) Proposal Components

A complete YTDIC proposal must include the following components in the order specified:

1. Cover sheet
2. Proposal Abstract
3. Project Narrative - which describes organizational experience, number of youth to be served, program description, including the types of diverse activities offered, program schedule and how youth will be educated on crime and its impact on their lives. The Project Narrative should also discuss how the project will be evaluated to determine success.
4. Budget
5. Attachments

YTDIC program applications will be evaluated using the following criteria:

Project Narrative - 80 Points

- ❖ Organizational Experience – 15 Points
 - Whether the program is a continuation of an existing Safe Place, and what outcomes were achieved.
 - New applicants should discuss your past achievements working with the youth population you describe in your proposal.
- ❖ Program Description – 45 Points
 - How well the proposed program will serve the youth participants.
 - The number of current teens/youth served by the program, and the number of new participants the program expects to recruit.
 - The operating time for the program: how many hours and on how many days the teens/youth will be served. Whether the program is a Year-Round or Summer Only program, with a complete summer schedule for both program categories.
 - The ratio of staff to the number of participants.
 - What's the plan for educating youth on crime and its impact on their lives?
- ❖ Evaluation – 20 Points
 - 1) Explain how you intend to track the progress of your program (actual number of program hours delivered, number of participants served, positive impact on the participants). Your model for addressing these questions should be as follows:
 - How do you intend to measure the success of the number of youth served, the number of new participants (if it is a continued program) and whether it served high risk youth?
 - How do you intend to measure the expected number of activities planned and delivered, and number of hours scheduled vs the actual number of program hours delivered?

- How do you intend to measure the effectiveness of the program in terms of a positive impact on the participants? How did youth learn about crime and its impact on their lives? Did you achieve the positive influence you intended? Why or why not? What would you do to improve?

Budget – 20 Points

- Budget is reasonable to meet the level of services described in the proposal.
- Budget narrative is clear; expenditures are both necessary and reasonable.
- Budget detail worksheets (found @ www.safesound.org) are complete and accurate.

VI. BUDGET FORMS

Budget forms, located on the Safe & Sound website at www.safesound.org, are to be used for both grant categories.

Proposal Check-List

Proposal Package Contents (“Checklist”)

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

1) The proposal package should include one original set and three (3) duplicate sets of the documents listed below in the following order.

✓ **Cover Sheet** (Appendix B)

✓ **Proposal**

- Proposal Abstract
- Proposal Narrative

✓ **Budget**

- Budget Narrative
- Budget Forms (found @ www.safesound.org)

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

- ✓ Most Recent Audit Report or Certified Financial Statement
- ✓ Articles of Incorporation
- ✓ List of organization’s officers and directors
- ✓ Most recent annual report
- ✓ 2009 annual budget by funding sources with a cost allocation plan
- ✓ 2010 proposed budget by funding sources with a cost allocation plan
- ✓ IRS federal tax-exemption determination letter [501(c)3]
- ✓ Proof of Insurance
- ✓ Memorandum of Understanding (CLCs Only – Appendix C)
- ✓ Lobbying Certification Form (Appendix D)
- ✓ Debarment Certification Form (Appendix E)
- ✓ Occupancy Permit

SAFE & SOUND PROPOSAL COVER SHEET

(All requested information must be provided)

Site/Program Name: _____ Date Submitted: _____

Address/Zip of Safe Place Location: _____

Total Proposed Budget: _____ Amount Requested: _____

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

<p>Applicant/Organization Information:</p> <p>Name and address/zip code of administrative office:</p> <p>_____</p> <p>Phone : _____ FAX: _____ Email: _____</p> <p>Website: _____</p>
--

Chief Staff Person: _____ Phone number: _____

Contact Person/Title: _____ Phone number: _____

Board Chairperson: _____

Date of establishment: _____

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

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

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

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

(continued on next page)

Signatures

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

Signature

Title

Print Name

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

2. _____
Print Name

Title & Phone number

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

****SAMPLE****
MEMORANDUM OF UNDERSTANDING

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

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

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

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

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

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

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

The CBO Agrees to:

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

CLC Agrees to:

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

CLC Personnel Agrees to:

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

The Term of the **MEMORANDUM OF UNDERSTANDING** is January 1, 2007 to June 30, 2007.

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

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

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

COMMUNITY-BASED ORGANIZATION

BY: _____ **Date:** _____

Title: _____

BY: _____ **Date:** _____

Title: _____

CLC: _____

BY: _____ **Date:** _____

Title: _____

BY: _____ **Date:** _____

Title: _____

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- 3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

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

For: _____
Name of Provider

Title of Program: _____

CERTIFICATION REGARDING DEBARMENT

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

- 4) Neither the provider organization nor any of its principals are debarred, suspended, or proposed for debarment for federal financial assistance.

- 5) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

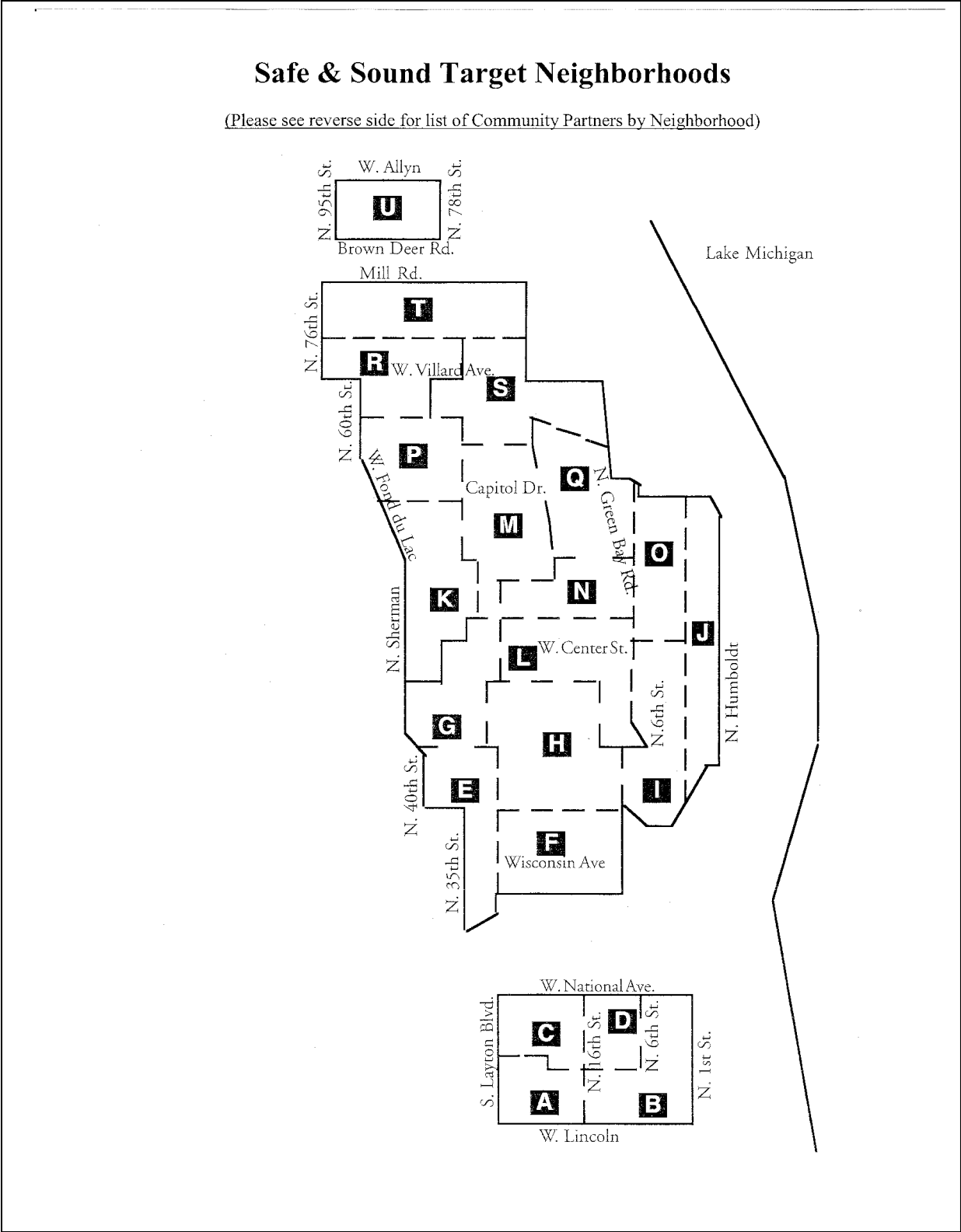
By: _____ Date: _____
(Signature of Official Authorized to Sign Application)

For: _____
Name of Provider

Title of Program: _____

Safe & Sound Target Neighborhoods

(Please see reverse side for list of Community Partners by Neighborhood)



**FISCAL AND RISK MANAGEMENT
STANDARDS FOR GRANTEES**

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

Fiscal Management Capabilities

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

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

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

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