

FRANKLIN COUNTY REENTRY EMPLOYMENT SERVICES REQUEST FOR PROPOSALS

The County of Franklin, PA is requesting proposals from agencies experienced with providing supportive services to Franklin County residents. A total of \$35,000 is available to fund the agencies that are able to meet the guidelines set forth in this application. In the event that the County receives proposals from agencies for funds totaling more than \$35,000, a selection panel will determine the successful fund recipients, based on the quality of the proposal as determined by the section scoring, and the ability of the agency to meet the needs of the project. Proposals will be reviewed by a panel of County staff. Awards will be announced July 21, 2015, and funding is anticipated to begin on August 1.

Agencies must propose to provide employment services such as training, mentoring, or education to Franklin County citizens reentering the community after incarceration. They may be used for individuals who are identified as unemployed or underemployed, and may include (but are not limited to) programs which: develop interview skills, train for specific career fields, mentor job seekers, or provide transportation to job sites.

Funds are provided on a reimbursable basis. Payment of expenses will be made within 45 days of submission of a complete invoice. The County reserves the right to withhold payments for costs determined not eligible for reimbursement under these guidelines. Awards are contingent upon grant funding. Federal grant funds are the source for this RFP, and therefore all awards would be subject to federal reporting guidelines.

Funds must be expended between Aug. 1 and Dec. 31, 2015 and no future funding is anticipated. Therefore, funds are best used for start-up costs or short-term projects. A grant report detailing the expenditure of funds, and the resultant outcomes as outlined in Section IV of the application, will be due no later than 15 days after the grant ends.

To apply, please submit one (1) electronic copy of the completed application by 4:30 p.m., Friday, July 17, to Ms. Shalom Black, seblack@franklincountypa.gov. Please scan all documents into one PDF file instead of sending multiple attachments.

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I. Background & Qualifications (one page maximum; 5 points maximum)

- 1) Please provide the name, title, and contact information of an individual authorized to represent your organization in discussing the proposed project.
- 2) Provide a brief background of your organization or agency, and experience in providing employment services to residents.

(Please number your responses for each corresponding question.)

II. Project Description (one page maximum; 30 points maximum)

Please describe the project for which you are seeking a grant. Specify whether you are starting a new program or expanding your existing program. If you are starting a new program, explain your experience with providing services of this type.

III. Work Plan (one page maximum; 25 points maximum)

1) How will the project be carried out? List any specific steps you will take and the date you anticipate completing each step. Money must be spent by Dec. 31, 2015.

2) Are there any other actual or potential sources of funding for the project? If so, provide the status of these funds (applied, committed, awarded, spent, etc.)

(Please number your responses for each corresponding question.)

IV. Evaluation (one page maximum; 20 points maximum)

- 1) What are your goals for the project during this funding cycle?
- 2) How will you measure the project's success in meeting your goals (for example: pre and post assessment, number of clients served, etc.)?

(Please number your responses for each corresponding question.)

V. Budget Narrative (two pages maximum; 20 points maximum)

Please provide a narrative budget justification for each cost per line item on the budget summary worksheet. The narrative must specify how each cost is directly related and/ or necessary for the proposed project. The worksheet which follows is a succinct overview of project costs.

BUDGET SUMMARY WORKSHEET

Personnel costs must include number of hours estimated and hourly rate. Use additional budget lines if needed.

Project Title: _____

Budget breakdown:

| Project Task | Description | Amount In-Kind/ Matching. (Not required). Source? | County Request | Total Project Cost |
|---------------------|--------------------|--|---------------------------|-----------------------------------|
| | | \$ | \$ | \$ |
| | | \$ | \$ | \$ |
| | | \$ | \$ | \$ |
| | | \$ | \$ | \$ |
| Total Budget | | \$ | \$ | \$ |

Name and address of proposed location(s) if available:

Name and signature of authorized individual submitting costs:

Name: _____ **Title:** _____

Signature: _____ **Date:** _____