Commonwealth of Pennsylvania

Department of Labor & Industry

**First Step Act Initiative**

Notice of Grant Availability

*Proposals Due:* March 20, 2023, at 4 P.M. ET

**Josh Shapiro** |Governor

[**www.pa.gov**](http://www.pa.gov)

**Nancy Walker** | Acting Secretary

[**www.dli.pa.gov**](http://www.dli.pa.gov)



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**Key Dates**

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| 02/09/2023 | **Notice of Grant Availability, or NGA, Release Date** |
| 02/24/2023  11:00 A.M. ET | **Bidders’ Conference:**  [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzNmNThmMzMtOGJmMS00MDNiLTg4ZjMtNjM1MmFmOTdmOTMx%40thread.v2/0?context=%7b%22Tid%22%3a%22418e2841-0128-4dd5-9b6c-47fc5a9a1bde%22%2c%22Oid%22%3a%22e3dcb419-a666-43cc-ba27-7b88d8f51062%22%7d)  Meeting ID: 282 367 265 924  Passcode: 7yknEm  **Or call in (audio only)**  [+1 267-332-8737,545069076#](tel:+12673328737,,545069076# )  Phone Conference ID: 545 069 076#  A recording of the bidders’ conference overview will be posted here: <http://www.dli.pa.gov/Grants> |
| 03/03/2023  4:00 P.M. ET | **Questions Due Date**  Questions must be submitted by email to: [RA-LI-BWDA-GS@pa.gov](mailto:RA-LI-BWDA-GS@pa.gov).  A complete list of Q&As will be posted here:  <http://www.dli.pa.gov/Grants>  Questions received after this due date will be answered individually within two business days and in the order that they are received. |
| 03/20/2023  4:00 P.M. ET | **Application Due Date**  Applications must be submitted to [RA-LI-BWDA-GS@pa.gov](mailto:RA-LI-BWDA-GS@pa.gov) resource account with the email subject:  “NGA Application – First Step Act Initiative Program Year 2023” |
| 05/01/2023 | **Contract Start Date** |
| 03/30/2026 | **Contract End Date** |

# OVERVIEW

The Pennsylvania Department of Labor & Industry, or L&I, announces the availability of approximately $9,500,000 in funding for the First Step Act Initiative, or FSA. The purpose of this NGA is to competitively award the $9,500,000 under one award to one entity that will support individuals incarcerated in federal prisons and prepare them for re-entry to the community through pre-release planning, training for employment, and other supportive services. Additionally, this entity will establish and maintain close working relationships between the Local Workforce Development Boards, or LWDBs, the PA CareerLink® system, county and/or state justice systems, community or faith-based organizations, the federal bonding program, career and technical education centers, Job Corps, and institutions of higher education.

Awarded funding will be used in the development and implementation of a program that will improve employment and re-entry outcomes for participants by aligning the job training and skills development happening in federal prisons and re-entry enters to the specific labor market needs of the communities where reentering citizens will live. Key elements required in programming will include:

A three-stage program approach:

1. During incarceration in federal prisons
2. During the time spent in residential re-entry centers, or RRCs, also known as halfway houses
3. After release from RRCs into the community

Throughout these three stages, the awardee will, in collaboration with the above-mentioned partners:

* Establish employment labs (similar to an [American Job Center](https://www.dol.gov/general/topic/training/onestop)) in participating federal facilities;
* Provide consistent job coaching;
* Use new technology to improve continuity of training in employment labs, facilitate mentoring and job interviews, and promote other approved uses of technology by and for participants;
* Maintain consistent follow-up throughout all stages of the program; and
* Provide supportive services at all stages of the program.

Another central element is cross-agency, cross-systems partnerships, potentially including State workforce agencies; public safety agencies; federal correctional facilities; RRCs; State apprenticeship agencies; State Medicaid programs; State housing agencies; industry organizations & employers; local social service providers; and others, as appropriate to meet program design and needs. Together, these partners will help the awarded entity lay the groundwork for and launch effective re-entry programming serving citizens returning from federal incarceration, emphasizing high-quality employment. Pennsylvania defines high-quality employment outcomes as an individual employed in an in-demand occupation with evolving skill needs and providing family-sustaining wages.

Pennsylvania plans to invest in human and technological resources to serve both the re-entering federally incarcerated individuals and their in-facility re-entry specialists and training instructors in as many minimum and low-security prisons and camps as possible. After site selection, Pennsylvania's program will emphasize:

* Enrolling and serving federally incarcerated individuals with an emphasis on individuals who will reside in PA post-release.
* Designing job training and skills development services to increase participants’ soft skills (intensive re-entry skills).
* Aligning job training and services to the specific labor market needs of communities served.
* Improving both employment outcomes of returning citizens, as well as the public safety of all community members.
* Creating a digitally literate and skilled pool of workers.
* Supporting Re-entry Specialists and Training Instructors at the prisons and camps to improve in-facility vocational programs at the pre-release stage.
* Ensuring more access to supportive services and continuity of service at all stages of the release through community-level Re-entry Navigators and virtual systems of support, partnerships, and services.

# BACKGROUND

Pennsylvania was awarded $10,000,000.00 through the FSA initiative project. This funding is offered through the Department of Justice (DOJ) and the Department of Labor (DOL). This grant initiative was created to provide targeted employment services to federally incarcerated individuals as they approach community re-entry. This first-of-its-kind initiative will focus on creating employment-focused re-entry programs with a dual emphasis on stable, high-quality jobs and reducing recidivism. The development and launching of this program will strengthen local communities by improving both the employment outcomes of returning citizens and allowing them to be productive members of their neighborhoods.

L&I is awarding $9,500,000.00 to one entity that will develop, implement, and launch an effective re-entry program serving citizens returning from federal incarceration with an emphasis on quality jobs. This program will aim to improve the employment and re-entry outcomes of participants by aligning the job training and skills development activities happening in federal prisons and re-entry centers to the specific labor market needs of the communities where re-entering citizens will live. Another central element is cross-agency, cross-systems partnerships.

# CHALLENGE

In the Pennsylvania Department of Corrections 2022 recidivism report[[1]](#footnote-2), it was found that 62 percent of individuals released from a Pennsylvania state prison in 2008 were re-arrested or re-incarcerated within three years of release. In 2016, it was found that 64.7 percent of individuals released were re-arrested or re-incarcerated within three years of release. Of those who recidivated within three years, 75 percent recidivated within the first 16 months after release.

Employment is a critical component and one of the strongest predictors of success of the re-entry process. However, many formally incarcerated individuals encounter barriers in securing employment upon their re-entry. The unemployment rate for formerly incarcerated individuals is 27.3 percent, nearly eight times higher than the unemployment rate for the general United States population.[[2]](#footnote-3) Maintaining high-quality employment provides a returning citizen with a stable source of income necessary to fund necessities such as food, shelter, clothing, transportation, and other basic amenities. Moreover, research has shown that maintaining employment has increased self-efficacy and self-sufficiency, built confidence in released individuals, reduced recidivism, and provided them with a new social network that supports positive behaviors and community integration. Furthermore, formerly incarcerated individuals struggle to find housing and mental health support, leading to disproportionately high death rates due to drug overdose, homicide, and suicide within this crucial period.[[3]](#footnote-4)

Research has found that unemployment is highest within the first two years of release, suggesting pre- and post-release employment services are critical to reducing recidivism and helping incarcerated individuals quickly integrate into society.[[4]](#footnote-5) Additionally, the research also shows that participation in transitional employment and intensive employment services in the first three months following release reduces the risk of parole revocation, felony conviction, and incarceration.

The transition from prison back to the community presents multiple barriers immediately following release. Although most individuals released from prison held employment prior to incarceration, many felt that time incarcerated decreased their employability skills and offered little opportunity to gain substantive work experience, in addition to the lack of job-training program availability, which has declined in recent years.[[5]](#footnote-6) While formerly incarcerated individuals are able and qualified to work, some do not have the proper proof of identity or educational credentials needed to demonstrate employment eligibility or the information on how or where to look for high-quality employment. By aligning the job training and skills development services provided to the target population with the specific labor market needs of the communities where they will live, this program will improve both the employment outcomes of returning citizens and neighborhood stabilizations of all community members.

Due to persistent structural labor force changes, increases in baby boomer retirements, decrease in immigration, and recent COVID impacts, the PA labor force has been reduced, creating additional difficulties for employers to fill job openings. As a result, even if every unemployed person obtained one open job, there would still be job openings in Pennsylvania. Employers are desperate for workers to fill approximately 446,580 available jobs in the Commonwealth. Recognizing both the importance of connecting people to employment pathways and the job opportunities available both now and in the future (including recent major federal investments in various sectors), PA hopes to leverage this into a unique opportunity to provide comprehensive services to re-entrants for success, build relationships with employers in new ways, and dispel harmful myths related to hiring re-entering individuals. Training and supporting re-entrants from the pre-release stage to the community entry stage is of paramount importance, not only for the workforce and economic development but also for the well-being of re-entrants and communities.

# OUTCOME GOALS

L&I’s vision for the FSA initiative is to create an employment-focused re-entry program with an emphasis on stable, high-quality jobs that lead to a reduction in the recidivism rates of participants. The target population of this initiative will be individuals residing in minimum- or low-security federal prisons in Pennsylvania. Eligible participants must be located in one of the Bureau of Prisons (BOP) facilities at the time of enrollment and scheduled to soon be released to the community. Central components include the provision of enhanced pre-release/prison-based career and supportive services, purposeful connections to existing community-based services – identified by the participant evaluation as especially important – and alignment of newly acquired job skills and credentials with the needs of the local labor and employment market. Additional goals for this program include:

* Enrolling at least 350 individuals in pre-release services;
* Reducing recidivism among 200 program participants;
* Improving employment outcomes among 200 program participants; and
* Increasing the capacity of justice and workforce system partnership.

**NOTE:** For a detailed list of all minimum- or low-security federal facilities in Pennsylvania, please visit the Federal Bureau of Prisons [website](https://www.bop.gov/locations/list.jsp).

# AWARD TERMS

L&I anticipates that approximately $9,500,000.00 in funding will be competitively awarded to one entity. An initial disbursement of $4,500,000.00 will be awarded. Pending a review of programming, and upon full expenditure of first allocation, a second allocation of $5,000,000.00 may be provided to the awarded entity.

# REQUIRED PROGRAM STAGES

Successful applicants will demonstrate clear strategies to implement and develop an employment-focused re-entry program with an emphasis on stable, high-quality jobs that lead to a reduction in recidivism rates of participants. Such strategies should include a three-stage program approach with the following required objectives:

STAGE ONE: **During incarceration in a minimum- or low-security federal prison**

**Objectives:**

* Assess program eligibility Complete a pre-release plan for re-entry
* Complete participant assessments
* Provide Job Club Orientation
* Provide Job Club Classes
* Assign Service Navigators and coordinate introductions
* Re-evaluate pre-release plan prior to release to RRC
* Prepare participant for release to RRC

STAGE TWO: **During time spent in an RRC (commonly known as halfway houses) or on home confinement​**

**Objectives:**

* Assess participants’ supportive services needs
* Assist participants in obtaining and maintaining high-quality employment
* Ensure Job Club participation while job search continues
* Prepare participants for release from RRC

STAGE THREE: **After release into the community**

**Objectives:**

* Assess participants’ preparation for release from RRC
* Assist participants in obtaining and maintaining high-quality employment
* Maintain consistent follow-up with participants
* Assess participants’ need for supportive services and program referrals
* Facilitate transition into community

# REQUIRED PROGRAM ELEMENTS

## Staffing

The proposed re-entry program will require the inclusion of three unique positions that will bridge the gap between the criminal justice system and our workforce. These three unique positions will include a project manager, an education program manager(s), and statewide service navigators. The three positions will serve a vital role during the three-stage program approach. Individuals fulfilling these roles will be required to read, complete, and follow all prescribed guidelines, policies, and procedures that apply to all individuals and organizations providing services to the BOP.

Project Manager**:** The project manager will assist in all three stages of the proposed project. The program manager will be critical in managing, coordinating, and leading an effective and collaborative working environment among all program stakeholders and cross-agency partners. The program manager will assist in the development and implementation of data management systems to track key data, deliverables, and outcomes and will gather, analyze, and prepare regular status reports and ensure that the program operates within budget. The program manager will additionally complete assignments of all participants with their assigned service navigator prior to the release to the RRC. The individual fulfilling this position will need excellent communication skills to lead a team of education program managers and service navigators.

Education Program Manager**:** The education program manager will manage the initial program eligibility determination and enrollment process. The education program manager will also be responsible for the development of the pre-release plans and aptitude assessments and will assume complete responsibility for the pre-release and post-release education program. This will include planning a special curriculum, delivering curriculum using transformational teaching techniques and consistency with program design, and making necessary adaptations to fit the facility and special group needs. This encompasses responsibility for the preparation and presentation of lessons and the evaluation of participants' progress throughout the learning period, including record-keeping functions for average daily attendance and activity reports. The education program manager will manage two one-hour sessions a week inside the institution. The education program manager will also provide one-hour job club sessions outside the institution and may teach curriculum at RRCs and any other spaces outside the institution for those post-institution. The education program manager will ensure that each soon-to-be-released program participant has an assigned service navigator and is aware of the service navigator’s role in their release journey.

Service Navigator**:** The service navigator will manage all services prior to and post-release to the program participant’s RRC. The service navigator will work with the education program manager and the Re-entry Affairs Coordinators (RAC) prior to the individual’s release. This support will supplement services provided by the RACs and provide continuity for the release through all three phases. Service navigators’ primary focus will be on the second and third stages and will serve as individualized case managers for their assigned program participants and the point of contact for day-to-day case management. Service navigators will manage a maximum caseload of 20 program participants.

The awarded entity will be responsible for identifying the staffing requirements, crafting accurate and detailed job descriptions to attract the best candidates, defining roles and responsibilities for the hiring team, managing the hiring team throughout the recruitment process, making final hiring decisions pending executive approval, writing job offers, and negotiating the terms of the employment contract with the chosen candidates. Staff will be required to read, complete, and follow all prescribed guidelines, policies, and procedures that apply to all individuals and organizations providing services to the Bureau of Prisons (BOP). A background investigation will be conducted on all volunteers ensuring background investigation requirements are completed for each staff member. Staff will also be required to complete specific training dependent on the institution. For more information, please review the [Volunteer Services](https://www.bop.gov/policy/progstat/5300_022.pdf) policy found under BOP Policies.

## Eligibility & Enrollment In Job Club

The developed re-entry program will require an initial eligibility process that will take place within the BOP facility. The initial eligibility process will begin by meeting with the potential program participants referred by the prison. The education program manager(s) will conduct the brief assessment to determine if the individual meets program eligibility requirements and assess the participant's ability to participate throughout the entire program. The assessment will be made adaptable and will compile information needed for programming such as the number of months to release, any legal barriers towards specific employment, if the incarcerated individuals will be returning to Pennsylvania, or if they are unsure of where they will return, if they have a committing county in Pennsylvania, and discussing any offenses/classifications that may be exclusionary. Upon determining that the incarcerated individual is eligible for programming, they will complete a Pre-release plan.

The enrollment process will begin with the completion of a pre-release plan. The pre-release plan will include the participant's employment goals, appropriate achievement objectives for re-entry skills, education, technical skills, and supportive services they may need to achieve their employment goals. The pre-release plan will also include the incarcerated individual’s housing plan, transportation plan for post-release, linkages to community services, assistance with educational testing, assistance with uniforms or other appropriate work attire, a list of support systems and resources, and additional information needed before the participant’s release to an RRC. Additionally, as part of their enrollment, each incarcerated individual will be required to complete assessments to determine their education levels, aptitudes, interests, and abilities. The education manager will also coordinate with BOP staff to review other information relevant to the creation of the pre-release plan, such as mental health, treatment, and education records. This intake process will be conducted in person and will be assessed through pencil and paper by the education program manager(s). Once the incarcerated individuals have completed all required assessments and have developed their pre-release plan, they will be invited to attend the Job Club orientation. The vendor will be required to indicate proposed assessment components in their application.

## Establishment Of Employment Lab

The developed re-entry program will require a Job Club format in the first stage during incarceration in minimum-security federal prisons. A Job Club is a networking group that helps individuals find employment through coaching, collaboration, and training. The Job Club method establishes learning principles similar to those used in behavior therapy. Additionally, studies have found Job Clubs are effective with populations such as the elderly, visually impaired, intellectually handicapped, chronically mentally ill, unemployed professionals, state hospital patients, halfway houses and outpatient mental patients, criminal offenders, and several foreign countries. The Job Club method decreases depression and increases feelings of self-efficacy, indicating value in improving one’s psychological state and obtaining employment[[6]](#footnote-7).

The Job Club sessions will function under the supervision of the Job Club instructor/education program manager. The establishment of an employment lab within the facilities will be necessary to conduct Job Club sessions. The Job Club sessions will be implemented and set up in a manner that adheres to the education program managers’ safety guidelines and follows all security protocols while accomplishing the Job Club goals. Staff will work in collaboration with the selected partnering institutions to prevent duplication of training curriculum and materials. This could include planning a special curriculum, which will include portions of Pennsylvania’s Department of Corrections ‘Pathway to Success’ curriculum designed for incarcerated individuals to explore careers and prepare for the local job market. The education program manager will be required to facilitate the Job Club sessions once a week and complete two one-hour sessions. The Job Club participants will attend one session every week until their release. Ideally, 15 to 20 participants will meet in person during each session held in the employment lab. Job Club will also include a strong networking component to foster critical confidence-building socialization and professional engagement skills. a. Job Club will be a place to be encouraged, inspired, energized, educated, evaluated, and accountable. The program participant will attend Job Club during their time in the institution for one-hour a week until being released to an RRC. While in the RRC, the participant may continue to attend Job Club sessions outside of the institution until gaining employment.

The Job Club curriculum will include the Pathway to Success Curriculum, which will introduce skills necessary for the program participant's personal and professional life. The curriculum will focus on essential soft skills needed in the workplace and community. The Pathway to Success Curriculum may be adapted and applicants are encouraged to propose additional curriculum or enhancements to the current presented curriculum found in Appendix G. The education program manager will assume complete responsibility for the pre-release education program including planning a special curriculum, delivering curriculum using transformational teaching techniques and consistency with program design, and making necessary adaptations to fit the facility and special group needs. They will also be responsible for the preparation and presentation of lessons and the evaluation of participants’ progress throughout the learning period, including record-keeping functions for average daily attendance and activity reports.

## Service Navigator Assignment

Prior to the incarcerated individual’s release, the project manager will review and confirm all information obtained in the participant's pre-release plan. Once the project manager has identified and confirmed the location of the participant’s RRC, they will match the soon-to-be-released program participant with a service navigator located near the confirmed RRC location. The project manager will ensure that the introduction of the assigned service navigator is initiated a few weeks before the participant’s release. This could be accomplished via phone calls, and group or individualized in-person meetings.

The education program manager will ensure that each soon-to-be-released program participant has an assigned service navigator and is aware of the service navigator’s role in their release journey. The service navigators will work with the education program manager and the Re-entry Affairs Coordinators (RACs) prior to the individual’s release. The service navigator will review each program participant's release plan developed within the institution with the participants assigned RAC when possible. This support will supplement services provided by the RACs and provide continuity for the release through all three phases. The service navigators’ primary focus will be on the second and third stages and they will serve as individualized case managers for their assigned program participants and as the point of contact for day-to-day case management. Service navigators will manage a maximum caseload of 20 program participants.

## Preparation For Release To RRC & Supportive Services

In collaboration with the education program manager, the service navigator will secure and verify information concerning their assigned participant’s support systems, family relationships, work history, and other pertinent personal and social factors. The service navigator will assist with barrier remediation before the participant's release, including identifying and addressing basic needs, housing plans, transportation needs, identification information, financial planning, technological and financial literacy, supportive services, and program referral needs such as mental health, counseling, and substance abuse services, if not provided by the RRC already. Additionally, the service navigator will assist with family reunification whenever possible.

All supportive services provided under stages two and three, as well as potentially stage one, will supplement, not supplant, services offered by other federal, state, and community entities. The service navigator will engage the program participant in any treatment that may be necessary, in addition to linking program participants with appropriate services, monitoring progress, and advocating for the program participants’ needs. The service navigator will assist with providing supportive services such as assistance with transportation, childcare, housing, need-related payments, healthcare referrals, assistance with work attire and work-related tools, school supplies, employment and training-related applications, tests and certifications, and legal aid services after the release from the RRC into the community. Service navigators will be trained in Mental Health First Aid which is a one-day course that teaches attendees to recognize signs of mental illness and individuals in crisis and provide the ability to refer participants to the appropriate community resources. The service navigator may also perform crisis interventions and routine counseling, including suicide prevention. The main purpose of a service navigator is to provide advocacy, program referrals, collaboration with community partners to locate needed services, and assistance in overcoming barriers to reentering the community and avoiding future interaction with the legal system. The service navigator will serve as the link between the program participant and the community.

## Residing In RRC & Job Club

During stage two and into stage three of the program, the service navigator will assist program participants in finalizing a personal budget, establishing a firm housing plan, ensuring enrollment in educational or vocational programs, ensuring participation in any required community activities, and ensuring they have a stable plan geared towards financial independence and community integration. If services are made available within the RRC, the service navigator will serve as an enhancement to these services and ensure that the participant feels individually supported throughout their reintegration. During the second stage of the program, the focus will be placed on obtaining and maintaining high-quality employment through supporting the participant as a job coach and assisting through the entire job search process, including but not limited to resume building, job search, supportive services such as interview or workplace attire, transportation, and all other employment-related activities. The service navigator would also serve as an advocate for the participant once they have obtained employment. When applicable, they may work alongside the participant's employer and as they assist the participant with their transition back into the community.

allows participants to leverage current skills while building new skills suited to in-demand jobs with promising career paths. While incarcerated, the participant will attend Job Club for one hour per week until released to an RRC. Once released to their RRC, they will continue to attend Job Club sessions until obtaining high quality employment. Sessions can be conducted within the RRC or at the nearest PA CareerLink® site. Job Club outside of the institution will not only include the Pathway to Success training program curriculum but also seminars that are not able to be completed within the institutions. These seminars will include labor market information, guest speakers including employers within the state, vocational training opportunities, career guidance, job search, and special topics needed by a particular group. Job Club will be used as an employment lab within the participants’ current brick and mortar structure. Individuals without sufficient education and training will also have the opportunity to participate in training through SkillUp™ PA. SkillUp™ PA was launched to provide access to free, online job skills training to Pennsylvania residents. Courses are available on the Metrix Learning Portal and can be accessed by registering for a free account on the PA CareerLink® website. SkillUp™ PA

## Preparation For Release From RRCs

The developed re-entry program will require a transition between the release from the RRCs into the community. The service navigator will continue to assist the assigned program participant during the third stage of programming, after the program participant is released from the RRC into the community. Before the release from the RRC, the service navigator will ensure the program participant has found stable housing, obtained or is on the path to obtaining high-quality employment, developed a secure transportation plan, established a budget, and has all necessities in place. Service navigators will continue to assist with providing supportive services such as assistance with transportation, childcare, housing, need-related payments, healthcare referrals, assistance with work attire and work-related tools, school supplies, employment, and training-related applications, tests, certifications, and legal aid services.

## Employment & Follow-Up Services

During the last stage of programming, the focus will be on the program participant's ability to maintain established plans such as employment, treatment, and housing. Follow-up services are defined as but are not limited to a two-way exchange between the service navigator and the participant. Follow-up services must include more than one contact attempted or made for securing documentation to report a performance outcome. Follow-ups will be provided during this last stage to assist the program participant in retaining high-quality employment through program-related services. The service navigator will evaluate and determine which follow-up services would best suit the program participant's circumstances as the required follow-up services vary depending on the specific needs of each participant. Follow-up services may include additional career planning and counseling, working with the participant's employer, including assisting in addressing work-related concerns, and referrals to supportive services available in the community. Additionally, current L&I resources and funding could be leveraged during the last stage of programming such as introducing participants to the PA CareerLink® system’s no-cost services.

## Community Transition

Participants with multiple employment barriers and limited work histories may need significant follow-up services to ensure long-term success in the labor market. Upon their release from the RRC, the program participant will receive a community welcome package that will include a notebook computer equipped with a SIM card which will allow for phone calls and an internet connection supporting continued communication with their service navigator and employer. Additionally, this package will include financial resources such as gift cards, clothing, toiletries, and a guide to organizations available to provide basic necessities. This package will be provided to all participants who are released from the RRC and will be offered as an incentive for their commitment to the program.

## Participant Supportive Services

Support services are necessary activities or resources that enable eligible individuals to participate in career and training services or other grant activities or to gain or retain employment. Generally, customized support service strategies meet the specific needs of a participant and can ensure participants are able to complete a program or services, particularly longer-term training, which prepares participants for more economic mobility. Such support services may include, but are not limited to:

* assistance with transportation, child or dependent care, or housing;
* counseling or other mental health services;
* provision of stipends, wages, or other incentives to ensure select participants are able to participate in the program or to obtain/retain employment;
* linkages to community services, including services offered by partner organizations designed to support participants;
* assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
* assistance with laptops or tablets, books, fees, school supplies, and other necessary items for participants enrolled in training, work-based learning, or other elements of the proposed project;
* payments and fees for employment and training-related applications, tests, and certifications;
* workforce strategies addressing substance misuse such as, but not limited to, recovery coaches, job/career coaches, and health navigator services; and
* training site and/or workplace substance use testing and/or drug screening for trainees when required by the career or workplace which the individual is in training to enter.

Note: The selected applicant must receive prior approval from the grant officer if proposing to include stipends.

# ACHIEVING FSA INITIATIVE PURPOSE

The purpose of the FSA initiative is to create an employment-focused re-entry program with an emphasis on stable, high-quality jobs that lead to a reduction in the recidivism rates of participants. Applicants must demonstrate how their proposed project will produce results and benefits that will support or achieve the purpose of the FSA Initiative; applicants may include specific results along with other information to make this demonstration. Applicants must demonstrate how the successful completion of the proposed grant project will support efforts to ensure enhanced pre-release/prison-based career and supportive services, purposeful connections to existing community-based services – identified by the evaluation as especially important – and alignment of newly acquired job skills and credentials with the needs of the local labor and employment market. In addition, applicants may provide examples of how they anticipate the activities or strategies of the grant will result in outcomes that support achieving the purpose of FSA. Information in this section may include, but is not limited to:

* How the implementation of innovative strategies will address workforce-related challenges within the areas covered by the proposed project.
* How the project will adapt outreach, recruitment, enrollment, services, or supports for individuals identified.
* The project's anticipated progress in achieving high-quality employment outcomes.
* The value of providing or facilitating the provision of new or enhanced training, job placement, and support activities to eligible participants, including those affected by substance misuse (e.g., opioids, stimulants, cocaine, and other substances).
* The impacts of aligning and integrating workforce development activities through the FSA Initiative with existing economic development strategies.
* Examples of how the project’s efforts to develop and expand partnerships, including industry partnerships that build and sustain capacity, will maximize available resources and establish community-based approaches for addressing workforce challenges and industry needs\.
* How the applicant will ensure the protection of Personally Identifiable Information (PII).
* How the applicant will track data on recruitment, outreach efforts, enrollment numbers, assessment completion, curriculum completion, supportive services provided, supporting documentation, and funding.

# PARTNERSHIP & COLLABORATION

The awarded applicant must describe how they will convene stakeholders during all stages of the program, particularly during the six-month planning and startup period. Bi-weekly meetings with all identified stakeholders will be implemented immediately to ensure the ability to initiate the implementation of project components. The stakeholder groups, as outlined below, represent a diverse group of thought leaders in the re-entry space, many of whom have extensive experience with state and local facilities. These partners will provide input on all aspects of program design and operation to ensure that the specific needs of the target population are met. This type of collaboration will maximize the applicant’s ability to achieve positive outcomes for the individuals served by ensuring their occupational proficiencies to acquire and maintain employment and the supportive services that will allow them to successfully reintegrate into society. Applicants are required to have multiple partners across sectors (e.g., criminal justice partners, education partners, workforce development partners, business partners, economic development partners, and community partners) that demonstrate their commitment through letters of support. Partnership must include the following: PA Department of Corrections (DOC), PA Workforce Development Board (WDB) Re-entry Committee, Local Workforce Development Boards (LWDBs), PA Commission on Crime and Delinquency (PCCD), Pennsylvania Re-entry Council (PARC), Non-profit re-entry services and re-entry coalitions, PA Department of Drug and Alcohol Programs (DDAP), Re-entry Coalitions, Employers and Employer Groups. Additionally, applicants must provide two letters of support. One letter of support must be from a criminal justice partner, and a second letter from a service provider. Applicants must also:

* Identify key partnerships and specific roles​.
* Demonstrate an effort by the lead applicant to develop strong, high-quality, diverse cross-sector, equitably sourced partnerships committed to working collaboratively to implement the project.
* Describe a collaboration plan for engaging all necessary partners in meaningful ways, including industry and employer partners​.
* Describe initial ideas/plans for strengthening/formalizing coordination or sub-granting with social service providers.
* Specify the organization’s experience collaborating with the federal prison system or outline contacts/connections that would facilitate service delivery.

# PERFORMANCE METRICS AND CONTRACT MANAGEMENT

## Performance Metrics

L&I is interested in identifying metrics in order to work collaboratively with the awarded service provider to monitor and improve performance during the life of the contract. L&I has identified initial metrics of interest and looks forward to working with the awarded provider to add to or refine this list during negotiations. The final set of performance metrics and frequency of collection will be negotiated by the successful grantee and L&I prior to the finalization of an agreement and may be adjusted over time, as needed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Performance Metric** | **Data Source** | **Data Collection Frequency** | **Data Collection Responsibility** | **Data Review Cadence** | **Past Performance Benchmark (if known)** |
| # of individuals oriented/outreached |  |  |  |  |  |
| # of individuals enrolled |  |  |  |  |  |
| # of courses completed by individual |  |  |  |  |  |
| # of individuals enrolled in education programs, such as GED or Higher Education |  |  |  |  |  |
| # of individuals who received a credential or diploma |  |  |  |  |  |
| # of job placements |  |  |  |  |  |
| # of interviews |  |  |  |  |  |
| # of individuals/% of participants who are not reincarcerated |  |  |  |  |  |
| # of individuals/% of participants who obtain self-sustaining or family-sustaining employment |  |  |  |  |  |
| # of individuals/% of participants who obtain employment with one or more of the following job quality components:   * Worker voice and representation * Job security * Pay equity * Predictable, stable scheduling and paid leave * Retirement savings opportunities * Health benefits * Special/positive working conditions * Opportunities for advancement and skill building |  |  |  |  |  |
| Employment rate at Quarter 2 & Quarter 4 |  |  |  |  |  |
| Effectiveness serving employers |  |  |  |  |  |
| Recidivism rate |  |  |  |  |  |

Applicants should propose other measurable performance outputs and outcomes to evaluate the effectiveness of their project.

# EVALUATION CRITERIA

Applications will be reviewed by an inter-agency team and evaluated based on the following criteria:

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Percentage** |
| Project Design and Management Plan | 25% |
| Performance Outcomes | 20% |
| Impact and Sustainability | 10% |
| Stakeholder Engagement and Partnership | 20% |
| Grant Management | 15% |
| Budget Form and Justification | 10% |
| **Total Possible Points** | **100%** |

# ELIGIBLE APPLICANTS MUST

1. Have an understanding of the criminal justice system and experience working with the re-entry population.
2. Be capable of bringing together business, education, workforce, and provider partners to achieve the overall project goals as defined by this NGA.
3. Demonstrate the ability to coordinate, manage, and implement the design of the project; develop and implement the project budget; implement a strategy to collect, analyze, and report performance outcomes; and coordinate and evaluate the activities of the project.
4. Be capable of monitoring and administering the fiscal components of the NGA.
5. Be capable of submitting the required reporting elements at the required intervals as required in the NGA.

**Additionally, applicants must have a PA SAP Vendor Identification Number, Unique Entity ID,** and be able to comply with the [Workforce Grant agreement](https://www.dli.pa.gov/Businesses/Workforce-Development/grants/Documents/Sample-Grant-Agreement.pdf). Applicants who cannot meet these additional requirements at the time of award will relinquish their award.

Pennsylvania Vendor numbers may be obtained at no cost by calling the Vendor Data Management Unit at 717-346-2676 or 1-877-435-7363, or [online](https://www.budget.pa.gov/Services/ForVendors/Pages/Vendor-Registration.aspx) (click on “Non-Procurement Vendor Site”). It may take up to two weeks to receive a vendor number. If you are unable to obtain a Pennsylvania vendor number in a timely fashion, you may submit the application prior to receiving your vendor number; however, no grant will be awarded without a Pennsylvania vendor number.

The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. Existing registered entities can find their Unique Entity ID by following the steps here. New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

**Fiscal Agent:**Fiscal agents include eligible applicants as detailed above. If LWDBs apply as a region, the region must appoint a single LWDB as the lead applicant who must also act as fiscal agent. The fiscal agent will receive, manage, and disburse grant funds.

# INITIAL REVIEW CRITERIA

Prior to comprehensive merit evaluation, L&I will perform an initial review to determine that (1) the applicant is eligible to apply; (2) the information required by the announcement has been received by the deadline; and (3) all mandatory components have been received. Applications that do not pass the initial review will not move on to the merit review.

# MERIT REVIEW CRITERIA

The final award will be based on a merit evaluation. Projects will be scored on how well the narrative meets the following criteria:

|  |  |
| --- | --- |
| **EVALUATION CRITERIA** | **% ALLOCATION** |
| **Project Design and Management Plan**  Demonstrate with data and evidence how you will accomplish each required activity.  **STAGE ONE:**   * Staffing * Eligibility & Enrollment * Establishment of Employment Lab   **STAGE TWO:**   * Service Navigator Assignment * Preparation for Release to RRC & Supportive Services * Residing in RRC & Job Club   **STAGE THREE:**   * Preparation for Release from RRCs * Employment & Follow-up Services * Community Transition   Participant Supportive Services  Achieving FSA Initiative Purpose  Partnership & Collaboration | *25* |
| **Performance Outputs/Outcomes**  Describe how you will provide the capacity to meet, track, and report on the following performance metrics:  Outputs-   * Number of individuals oriented/outreached * Number of individuals enrolled * Number of courses completed by individual * Number of individuals enrolled in education programs, such as GED or Higher Education * Number of individuals who received a credential or diploma * Number of job placements * Number of interviews   Applicant should propose other measurable performance outputs to evaluate the effectiveness of their project.  Outcomes-   * Number of individuals/% of participants who are not reincarcerated * Number of individuals/% of participants who obtain self-sustaining or family-sustaining employment * Number of individuals/% of participants who obtain employment with one or more of the following job quality components: * Worker voice and representation * Job security * Pay equity * Predictable, stable scheduling and paid leave * Retirement savings opportunities * Health benefits * Special/positive working conditions * Opportunities for advancement and skill building * Employment rate at Quarter two (2) and Quarter four (4) * Effectiveness in serving employers * Recidivism Rate   Applicant should propose other measurable performance outcomes to evaluate the effectiveness of their project.  The Grant Action Plan will be counted towards the scoring of this section. | *20* |
| **Impact and Sustainability**  This section measures how well the proposal addresses post-award sustainability of efforts/services related to the grant.  Describe how you will structure program support for participants upon conclusion of grant.  Applicant should propose other sustainability efforts. | 10 |
| **Stakeholder Engagement and Partnership**   * Identify key partnerships and specific roles​. * Demonstrate your effort as the lead applicant to develop strong, high quality, diverse cross-sector, equitably sourced partnerships committed to working collaboratively to implement the project. * Describe your collaboration plan for engaging all necessary partners in meaningful ways, including industry and employer partners​. * Describe initial ideas/plans for strengthening/formalizing coordination or sub-granting with social service providers. * Specify experience your organization has collaborating with the federal prison system or contacts/connections that would facilitate service delivery. | *20* |
| **Grant Management**  Provide a job description or resume for each position that will support grant. | *15* |
| **Budget Form and Justification**  Includes the following:   * A detailed line-item budget. Budgets must reflect requested and leveraged funds. * A detailed budget justification reflecting requested and leveraged funds and which clearly explains how each budget line item supports the stated deliverables of the project, including a detailed breakout of quantity, cost, and narrative. State the annual salary of each staff person, the percentage of each person’s time devoted to the project, the amount of each person’s salary funded by the grant, and the total personnel cost for the period of performance. | *10* |

# CONTRACT PERFORMANCE MONITORING

The awarded applicant will be considered a subrecipient, and therefore will be responsible in meeting all identified performance requirements. As part of L&I’s commitment to improved outcomes, we seek to actively and regularly collaborate with the awarded provider to enhance contract management, improve results, and adjust service delivery based on learning what works. Reliable and relevant data is necessary to drive service improvements, ensure compliance, inform trends to be monitored, and evaluate results and performance. As such, L&I reserves the right to request/collect other key data and metrics from vendors.

The applicant awarded funding will be required to submit quarterly narrative reports (QNRs), monthly Financial Status Reports (FSRs), and participate with agency staff on calls to identify project progression, share best practices, and receive technical support. The QNR and FSR templates and corresponding due dates will be provided to the awarded applicant.

A completed closeout package is due to both the comptroller’s office and the Bureau of Workforce Development Administration (BWDA) within 60 days after the termination date of the Notice of Obligation (NOO), or after the grant amount has been fully expended (whichever occurs first).

# SUBMISSION INSTRUCTIONS

Completed applications **must** include all of the following required documents:

* 1. **Application Form** (saved as a single file titled “Application Form”)

The grant application form must be completed in full and submitted with the other required

documents. The application form can be found at: <http://www.dli.pa.gov/Grants> and is available as Appendix A.

* 1. **Project Summary Cover Page** (saved as a single file titled “Project Summary Cover Page” and maximum length of one page) with the following information. The Project Summary Cover Page can be found at <http://www.dli.pa.gov/Grants> and is available as Appendix B.

1. Name of applicant
2. Name of fiscal agent
3. Vendor ID/UEI number (if applicable)
4. Project title
5. Project county
6. Project service area - municipality, house, and senate districts to be served
7. Project partners
8. Project summary
9. Project point of contact and contact information
   1. **Project Narrative** (saved as a single file titled “Project Narrative” must be single spaced on 8.5” by 11” paper, with 1” margins using 11-point Calibri font and 20 pages max) with the following information:
10. Project Design and Management Plan
11. Performance Output/Outcomes
12. Impact and Sustainability
13. Stakeholder Engagement and Partnership
14. Grant Management (Excluded from page limit requirement)

The project narrative must be formatted to clearly address the specified Merit Review Criteria. Provide sufficient information so that reviewers will be able to evaluate the application in accordance with these criteria**. Evaluators will review and consider only those applications that address separately each of the merit review criteria.**

* 1. **Letters of Support** (saved as a single file titled “Letters of Support”)

a. Include at least one letter of support from criminal justice entity.

b. Include at least one letter of support from a service provider partner.

Up to five letters of support may be included with your application. Letters of support should demonstrate partner commitment and strong, high-quality cross-sector partnerships committed to working collaboratively to implement the project. Letters should include information on the partner’s specific role, responsibilities, and nature of their commitment to the project. Applicants are encouraged to have multiple partners across sectors (e.g., education partner, workforce development, business, economic development, and community partners). Each letter must not exceed two pages when printed using standard 8.5” by 11” paper with 1” margins (top, bottom, left, and right) [single spaced]. Evaluators will review only the number of pages specified in the preceding sentence.

* 1. **Budget Form** (saved as a single file titled “Budget Form”)

Applicants must submit a detailed budget that includes expenditures by line item broken out by requested and leveraged funds. The budget will be evaluated based on the evaluation criteria above, and in terms of cost reasonableness and the relationship to proposed activities. Budgets must be for the period of performance: May 01, 2023, to March 30, 2026. The budget will also become the financial basis for any grant award, including making cost reimbursement payments over the course of the project. Pennsylvania reserves the right to unilaterally modify application budgets, prior to, and/or after grant award. The Budget Form can be found at [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants) and is also available as Appendix C.

* 1. **Budget Justification** (saved as a single file titled “Budget Justification”)Applicants must justify each expenditure by line item, including the costs proposed in each cost category and any other information to support the budget. The Budget Justification instructions are available as Appendix D.
  2. **Grant Action Plan Goals Template** (saved as a single file titled “Action Plan Goals”) Applicants should use this form to outline the specific goals of their project. The number of goals can be expanded as needed for the specific project. This template can be found as Appendix E.
  3. **EO 2021-06 Worker Protection Certification Form** (saved as a single file titled “Worker Protection Certification Form”)

Pursuant to Executive Order 2021-06, Worker Protection and Investment (October 21, 2021), contractors and grantees of the Commonwealth must certify that they are in compliance with Pennsylvania’s Unemployment Compensation Law, Workers’ Compensation Law, and all applicable Pennsylvania state labor and workforce safety laws. The form can be found at [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants) and is available as Appendix E.

# GRANT AWARD DETAILS

## Grant Funding

This NGA is funded by the US Department of Labor and the US Department of Justice.

## Estimated Funding and Award Size

Approximately $9,500,000 is available. Grants will be awarded and funded competitively based on the availability of funds up to $9,500,000 per application.

## Application Deadline

FSA applications are due by March 20, 2023, at4:00 PM ET. Late applications will not be accepted.

## Application Submission

Application packages must be submitted electronically to [RA-LI-BWDA-GS@pa.gov](mailto:RA-LI-BWDA-GS@pa.gov) by the application deadline. The subject line for your email submission must include “First Step Act Initiative.” An auto-reply email will be sent upon receipt of the application. This is validation that the application was received and should be retained.

## Period of Performance

L&I anticipates a performance period beginning May 1, 2023, to March 30, 2026.

## Allowable and Disallowable Costs and Expenses

Funds available through this NGA must be used to support an FSA initiative. Proposals should demonstrate efficient and effective use of resources.

* Allowable Costs**:** Grant funds can be utilized to support the required and optional activities as outlined in this announcement and administrative costs (administration costs must not exceed 10\ percent of the total amount requested).
* Unallowable Costs**:** Unallowable costs include pre-award costs, building construction, and procuring lobbying services and all other costs not associated with the direct performance of the award. Pre-award costs are incurred at the applicant’s risk. L&I will not reimburse any pre-award costs. L&I reserves the right to disallow any costs that do not align with the approved grant proposal and/or the Notice of Grant Award.

# GRANT AWARD ADMINISTRATION

## Award Notices

Applicants will be notified via email within 30 days following the award determination.

## Grant Agreements/Other

Awardees are required to enter into a workforce grant agreement with L&I. L&I reserves the right to seek repayment of funds if it is determined that funds were not utilized for the original stated and approved purpose.

L&I also reserves the right to award grants ensuring program diversity and alignment with other public funding and/or initiatives. L&I reserves the right to take a prudent approach and diversify awards should more than one application be submitted by the same applicant. L&I reserves the right to request additional information or modifications to applications for any reason deemed necessary. L&I shall notify all applicants whose applications are not accepted for funding under this NGA.

L&I may enter into discussions with a selected applicant for any reason deemed necessary, including but not limited to: (1) the budget is not appropriate or reasonable; (2) only a portion of the application is selected for award; (3) L&I needs additional or clarifying information; or (4) special terms and conditions are required. Failure to satisfactorily resolve the issues identified by L&I within a specific period determined by L&I may preclude award to the applicant.

L&I reserves the right, without qualification, to reject all applications received in response to this announcement. L&I reserves the right, to select the highest scoring application, in whole or in part, as a basis for negotiation and/or award. L&I reserves the right to award grants on a conditional basis if there are concerns surrounding one or more sections of the application. In the instance that a conditional award is made, the applicant is responsible to take immediate and appropriate action to remedy the area of concern in accordance with L&I’s guidance.

The L&I contracting officer is the only individual who can make awards or commit Pennsylvania to the expenditure of public funds. A commitment by other than the contracting officer, either explicit or implied, is invalid.

L&I reserves the right to de-obligate funds for those projects that show minimal expenditure or obligation. Any funds not committed may be reallocated to other projects awarded under this NGA.

## Reporting and Evaluation

Grantees will be required to submit program reports monthly, annually, and upon conclusion of the funded project to L&I. All required forms will be provided by L&I and will be outlined in the award package. All close-out final reports are to be submitted within 60 days of the period of performance end date. In addition to report submissions, awardees are required to participate in routine calls with L&I staff, unless otherwise determined, to identify grant progression, share best practices, and receive technical support. Additional information will be provided upon award selection. Grantees may be required to participate in a third-party evaluation.

Grantees may be required to collect and maintain Personally Identifiable Information (PII). Grantees must ensure PII is sufficiently protected, follow their existing agency data protection internal controls for handling and storing data, and will transfer required data to BWDA in accordance with the Commonwealth’s [Information Technology Policy No. ITP-SEC025, *Proper Use and Disclosure of Personally Identifiable Information (PII).*](https://www.oa.pa.gov/Policies/Documents/itp_sec025.pdf)

# QUESTIONS/AGENCY CONTACTS

Questions regarding the content of this NGA must be submitted in writing to [RA-LI-BWDA-GS@pa.gov](mailto:RA-LI-BWDA-GS@pa.gov).

# APPENDICES:

Appendix A: Application Form

Appendix B: Project Summary Cover Page

Appendix C: Budget Form

Appendix D: General Instructions for Completion of a Budget Justification

Appendix E: Grant Action Plan Template

Appendix F: EO 2021-06 Worker Protection Certification Form

Appendix G: The Pathway to Success Curriculum

## 

## Appendix A: Application Form

*Please use the fillable PDF version of the application form, which is available at:* [*http://www.dli.pa.gov/Grants*](http://www.dli.pa.gov/Grants)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of Submission:** | | Choose an item. | | | | **Type of Project:** | Choose an item. | | **Applicant Type:** | | Choose an item. |
| **Local Workforce Development Board:** | | | | | Choose an item. | | | | | | |
| **Grant / Project Title:** | Click or tap here to enter text. | | | | | | | | | | |
| **Targeted Industry Cluster:** | | | Click or tap here to enter text. | | | | | **Sub-Cluster:** | Click or tap here to enter text. | | |
| **Counties served by this grant:** | | | | | | | | | | | |
| * Adams * Allegheny * Armstrong * Beaver * Bedford * Berks * Blair * Bradford * Bucks * Butler * Cambria * Cameron * Carbon * Centre * Chester | | | | * Clarion ☐ Huntingdon ☐ Montgomery ☐ Venango * Clearfield ☐ Indiana ☐ Montour ☐ Warren * Clinton ☐ Jefferson ☐ Northampton ☐ Washington * Columbia ☐ Juniata ☐ Northumberland ☐ Wayne * Crawford ☐ Lackawanna ☐ Perry ☐ Westmoreland * Cumberland ☐ Lancaster ☐ Philadelphia ☐ Wyoming * Dauphin ☐ Lawrence ☐ Pike ☐ York * Delaware ☐ Lebanon ☐ Potter ☐ **Statewide** * Elk ☐ Lehigh ☐ Schuylkill * Erie ☐ Luzerne ☐ Snyder * Fayette ☐ Lycoming ☐ Somerset * Forest ☐ McKean ☐ Sullivan * Franklin ☐ Mercer ☐ Susquehanna * Fulton ☐ Mifflin ☐ Tioga * Greene ☐ Monroe ☐ Union | | | | | | | |
| **Local Workforce Development Areas (LWDA) affected by this grant:** | | | | | | | | | | | |
| * Allegheny * Berks * Bucks * Chester * Delaware * Westmoreland-Fayette | | | | * Lackawanna ☐ Pittsburgh ☐ West Central * Lancaster ☐ Southern Alleghenies ☐ Southwest Corner * Lehigh Valley ☐ Tri-County ☐ Northwest * Luzerne-Schuylkill ☐ North Central ☐ Central * Montgomery ☐ Northern Tier ☐ South Central * Philadelphia ☐ Poconos ☐ **Statewide** | | | | | | | |
| **Is your business a Pennsylvania Qualified Small Business as described in *4 Pa. Code 2.32*?** | | | | | | | | | | Choose an item. | |
| **Applicant Information** | | | | | | | | | | | |
| Name Address 1  Address 2  City | | | | **PA** ZIP Code | | | | | | | |
| **Name and contact information of primary person to be contacted on matters involving this application** | | | | | | | | | | | |
| First Name  Title |  | Last Name Phone  Email | | | | | | | | | |
| **Funding proposal request ($):** | | | | | | Labor & Industry: $ Matching Funds: $ | | | | | |
| **Authorized representative printed name:** | | | | | | Name | | | | | |
| **Authorized Representative Signature/Date:** | | | | | |  | | | | | |

**Application Form**

**Application Instructions**

**Labor & Industry (L&I) Workforce Development Grant**

1. **Type of Submission** – Indicate whether this is a new request for funds for a new project or if this is a continuation of a project that was previously funded. There can also be a new request for funds for an existing project.
2. **Type of Project** – Indicate whether this grant is for training or services.
3. **Applicant** – Select Applicant type from drop down menu.
4. **Local Workforce Development Board (LWDB)** – Select the name of the LWDB with whom this project will be affiliated from the drop-down menu.
5. **Grant/Project Title** – Enter the name of the project.
6. **Target Industry Cluster/Sub Cluster** – Enter the name of the Industry Cluster and, if applicable, the sub-cluster.
7. **Counties Served** – Include all counties that will be served by the grant.
8. **LWDAs affected** – List all LWDAs involved in the grant.
9. **Small Business –** Select whether your business is a Pennsylvania Qualified Small Business.
10. **Applicant Information** – Enter the applicant’s name and address.
11. **Contact Information** – Enter contact information.
12. **Funding Proposal Requests** – Enter the amount requested for the project and include the amount of matching funds (if applicable).
13. **Authorized Representative** – Enter the name of the authorized representative. Sign and date the form.

## Appendix B: Project Summary Cover Page

**First Step Act Initiative**

Summary Cover Page

Name of Applicant:

Name of Fiscal Agent:

Vendor ID/UEI Number (if applicable):

Project Title:

Project Counties:

Project Partners:

Project Service Area - local township/city/municipality, and State House and Senate legislative districts to be served:

Project Summary:

Project point of contact and contact information:

## Appendix C: Budget Form

**Requested Amount:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **ADMINISTRATION** | **$ --** |
| Admin Staff Salaries & Fringe Benefits |  |
| Operational Expenses (e.g., travel, postage, printing, etc.) |  |
| Admin Indirect Costs |  |
| **CAREER & SUPPORTIVE SERVICES** | **$ --** |
| Program Staff Salaries & Fringe Benefits |  |
| Operational Expenses (e.g., travel, postage, printing, etc.) |  |
| Other Program Expenses |  |
| Need Related Payment |  |
| Supportive Service Funds |  |
| Program Indirect Costs |  |
| **TRAINING** | **$ --** |
| Tuition Payments/ITAs |  |
| On The Job (OJT) Reimbursements |  |
| Skill Upgrade and Retraining/Customized Training |  |
| Adult Education and Literacy Training |  |
| Other Training Expenses |  |
| Conversion Cost Category |  |
| Other Training |  |
| Apprenticeship Training |  |
| Incumbent Worker Training |  |
| Customized Training |  |
| Transitional Jobs Expenditures |  |
| **TOTAL BUDGET** | **$ --** |

Please utilize the Excel version of the Budget Form available online at [www.dli.pa.gov/Grants](http://www.dli.pa.gov/Grants).

Administrative Costs are defined as:

1. Accounting, budgeting, financial and cash management functions including: procurement and purchasing functions; property management functions; personnel management functions; payroll functions; coordinating the resolution of findings arising from audits, reviews, investigations and incident reports; audit functions; general legal services functions; developing systems and procedures, including information systems, required for these administrative functions; and fiscal agent responsibilities;
2. Performing oversight and monitoring responsibilities related to the administration functions;
3. Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;
4. Travel costs incurred for official business in carrying out administrative activities; and
5. Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting, and payroll systems) including the purchase, systems development and operating costs of such systems.

All other costs are considered program costs.

## Appendix D: General Instructions for the Completion of a Budget Justification

The Budget Justification Narrative must include the following information with costs broken out between administration and program:

* Each line item on the Budget Form must be explained, and the cost provided for each. Each line item on the Budget Form pertains to projected costs.
* The total for each line item on the Budget Information Narrative must match the total for each line item on the Budget Form.
* Administrative Costs must not exceed 10 percent of the requested funding.

1. **Staff Salaries & Fringe Benefits** – List all staff positions by title. State the annual salary of each person, the percentage of each person’s time devoted to the project, the amount of each person’s salary funded by the grant, and the total personnel cost for the period of performance. Provide the overall fringe benefit percentage which reflects the recipient’s organizational fringe, and list the components included, such as health insurance, FICA, retirement, etc. Provide the fringe benefit calculation for each staff position listed under the Personnel line item. For example:

Example Budget Justification for Administrative Staff Salaries & Fringe Benefits

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position Title** | **Unit** | **Program Function** | **Hourly Wage (Step 8)** | **Hrs/wk** | **Weeks in Grant Period** | **Personnel Costs** | **Fringe Benefit (51% of Personnel Costs** | **Total** |
| Director | Director | Administrative Management & Over | $50.41 | 0.50 | 52 | $1,310.54 | $668.38 | $1,978.92 |
| Project Coordinator | Grants | Funds distribution and related | $30.50 | 1.00 | 52 | $1,586.00 | $808.86 | $2,394.86 |
| Clerk Typist | Grants | Clerical Support | $16.02 | 0.50 | 52 | $416.52 | $212.43 | $628.95 |
| Supervisor, Fiscal | Fiscal | Accounting & Fiscal Reporting | $30.50 | 0.50 | 52 | $793.00 | $404.43 | $1,197.43 |
| Budget Analyst | Fiscal | Accounting & Fiscal Reporting | $26.71 | 0.50 | 52 | $694.46 | $354.17 | $1,048.63 |
| Fiscal Tech | Fiscal | Accounting & Fiscal Reporting | $17.45 | 0.50 | 52 | $453.70 | $231.39 | $685.09 |
| **Total Staffing Grantee Administration** |  |  |  |  |  | **$5,254** | **$2,680** | **$7,934** |

1. **Fringe Benefits –** Provide the overall fringe benefit percentage which reflects the recipient’s organizational fringe benefit costs, and list the components included, such as health insurance, FICA, retirement, etc. Provide the fringe benefit calculation for each staff position listed under the salary line item. Be sure to breakout administrative and program fringe benefit costs. For example:

|  |  |
| --- | --- |
| **Leave Type** | **Percentage** |
| Salaries-Annual Lv | 3.80% |
| Salaries-Sick Lv | 1.90% |
| Salaries-Sick Bereav | 0.10% |
| Salaries-Sick Family | 0.20% |
| Salaries-Personal Lv | 0.70% |
| Salaries-Holiday Lv | 2.40% |
| SS-Hosp Insurance | 11.50% |
| SS-Social Security | 3.20% |
| SS-Medicare | 0.80% |
| SS-Retirement | 12.90% |
| SWIF | 0.80% |
| SS-Emp Group Life | 0.10% |
| SS-Health Benefits | 12.60% |
| **Total** | **51.00%** |

1. **Operational Expenses** – List all anticipated direct operational expenses and corresponding amounts being supported by the grant here. List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable (rent, utilities, printing, postage, supplies, staff travel, etc.) breaking them out between administration and program.
2. **Other Program Expenses –** List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable. Costs included under Other should not fit into any other line-item category.

**Note:** If including equipment, be sure to identify each item of equipment to be purchased which has an estimated acquisition cost of $5,000 or more per unit and a useful lifetime of more than one year. List the quantity and unit cost per item. Items with a unit cost of less than $5,000 are supplies.

1. **Needs Related Payments** **–** Needs-related payments provide financial assistance to participants for the purpose of enabling them to participate in training and are a supportive service authorized by WIOA sec. 134(d)(3). Unlike other supportive services, in order to qualify for needs-related payments a participant must be enrolled in training.
2. **Supportive Services** – List the types of supportive services allowable under your supportive service policy (e.g., uniforms, transportation, tools, test fees, etc.). Include any cap used to calculate the costs for this category.
3. **Training** – Please list the specific training category as listed on your proposed budget. Be sure to include a breakout of anticipated training expenses and the number of applicable recipients of the training. This section should include a summary of the training being offered.

For example:

On-the-Job Training (OJT) Reimbursement- $20.11 \* 40 hours \* 12 weeks \* 5 people = $48,264.00

The OJT costs will reimburse wages for individuals who are completing a training plan toward their Machining and Tooling apprenticeship. The OJT training plan covers knowledge in the following areas: hand tools, machining tools, work safety, measuring tools (calipers, gauges and micrometers), blueprint reading, mathematical computation and quality review. Five participants will work on-the-job for 12 weeks at 40 hours a week. 100 percent reimbursement toward these wages will be covered.

1. **Indirect Costs** – If charging indirect costs to the grant, this line item must be populated. Include the current approved Negotiated Indirect Cost Rate Agreement, signed by the Federal cognizant agency, or a de minimis justification, as an attachment to the narrative. This should only be submitted with the grant application if outlined as an allowable expense and broken out between administration and program.

## Appendix E: Grant Action Plan Template

**Action Plan**

Guiding question: Does the action plan align with the goals of the FSA initiative by demonstrating how the proposed project will produce results and benefits that will support and achieve the purpose of the FSA Initiative; demonstrate specific results along with other information to make this demonstration. Applicants must demonstrate how the successful completion of the proposed grant project will support efforts to ensure enhanced pre-release/prison-based career and supportive services, purposeful connections to existing community-based services – identified by the evaluation as especially important – and alignment of newly acquired job skills and credentials with the needs of the local labor and employment market. In addition, applicants may provide examples of how they anticipate that the activities or strategies of the grant result in outcomes that support achieving the purpose of FSA.

***Goal 1:***

*Activity 1:*

Measurable indicators of

Expected outcome(s) of activity

Amount budgeted for activity (estimated; subject to change):

*Activity 2:*

Timeline (quarter(s) of project in which the activity will take place):

Measurable indicators of progress:

Expected outcome(s) of activity:

Amount budgeted for activity (estimated; subject to change):

**Goal 2:**

*Activity 1:*

Measurable indicators of

Expected outcome(s) of activity

Amount budgeted for activity (estimated; subject to

*Activity 2:*

Timeline (quarter(s) of project in which the activity will take place):

Measurable indicators of progress:

Expected outcome(s) of activity:

Amount budgeted for activity (estimated; subject to change):

**Goal 3: (continue as needed)**

## Appendix F: EO 2021-06 Worker Protection Certification Form

1. Pursuant to Executive Order 2021-06, *Worker Protection and Investment* (October 21, 2021), the Commonwealth is responsible for ensuring that every worker in Pennsylvania has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with Pennsylvania’s Unemployment Compensation Law, Workers’ Compensation Law, and all applicable Pennsylvania state labor and workforce safety laws including, but not limited to:
2. Construction Workplace Misclassification Act
3. Employment of Minors Child Labor Act
4. Minimum Wage Act
5. Prevailing Wage Act
6. Equal Pay Law
7. Employer to Pay Employment Medical Examination Fee Act
8. Seasonal Farm Labor Act
9. Wage Payment and Collection Law
10. Industrial Homework Law
11. Construction Industry Employee Verification Act
12. Act 102: Prohibition on Excessive Overtime in Healthcare
13. Apprenticeship and Training Act
14. Inspection of Employment Records Law
15. Pennsylvania law establishes penalties for providing false certifications, including contract termination; and three-year ineligibility to bid on contracts under 62 Pa. C.S. § 531 (Debarment or suspension).

**CERTIFICATION**

I, the official named below, certify I am duly authorized to execute this certification on behalf of the contractor/grantee identified below, and certify that the contractor/grantee identified below is compliant with applicable Pennsylvania state labor and workplace safety laws, including, but not limited to, those listed in Paragraph A, above. I understand that I must report any change in the contractor/grantee’s compliance status to the Purchasing Agency immediately. I further confirm and understand that this Certification is subject to the provisions and penalties of 18 Pa. C.S. § 4904 (Unsworn falsification to authorities).

|  |
| --- |
|  |
| *Signature Date* |
|  |
| *Name (Printed)* |
|  |
| *Title of Certifying Official (Printed)* |
|  |
| *Contractor/Grantee Name (Printed)* |

## Appendix G: The Pathway to Success Curriculum

**Unit 1: O\*Net Interest Assessment**

**Overview**: In this unit participants will use the O\*NET Interest Profiler to identify areas of interest and competency; identify strengths and areas of improvement using the Foundation Skills Appraisal; and explore skills related to occupations within their chosen sectors.

Length of time: 60 minutes

External staffing requirements: 1 trainer

Materials: Handouts

Objectives:

* Participant will be able to complete the O\*Net Interest Assessment, review their results, and identify 3 jobs in their Jobs Zone.
* Participant will be able to describe sectors and identify 3 sectors of interest.
* Participants will be able to identify 3 occupations in each of the 3 interest sectors.
* Participants will be able to complete Foundation Skills Self-Appraisal and indicate evidence of competency in noted employability skills.
* Participants will be able to identify how employability skills match occupations.

**Unit 2: Gaining Employment**

**Overview**: This unit engages participants in learning about job opportunities available to persons reentering the workforce after incarceration and overcoming barriers to jobs. Participants will explore alternative occupations and learn about processes for requesting exceptions or accelerating the process in order to be job eligible.

Length of time: 60 minutes

External staffing requirements: 1 trainer

Materials: Handouts

Objectives:

* Participant will be able to list jobs that are available to persons with a record.
* Participant will be able to identify processes and offer possible solutions or strategies to overcoming barriers.
* Participants will be able to list key components of requests for exceptions.
* Participant will be able to write a generalized request for exceptions letter.

**Unit 3: Understanding Job Opportunities at Location of Re-entry**

**Overview**: Participants will learn about in-demand jobs, associated wages, and the job outlook using Center for Workforce Information and Analysis County information for their area of re-entry. Using budgeting tools, participants will create a budget and compare the wage associated with selected occupations, then revise their targeted occupational list as applicable.

Length of time: 60 minutes

External staffing requirements: 1 trainer

Materials: Handouts

Objectives:

* Participant will be able to define in-demand occupations and their relevance to a job search.
* Participant will be able to identify a job wage and make decisions based on their budgetary needs.
* Participant will be able to develop a personal budget.

**Unit 4: Introduction to Career Pathways**

**Overview**: In this unit, participants will learn the definition of career pathway and review occupations within some example industry pathways. Participants will explore wages, job outlooks, and demand for jobs. Building on the O\*NET Skills Inventory (Unit 1) and the Foundation Skills Self-Appraisal, participants will identify related areas of strength or areas of improvement needed for particular occupations or jobs. Participants will identify ways to focus on areas that are needed to be better prepared for targeted jobs (e.g., build on the- job experience, strengthen personal employability skills, and build academic or training skills).

Length of time: 60 minutes

External staffing requirements: 1 trainer

Materials: Handouts

Objectives:

* Participants will identify strengths and weaknesses to be job ready: O\*NET Skills Inventory; Foundation Skills Priority List; O\*NET Job Summaries.
* Participants will be able to define Career Pathway and its relevance to current and future employment and goals.
* Participants will be able to list areas of strengths and needs related to identified occupations.
* Participants will be able to identify 2 strategies to strengthen areas of need for employment (e.g., activities to practice appropriate employability behaviors, training courses).

**Unit 5: Creation of a Career Plan**

**Overview**: Participants will learn how to establish and create SMART goals for their Career Pathways goals based on their interests, available courses, and labor market information. They will review what career pathways are and catalog their career goals, interests, and experiences relevant to their identified career pathway. This process will also include determining next steps, enrolling in educational or vocational courses, signing up for inmate employment/Correctional Industries, correspondence course, etc., as appropriate.

Length of time: 60 minutes

External staffing requirements: 1 trainer

Materials: Handouts

Objectives:

* Participants will be able to explain and set SMART goals.
* Participants will be able to describe and use a process to identify primary steps to meet career goal.
* Participants will be able to develop a career plan that includes additional steps that might take Participants beyond targeted career goal on the pathway.
* Participants will be able to develop detailed action steps for each step using SMART goals process; Participants will include work and educational opportunities at SCI, employability skills development, and potential re-entry opportunities.

**Unit 6: Introduction to PA CareerLink® System**

**Overview**: Participants will be introduced to the PA CareerLink® one-stop service delivery system and resources and services available at the PA CareerLink®. This information will be presented by a PA CareerLink® representative. Participants will become familiar with the PA CareerLink® locations so that they will know where to go for services upon re-entry.

Length of time: 60 minutes

External staffing requirements: 1 trainer

Materials: Handouts

Objectives:

* Participants will be able to name 4 to 6 services or resources provide by PA CareerLink®.
* Participants will be able to explain eligibility requirements for using PA CareerLink® resources and services.
* Participants will be able to explain the process for enrolling for PA CareerLink® services.

**Unit 7: Resume, Cover Letters, and Applications**

**Overview**: Participants draw on earlier activities and portfolio products (e.g., O\*Net Interest Inventory, Foundation Skills Self-Appraisal, lists of experience and education, skills matching between job summaries and participant skills) to begin to think concretely about seeking employment. They will create a resume, write a sample cover letter, and practice filling out several types of applications.

Length of time: 60 minutes

External staffing requirements: 1 trainer

Materials: Handouts

Objectives:

* Participants will be able to identify skills, education, and experience and create a resume.
* Participants will be able to align skills and experience to identify appropriate jobs that also match their targeted career goals.
* Participants will be able to write a cover letter for a job.
* Participants will be able to complete sample job applications.

**Unit 8: Interview Skills**

**Overview**: Participants will explore how to prepare for and participate in a professional job interview. Participants will learn tips for handling questions, and topics to include or exclude in a job interview. They will have the opportunity to practice and polish their interview skills through delivery, observation, and evaluation by and of other participants or recorded interviews. Finally, participants will learn how to address the topic of having a criminal record in an interview.

Length of time: 60 minutes

External staffing requirements: 1 trainer

Materials: Handouts

Objectives:

* Participants will be able to identify four key components of a well-crafted job interview.
* Participants will be able to script a job interview.
* Participants will be able to use their resume to identify strengths to highlight in an interview.
* Participants will be able to conduct a job interview that incorporates highlighting their skills and abilities and their criminal record.

**Unit 9: What to Expect When Paroled**

**Overview**: Parole staff will address the class and discuss what to expect at a parole hearing, what factors may be viewed as positive, and what to expect when reentering and while under

supervision.

Length of time: 60 minutes

External staffing requirements: 1 trainer

Materials: Handouts

Objectives:

* Participants will be able to describe the process of an interview/ parole hearing.
* Participants will be able to identify 3-5 factors that may be considered positive factors for a parole hearing.
* Participants will be able to describe expectations for re-entry and supervision when reentering.

**Unit 10: Finalizing Your Career Pathway Plan**

**Overview:** Participants will reflect on the development of their employability skills by completing the Foundation Skills Self-Appraisal and comparing it to that of their initial Self-Appraisal. Participants will review their job or career choices and career pathway plan by reflecting on past activities and portfolio products. Ultimately participants will condense their in-depth career planning pieces into a comprehensive career pathway plan that addresses the different units in this course, as appropriate.

Length of time: 60 minutes

External staffing requirements: 1 trainer

Materials: Handouts

Objectives:

* Participants will be able to complete Foundation Skills Framework Self-Appraisal and indicate evidence of competency in noted employability skills.
* Participants will be able to reflect on and explain how their employability skills have advanced.
* Participants will be able to chart and explain the basic steps identified in their career plan.
* Participants will be able to identify gaps in their training and education for their target job or career path.
* Participants will be able to identify activities offered by their local institutions and PA CareerLink® that can support their advancement towards being prepared to seek their target job or career path.
* Participants will be able to set two SMART goals that will identify next steps in working towards their target job or career path.
* Participants will be able to express how they will address the parole board.

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5. Federal Bureau of Prisons. BOP. (n.d.). Retrieved December 2, 2022, from https://www.bop.gov/about/statistics/population\_statistics.jsp [↑](#footnote-ref-6)
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