**REQUEST FOR INFORMATION  
Narrative**

Please provide thorough and clear responses to the questions below. The submitted document should be single spaced and no more than 8 pages. The Equity Bonus Score questions do not count in that page limit.

**Agency Information** (required)

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| Agency Name: |
| Agency DUNS number: |
| Agency current budget: |
| Geographic Area: |

**Program Summary** (10 points)

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| 1. Provide a one-paragraph summary of your program. Include a brief description of the proposed focus community (ies), population (including anticipated age range) and services that will be provided. |
| Response: |

**Community Description and Need** (10 points)

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| 2. Describe the proposed community to be served, including its challenges and strengths. Include your agency’s history and role in the community. (5 points) |
| Response: |

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| 3. In the last year, have there been increased incidents of homicides or violent crimes (i.e., battery/assaults) in your community? Please describe and provide any data on your neighborhood. In addition to typical data sources, such as law enforcement or media, you can include your community’s knowledge of violence. (5 points) |
| Response: |

**Project Implementation** (45 points)

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| 4. Describe the existing program services you provide, focus population, and community(ies) served. Include how long these services have been provided and recent service outcomes. (15 points) |
| Response: |

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| 5. Describe the proposed rapid program expansion. Include program activities, services, focus population, and how program activities will meet focus population needs. (10 points) |
| Response: |

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| 6. Describe how your direct service staff work in person (not remote) and in non-traditional work hours. (10 points) |
| Response: |

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| 7. List and describe all staff positions involved in the proposed project. Include at minimum: name of position, roles, and responsibilities. Identify the position that will work with ICJIA on grant execution and compliance. (10 points) |
| Response: |

**Deliverables or Milestones** (5 points)

Complete the table below, defining each step in the implementation and operation of the proposed program and detailing the staff position responsible for each task. Include a target due date. Do not use personal names/identifiers. Add additional lines, as needed.

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| **Task** | **Staff Position Responsible** | **Date Due** |
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| Submit monthly data report to ICJIA. |  | 15 days after the end of June, July, August, and September. |
| Submit timekeeping certifications at the end of each quarter (if personnel are listed in the budget). |  | July 15 (for June) and October 15 (for July-September) |
| Submit monthly financial status reports to ICJIA. |  | 15 days after the end of June, July, August, and September. |
| Submit closeout financial status report, and closeout data report to ICJIA. |  | October 31, 2021 |

**Performance Measures** (10 points)

Complete the appropriate projected measures and delete the charts not needed:

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| **Youth Development Goal:** Protect youth and young adults from violence through positive behavior modifications and supportive environments that provide skill building experiences. | |
| **Process Objectives** | **Performance Measures** |
| List each service provided. | * Estimate # served by each service. |
| \_\_ youth will successfully complete program | * Report # unduplicated participants who complete the program with at least 80% attendance. |
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| **Outcome Objectives** | **Performance Measures** |
| Improved life skills, increase planning and goal setting. | * # youth that successfully complete goals, project or planning activities |
| Increase in positive behavior/non-violent response to conflict. | * Estimate # of positive or non-violent responses to conflict |
| Decrease number of youth who experienced a victimization. | * # of youth served who did not experience violence or exposure to violence during the program period |
| Increase in improved self-esteem. | * % of eligible individuals who exhibited improved self-esteem |

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| **Youth/Emerging Adults Employment Goal:** Protect youth and young adults from violence through summer employment. | |
| **Process Objectives** | **Performance Measures** |
| Engage \_\_\_ employers. | * Estimate # of employers that will participate. |
| Mentors/support persons are trained and matched with youth | * Estimate # of mentors/support persons trained and matched with youth |
| Provide employment training for youth | * Estimate # of trainings and number of youth to be trained. |
| Youth will be hired to work summer job | * Estimate # of youth to be hired |
|  | * Total amount of all dollars earned by all employed youth and emerging adults. |
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| **Outcome Objectives** | **Performance Measures** |
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| **Street Outreach Goal:** Protect communities by increasing the number of conflict de-escalation and mediation. | |
| **Process Objectives** | **Performance Measures** |
| Objective 1a and 1b: Identify \_\_\_ encounters with the potential for violence or retaliation and provide mediation in all identified encounters. | Performance Indicator 1:  • # encounters identified.  • # of initial mediations performed.  • # of follow up mediations performed |
| Objective 2.1: Maintain a caseload of \_\_\_ highest-risk individuals (per Outreach Worker), | Performance Indicator 2.1:  • # participants in Outreach Worker caseload. |
| Objective 2.2: Maintain a caseload of \_\_\_ highest-risk individuals (per case manager), as participants in longer-term goal achievement, connections to resources, and behavior change work with case manager. | Performance Indicator 2.2:  • # participants in caseload for each case manager.  • # successful linkages to resources |
| Objective 2.3: Maintain an average of \_\_\_ hours and \_\_\_ contacts for individuals on caseload each month. | Performance Indicator 2.3:  • Average # hours spent per participant  • Average # contacts per participant |
| Reduce risk of engaging in violent behavior for highest-risk participants by implementing \_\_\_ risk reduction plans (including referrals for education, employment, anger management, substance abuse, etc.) for each participant on caseload. | Performance Indicator 3:  • # risk reduction plans created  • # participants administered a Quarterly Risk Reduction Plan Update  • # referrals made |
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| **Outcome Objectives** | **Performance Measures** |
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**Budget** (20 points)   
  
See Excel Budget document, example, and guidance in the NOFO. Budgets that include *any* unallowable costs shall only receive a maximum of 10 points.

**Equity Questions** (20 bonus points)

Applicant must provide clear, detailed responses to receive all points for each question.

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| 8. Is your organization headquartered in the community you proposing to serve? (5 points) |
| Response: |

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| 9. Do the agency staff, board members, and practitioners reflect the proposed community and residents to be served? (5 points) |
| Response: |

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| 10. Does the model you propose to implement include mentors, credible messengers, or practitioners who are residents of the community being served? (5 points) |
| Response: |

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| 11. Does your organization have an operating budget of under $2 million?  (5 points) |
| Response: |