



Community-Based Violence Intervention Grant Request for Proposals

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I. Introduction

The Community Human Services Partnership (CHSP) is now accepting applications for a **Community-Based Violence Intervention Grant**. In 1997, the City and County collaborated to form CHSP, which was granted a Best Practice award by the U.S. Department of Housing and Urban Development. The purpose of CHSP is to provide a more efficient and effective method for allocating human services grant funds. This initiative, which requires greater coordination and cooperation between funding partners and agencies, affords easy recognition of duplication and gaps in service delivery and provides the ability to target funds accordingly.

The purpose of the Community-Based Violence Intervention Grant is to increase community safety through focused services to gun violence perpetrators and victims. This is a competitive solicitation open to 501c3 non-profit organizations providing direct human services. Collaborative proposals are encouraged. Applicants must target services to those most at risk of being a victim of or committing an act of gun violence, demonstrate collaboration with key stakeholders, and commit to the implementation of promising practices that have been shown to be effective in reducing gun violence.

In [*Anatomy of a Homicide Project*](#), released in 2022, Leon County Sheriff's Office's (LCSO) reported that most homicides in Leon County are committed with firearms, and that most homicides occur in socioeconomically disadvantaged communities and most victims and offenders reside within these same areas.¹ In addition, the report states that most victims and offenders are overwhelmingly young Black males, and most homicide offenders are arrested for the first time before age 18. Recommendations from the report include developing targeted, achievable, and measurable strategies to reduce gun violence that:

1. Identify and engage those determined to be most at risk.
2. Provide supportive services to those who are at the highest risk of being a victim or a perpetrator of violence.
3. Focus on the areas of greatest violence.
4. Focus on the behaviors associated with violence.

Recognizing the serious need to address gun violence, on October 12, 2022, the City Commission appropriated \$500,000 in general funds to fund eligible applicants in the implementation and/or enhancement of gun violence reduction initiatives.

Reimbursable grants will be awarded on a competitive basis. Funding will cover activities/expenses from September 1, 2023, through September 30, 2024. Agencies may only submit one application for one program.

Availability of Continuation Funding

Grant awards cannot be extended and will not be eligible for continuation beyond the time period specified above. After the initial grant award, agencies will be required to re-apply through the biannual

¹ Anatomy of a Homicide Project, Leon County Sheriff's Offices and the Florida Sheriffs Association, 2022
<https://www.leoncountysos.com/allin-leon/anatomy-of-a-homicide>

CHSP process, dependent on the availability of funding.

II. Program Requirements

The primary goal of this initiative is to implement or enhance locally led community-based violence intervention programs based on promising practices that provide human services and interventions to the impacted communities and individuals.

Community-Based Violence Intervention programs should focus assisting individuals and their families that have been impacted by violence, to reduce their risk levels of repeat exposure. The U.S. Department of Justice defines² violence intervention as “an effort (e.g., activity, program, policy change) to change knowledge, attitudes, and behaviors after a problem has been identified.” Interventions are typically immediate and “aim to end criminal or delinquent behaviors among specific individuals or groups already involved in delinquent/criminal behavior, including those that may have developed serious, violent, or chronic offending patterns.”

Successful community violence intervention programs generally:

- Deter individuals at high risk for violence from engaging in firearm violence through direct outreach.
- Help individuals at high risk for violence resolve potentially violent disputes before they occur.
- Connect those at high risk for violence to safety net services, diversionary programs and/or productive opportunities such as education and employment.
- Provide individualized case management, counseling, trauma-informed services, and culturally responsive mental health support to individuals impacted by daily gun violence.
- Authentically engage community members to build trust and collaboration between stakeholders.

Successful applicants will be required to comply with the following expectations:

1. Participate in regular meetings convened by the Tallahassee Leon County Council on the Status of Men and Boys.
2. Accept referrals from the Tallahassee Leon County Council on the Status of Men and Boys and provide reports on progress.
3. Develop and maintain a working collaboration with law enforcement.
4. Be available, at a minimum, telephonically, 24 hours a day to provide immediate service referrals to community-based service organizations to those impacted by gun violence.
5. Implement a resource assessment process to adequately meet specific, immediate needs of the target group including, but not limited, to the following:
 - a. Trauma counseling and support
 - b. Low cost, but pressing needs (transportation, groceries, utility/rent assistance, etc.)
 - c. Monetary assistance for emergency housing relocation, food, and other necessities
 - d. Access to housing, employment resources, substances treatment, health care, etc.

² U.S. Department of Justice, Bureau of Justice Assistance, <https://bja.ojp.gov/program/community-violence-intervention/glossary>

6. Work with staff from the Tallahassee Leon County Council on the Status of Men and Boys to ensure project activities are properly tracked and documented.

New Programs: For new program implementation, applicants must demonstrate program readiness to include deliberate efforts at community outreach, collaboration, building partnerships with local business, non-profits, community organizations, local medical and health agencies, and law enforcement. Applicants must dedicate resources and expertise, or subject matter experts needed to execute and administer the project. Applicants should fully describe program services and their ability to collect performance measures on program activities.

Existing Programs: For funding to enhance existing programs, applicants must demonstrate and show current funding sources, (i.e., local, state, federal, or private funding) for the existing program. Applicants must document initial project recommendations as well as any current and past challenges that may have caused program operations to stall or stop. Applicants must document the successes that have been captured since the initial implementation of the program. Applicants must justify the need for an enhancement.

Possible Programs for Replication: Applicants are encouraged to draw upon components of programs that have demonstrated success in reducing gun violence, or to implement promising practices and other strategies that have reduced gun violence. The Office of Justice Programs (OJP) Crime Solutions [website](#) is one resource that applicants may use to find information about promising practices and evidence-based practices in criminal justice, juvenile justice, and crime victim services. The John Hopkins University Bloomberg School of Public Health [website](#) provides definitions of promising practices that include Street Outreach, Violence Interruption and Hospital-Based violence intervention (HVIP) programs. Applicants may need to tailor these promising practices to meet the unique challenges of our community.

Collaboration: Applicants must demonstrate how they will maximize resources and avoid duplication of services by collaborating with community partners in Tallahassee-Leon County. Programs that applicants should consider for possible collaboration include [Tallahassee Engaged in Meaningful Productivity for Opportunity \(TEMPO\)](#) and [Tallahassee Future Leaders Academy \(TFLA\)](#).

III. Eligibility Requirements & Funding Restrictions

A. Applicant Eligibility

Applicants must be 501c3 nonprofit organizations providing direct human service programs at the time of application submission. Applicants must:

- Be a non-profit corporation, incorporated in Florida or authorized by the Florida
- Be registered with Department of State to transact business in Florida, pursuant to Chapter 617, Florida Statutes.
- Have obtained a 501(c) (3) status from the U.S. Department of Treasury.
- Be authorized by the Florida Department of Agriculture and Consumer Services to solicit funds, pursuant to Chapter 496, Florida Statutes.

- Have obtained a sales tax exemption registration from the Florida Department of Revenue, pursuant to Chapter 212, Florida Statutes.
- Have a local board of directors and/or a local advisory board.
- Have by-laws adopted by the board of directors.
- Have a comprehensive Fiscal Management Policy that includes appropriate internal controls to protect the fiscal integrity of the agency.
- Have a Check Signing Policy that requires two or more signatures based on certain fiscal thresholds approved by the agency's board of directors. This policy must specify that no agency staff, including the executive director, can sign a check written to themselves or written for cash. The policy must also include specifications and internal safeguards (direct board oversight) regarding making withdrawals from the agency's account(s).
- Have its books and records audited annually (if required by federal or state law) by an independent certified public accountant who has no affiliation with the agency and whose examination is made in accordance with generally accepted auditing standards. The audit report must be no more than two years old. The audit report must include a management letter and financial statements showing the following: all the agency's income, disbursements, assets, liabilities, endowments, and other funds, as well as the agency's reserves and surpluses during the period under study and be consolidated with the statements of any affiliated foundations or trusts. **If the audit contains a schedule of findings, a corrective action plan must be included with the audit.**
- Show proof of filing an IRS Form 990, 990EZ, Postcard or extension within the last fiscal year.

The following will need to be supplied at the time of contracting:

- A signed Nondiscrimination and Equal Opportunity Policy.
- Proof of general liability insurance coverage.
- A signed Records Retention Policy.
- A signed Conflict-of-Interest Policy.

B. Funding Restrictions

CHSP funds can only be used to provide direct client services to Tallahassee/Leon County residents. CHSP funds awarded to university-based programs cannot be used to pay for student waivers or indirect costs.

Agencies that receive CHSP funds are required to enter into a contract, submit proof of expenditures for reimbursements, submit quarterly and year-end progress reports, and maintain client and fiscal record keeping systems, which are subject to on-site monitoring by CHSP staff.

Disbursement of Funds: Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended. Actual expenditures must be reported monthly or quarterly and invoiced pursuant to approved line-item budget categories in the grant agreement. Grantees will only be reimbursed for program-related costs that have been incurred within the grant period.

Allowable Costs: Requested funds must be utilized to support programs that prevent and reduce gun violence. Allowable costs include, but are not limited to:

- Direct client support (Ex: Food, stipends/incentives, financial assistance)

- Personnel
- Professional fees
- Supplies, materials and postage
- Equipment (rental, maintenance, purchase)
- Staff training and travel expenses
- Insurance (Ex: Bonding, Liability)
- Collaborative partnership activities
- Capacity Building
- Copying/Printing

Unallowable Costs: Grant funds cannot be used for expenses that include, but are not limited to:

- Weapons, ammunition and related equipment
- Construction or renovation
- Land acquisition
- Lobbying and political contributions
- Honoraria
- Bonuses
- Alcohol
- Vehicles
- Sales tax, excessive shipping fees, late fees

IV. Demonstration of Impact

The CHSP funding process includes the integration of uniform service goals, outcomes, and performance metrics to more consistently track and communicate program impacts and return on investment (ROI). Programs seeking CHSP funding will be required to identify one or more service goals, outcomes and performance metrics that would be tracked and reported through a data collection system. This ensures that programs funded through CHSP are tracked and evaluated for effectiveness and allows agencies to work with the CHSP staff to make any necessary adjustments.

As part of the application process, applicants will select a service goal, common outcome(s) and performance metric(s). One or more common outcome(s) and performance metric(s) may be selected by an agency for a particular program, but only one of each is required. The performance metrics are quantifiable data that will be reported quarterly by agencies. Additional goals, outcomes or metrics may be added by CHSP as new data becomes available.

Service goal categories:

1. Support safe families and communities
2. Support individuals and families in crisis and emergency situations

Common outcomes:

1. Reduce occurrence of violence
2. Improve behavior and positive life outcomes
3. Support family safety and self-sufficiency
4. Support social competencies (e.g., ability to have empathy for others)

Performance metrics:

1. Persons in targeted neighborhoods have reduced involvement in incidents of violence.
2. Persons develop safety net support systems and self-protection skills.
3. Persons receive emergency needs support.
4. Change in attitudes of hostility, aggressive conflict and or hopelessness

V. Application Process

Note: This is a competitive grant process. Neither the invitation to apply for funds nor the provision of technical assistance to applicants implies that an applicant will receive a grant award.

A. Timeline:

AUGUST 2023

- The Request for Proposals (RFP) is released on **August 2 at 9 a.m. (EST)**.
- The application is available online at <https://portal.neighborlysoftware.com/tallahassee/participant> on **August 2 at 9 a.m. (EST)**.
- Staff are available to provide technical assistance.
- Staff recruits and trains volunteers to serve on the Citizen Review Team (CRT).
- The grant application deadline is **August 25 at 11:59 p.m. (EST)**.
- Staff conduct technical review of applications to ensure each agency meets eligibility criteria.

SEPTEMBER 2023

- Staff develops the CRT meeting schedule and notifies agencies.
- Citizens Review Team members complete the agency/program assessments, deliberate, and make funding recommendations.
- Staff notifies each agency’s executive director and chairperson of the Board of Directors of the CRT recommendations. Awards are subject to City Commission approval.

SEPTEMBER/OCTOBER 2023

- Staff conduct contract management workshops and issues agency contracts.
- Staff executes agency contracts for the grant program period, covering September 1, 2023, through September 30, 2024.

B. Application Submission Requirements:

Applications must be received by 11:59 p.m. (EST) on August 25, 2023.

- Applications must be completed and submitted in the Neighborly Software Portal: <https://portal.neighborlysoftware.com/tallahassee/participant> by the deadline.
- The portal will open August 2, 2023, at 9 a.m. and close at 11:59 p.m. on August 25, 2023.
- All required fields must be completed to submit the application. All required legal documents must be included.

- Do not include any items not requested such as letters of support, annual reports, publicity articles, etc.
- Applications received after the deadline will not be considered. Emailed files or paper applications will not be accepted.
- The application submission deadline is final. No extensions shall be granted.
- **Applications will only be accepted from agencies that meet the Eligibility Requirements outlined in Section III.**
- Agencies may only submit one application for one program.

C. Grant Review Process

After the grant submission deadline, staff reviews each application to confirm eligibility compliance. A volunteer Citizens Review Team (CRT) will review and score applications. CRT volunteers are chosen based on skill sets, occupation, areas of specialization, previous review team experience, scheduling availability and other factors. CHSP staff will appoint team leadership positions for the Citizens Review Team.

The list of review team members is forwarded to the applicant agencies. If an agency perceives that a team member has a conflict of interest, the team member will be removed. It is the responsibility of the agency to immediately notify the CHSP staff if a member assigned to its team poses a perceived conflict of interest.

D. Application Scoring Process

CHSP is committed to ensuring a fair and open process for awarding grants. All eligible applications will be reviewed as part of a competitive review process.

Each application can earn a score of 18 points. Upon completion of the agency presentations, each CRT member completes an Assessment Scoring Guide, deliberates agency requests, develops priority rankings, and makes funding recommendations for each program reviewed. Some of the factors considered in the assessment process include:

- The documentation of need for the program and its compatibility to the grant program priorities
- The agency's ability to execute and administer the program
- The Board of Directors' ability to provide adequate leadership and oversight (e.g., meets regularly, sets internal fiscal controls and policies)
- The program design and its ability to effectively address the needs of the target population
- The agency's past performance, including client outcomes
- The projected program outcomes for the proposed funding cycle
- The agency's ability to collaborate and leverage its resources
- General comments, recommendations, and findings included in the FY 2020/2021 – 2021/2022 CHSP award letter (if previously funded through CHSP).

VI. CHSP staff contacts

If you have questions or need technical assistance, please contact the CHSP staff.

City of Tallahassee

Reception Desk: 850-891-6566

If you have a disability requiring accommodations,
please call the TDD telephone number, 711,
at least 24-hours in advance (excluding weekends and holidays.)

Lead Staff: Robyn Wainner, Human Services Coordinator

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