

**City of Milwaukee
Health Department
Office of Violence
Prevention**

Community Healing Project

Request for Proposals (RFP)

June 15, 2018 – September 29, 2018

Application Due: June 1, 2018



Administered by the
Community Development Grants Administration
200 East Wells Street
Milwaukee, WI 53212

414-286-3647

Community Development Grants Administration

RFP Coordinator: Steven L. Mahan
Email: Steven.Mahan@Milwaukee.gov

Request for Proposals (RFP)

RFP Due: June 1, 2018

This Request for Proposal and all of the applicable forms are available in PDF format on Community Development Grants Administration website.

Send one unbound original and four copies of your completed proposal by 4:00 PM to:

Community Development Grants Administration
City Hal, Room 606
200 East Wells Street
Milwaukee, WI 53202

Please allow normal mail delivery time to ensure timely receipt of the application.

Table of Contents

Table of Contents	3
Overview	4
1. Purpose of Project	5
2. Contract Term	7
3. 2018 Timeline	5
4. Informational Sessions	5
Application Process	6
1. Selection Criteria	7
2. Questions	8
Priority Map.....	8
Budget Categories and Guidance	9
Grant Use Eligibility.....	10
Deadlines.....	11

Overview

Overview of Department and Program

The mission of the City of Milwaukee Health Department (MHD) is to ensure that services are available to enhance the health of individuals and families, promote healthy neighborhoods, and safeguard the health of the Milwaukee community. Because the health of the individual and health of the community are interdependent, we work in partnership with private providers and others to guarantee access to health care, to safeguard the environment, and to provide up-to-date health information using the latest available technology to monitor and assess community health.

The City of Milwaukee Health Department Office of Violence Prevention (MHD- OVP) is committed to preventing violence through partnerships that strengthen youth, families and neighborhoods. As part of the Blueprint for Peace (www.414life.com), ten priority neighborhoods were identified for investment of resources and support. Youth and families in these neighborhoods are often exposed to individual and community trauma resulting from structural racism, concentrated disadvantage and violence. There is also limited access to culturally specific, trauma responsive healing services and activities.

The Resiliency in Communities after Stress and Trauma (ReCAST MKE) program of MHD- OVP is funded by the Substance Abuse and Mental Health Services Administration (SAMHSA). It aims to reduce the impact of trauma in Milwaukee by enhancing individual and community resilience by increasing access to activities that promote healing from trauma. The mission of ReCAST MKE is to “advance healthy youth and families through community-based collaborations that promote healing, equity and justice.”

Purpose of Project

Many community based organizations and leaders have established relationships and are working in priority neighborhoods. However, some lack the resources to facilitate neighborhood based strategies that promote healing, restorative practices and resilience for youth, families and residents. The ReCAST MKE Community Healing Project funds are meant to provide support for these leaders to increase their ability to have a positive impact on lives and the communities they are connected to.

This collaboration effort will provide funding and technical assistance supports to community based organizations and leaders who are working to facilitate neighborhood based strategies

that promote healing, restorative practices and resilience for youth, families and residents. This will be accomplished by building the capacity of such community based organizations and leaders to respond to the needs of priority neighborhood youth and their families who have experienced trauma or who are at risk of trauma. Capacity building activities will also include assistance to scale and sustain efforts that are effective.

OVP is seeking applications to provide awards of up to \$20,500 to community based organizations in the City of Milwaukee who promote healing, restorative practices and resiliency. Organizations will lead activities that support youth between the ages of 12-24 and/or their families who reside in Milwaukee priority neighborhoods and have experienced trauma or who are at risk of trauma.

Contract Term

The anticipated contract term will be June 18, 2018 – September 29, 2018. In addition, the contract term will be based on the availability of grant funding being made available to the City of Milwaukee Health Department Office of Violence Prevention.

2018 Project Timeline

Proposal release: May 18, 2018

Informational session *: May 21, 2018; 4:30 -5:30 p.m. (Zilber School of Public Health)

Informational session *: May 24, 2018; 1:00- 2:00 p.m. (Zablocki Public Library, 3501 W. Oklahoma Ave)

Proposal due date: June 1, 2018; 4:30 p.m.

Tentative dates for Selection Committee Meetings: June 4-8, 2018

Notification of awards: June 11, 2018

Project orientation: June 18, 2018

Tentative date to begin work: June 18, 2018

Tentative dates for site visits: July, August and September 2018

Completion date for the entire project: September 29, 2018

Final invoice submission due date: October 31, 2018

Final program report due date: October 31, 2018

*Attendance at informational sessions is optional

Informational Sessions

Two optional informational sessions will be held to review the application and requirements. *Se habla Español*; Spanish translation will be available. To request disability related accommodations, please contact Sherri Edwards at 414-286-5468 by Monday, May 21st.

Application Process

Please respond to the following questions in narrative form. Each response should be clear and concise (less than 200 words).

- What City of Milwaukee neighborhood(s) will your activities take place?
- Please describe your connection to the neighborhood(s) your activities will take place in.
- How will these funds help you support youth and/ or families who have experienced or are at risk of trauma?
- Please describe the youth and/or families you intend to reach through your project?
- Please describe the activities that will take place (e.g. what will happen; where will activities be, how will they be facilitated; when/ how often will they occur).
- Please describe how your activities promote wellness, safety, social emotional development and/ or restorative practices.
- Please describe your experience working with youth and/or families.
- How do you include and honor the culture of the youth and/or families in activities?
- How do you know if your activities are successful?
- Will you be partnering with any other individuals or organizations to complete activities? If so, please list all partners, their contact information and role in project.

Other Requirements:

- 1) **Provide a budget of how you will spend the funds.** Please note that funds are not given out at the beginning of the project. Invoices have to be submitted each month during the project in order for you to be reimbursed for project expenses.
- 2) **Provide a timeline.** This should show how you plan to complete your project by September 29, 2018.
- 3) **Provide proof of insurance.** See attachment City of Milwaukee Insurance Requirements.

4) **Complete and submit the IRS W-9 form.** <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
Participate in training and technical assistance. Part of ReCAST MKE is to provide capacity building support to those who are doing community healing work. The applicant and staff/ partners are required to attend training and technical assistance sessions (up to 20 hours total) throughout the project, between May and September 2018. Training topics may include historical trauma, youth mental health first aid, mandated reporting, business management, etc. as agreed upon by Community Healing Project fund recipients and ReCAST MKE staff.

- 5) Participate in two bi-monthly ReCAST Coalition meetings.

6) Track ReCAST performance data and submit monthly reports. **

Evaluation metrics that will be tracked include, but are not limited to the following.

- Number of youth served
- Number of caregivers served (if applicable)
- Number of program activity sessions held
- Number of referrals made to mental or behavioral health services
- Number of referrals made to other service providers (e.g. housing, food, clothing, workforce development, etc.)
- Number of agency staff/ partners trained
- Number of technical assistance hours used
- Participant (youth and/ or caregiver) satisfaction surveys

**** A tracking template will be provided. Training and/ or technical assistance will also be available on how to track metrics, use the template and submit accurate reports.**

Selection Criteria

Specific criteria will be used to evaluate the ReCAST Community Healing Project proposals. All contracts are subject to the approval of the City’s legal counsel prior to execution. The evaluation selection committee will assign points to each proposal according to the categories that are listed below:

Compliance with RFP submittal requirements	Pass/Fail
Proposer’s demonstrated interest to collaborate with MHD- OVP ReCAST program and alignment to core mission of agency	5 Points Maximum
Proposer’s demonstrated interest to participate in capacity building activities	5 points Maximum
Proposer’s demonstrated experience in providing direct service to youth and families	15 Points Maximum
Proposer’s demonstrated relevance to priority neighborhoods	15 points
Evidence of planned activities	40 points Maximum
Proposer’s Project Timeline	10 Points Maximum
Proposer’s Budget/ Cost Proposal	10 Points Maximum

ReCAST MKE is supported by a grant from the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Mental Health Services, under Grant No. 5H79SM063524

Questions

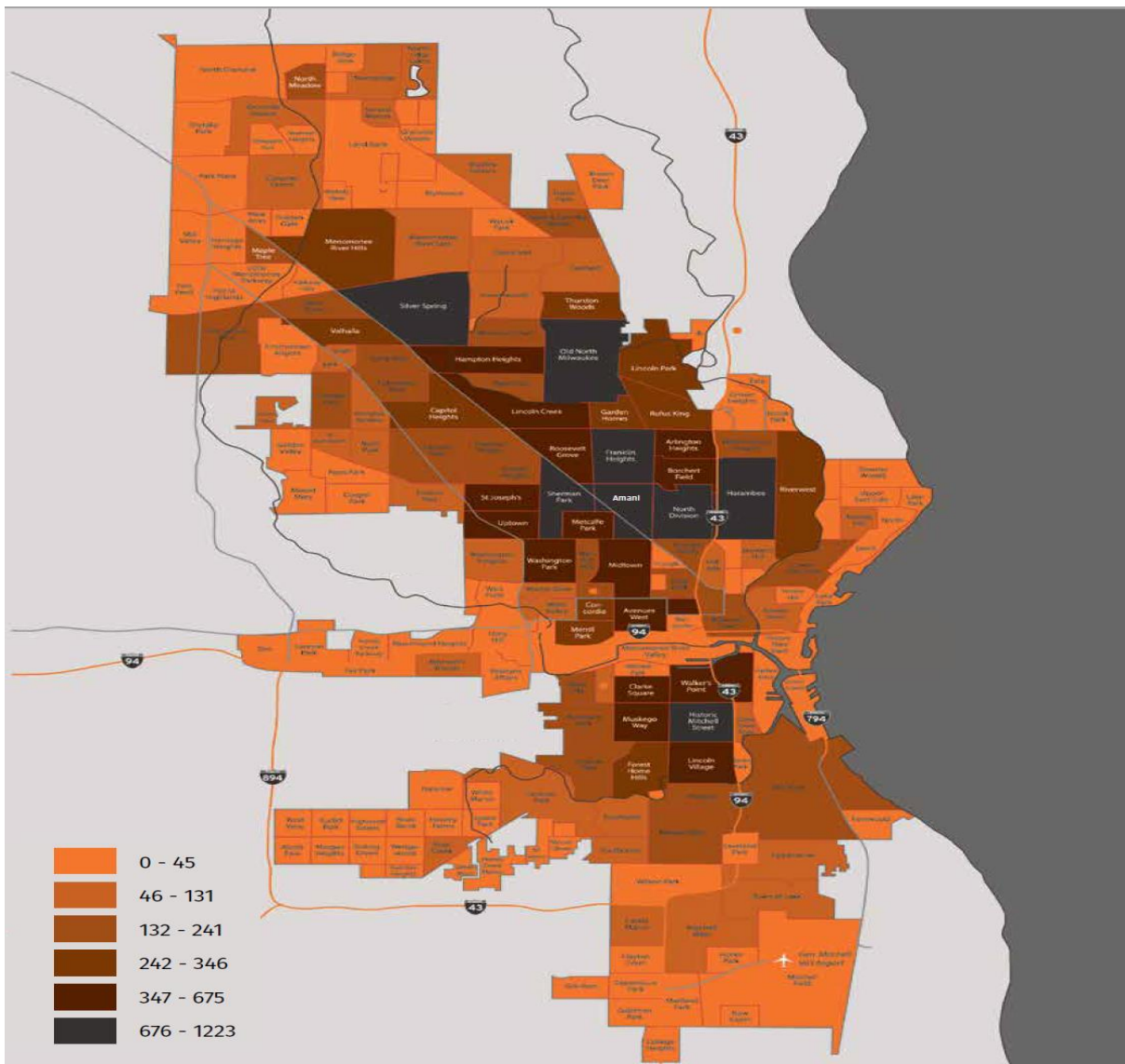
Questions about the requirements of the application should be directed to ovp@milwaukee.gov no later than May 25, 2018 at 4:00pm CST. Answers to the questions will be posted to the City of Milwaukee Health Department Office of Violence Prevention website and/ or Facebook page by May 28, 2018.

OVP website: <http://city.milwaukee.gov/health/staysafe>

OVP Facebook page: <https://www.facebook.com/OVPMKE>

Priority Map

Priority will be given to activities that are based in one or more of the following neighborhoods.



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Budget Categories and Guidance

Sample Budget Template

Please use the these categories when organizing your budget.

Budget Category	Amount	Narrative
A. Personnel	\$	
B. Fringe Benefits	\$	
C. Travel/ Transportation	\$	
D. Occupancy		
E.	\$	
F. Equipment		
G. Supplies	\$	
H. Other	\$	
I. Indirect	\$	
Total Contract Cost	\$	

Personnel

Please list each position to be paid by the grant, name of employee, and full-time equivalent (FTE). Show the annual salary rate and the full-time equivalent (FTE, based on 2080 hours/year) of the position to be funded with the grant.

The cost of paying staff salaries to:

- provide direct services and/or outreach,
- supervise employees who are providing direct services and/or outreach, and
- provide programmatic support services, such as a bookkeeper or receptionist

List each position to be paid with these grant funds by name of employee and title, if available. Show the annual salary rate and full-time equivalent (FTE) of position to be funded with this grant.

Calculating FTE

Calculation is based on 40 hours/week x 52 weeks/year (40 x 52 = 2080 hours).

1.0 FTE - Calculation: 2080/2080 (40 hrs./week x 52 weeks = 2080 hours)

.50 FTE - Calculation: 1040/2080 (20 hrs./week x 52 weeks = 1040 hours)

.25 FTE - Calculation: $520/2080$ (10 hrs./week x 52 weeks = 520 hours)

If your agency's full-time work week equals 35 hours instead of 40, the FTE for a person working full time equals .87 FTE, not 1.0 FTE.

Grant Use Eligibility

This project is federally funded through a grant from the Substance Abuse and Mental Health Services Administration (SAMHSA). In general, funding cannot be used for entertainment, food/meals or sporting events. In addition, the Community Healing Project funds may **NOT** be used for the following:

- Provide services to incarcerated populations (defined as those persons in jail, prison, detention facilities, or in custody where they are not free to move about in the community).
- Pay for the purchase or construction of any building or structure to house any part of the program.
- Provide residential or outpatient treatment services when the facility has not yet been acquired, sited, approved, and met all requirements for human habitation and services provision.
- Pay for housing other than residential mental health and/or substance abuse treatment.
- Provide inpatient treatment or hospital-based detoxification services. Residential services are not considered to be inpatient or hospital-based services.
- Only allowable costs associated with the use of federal funds are permitted to fund evidence-based practices (EBPs). Other sources of funds may be used for unallowable costs (e.g., meals, sporting events, entertainment). Other support is defined as funds or resources, whether federal, non-federal, or institutional, in direct support of activities through fellowships, gifts, prizes, or in-kind contributions.
- Make direct payments to individuals to induce them to enter prevention or treatment services (stipends).
- Make direct payments to individuals to encourage attendance and/or attainment of prevention or treatment goals. However, SAMHSA discretionary grant funds may be used for non-cash incentives of up to \$30 to encourage attendance and/or attainment of prevention or treatment goals. SAMHSA policy allows an individual participant to receive more than one incentive over the course of the program. However, non-cash incentives should be limited to the minimum number of times deemed necessary to achieve program outcomes. A grantee or treatment or prevention provider may also provide up to \$30 cash or equivalent (coupons, bus tokens, gifts, child care, and vouchers) to

individuals as incentives to participate in required data collection follow up. This amount may be paid for participation in each required interview.

- Funds may not be used to distribute sterile needles or syringes for the hypodermic injection of any illegal drug.
- Pay for medicines for HIV antiretroviral therapy, sexually transmitted diseases (STD)/sexually transmitted illnesses (STI), TB, and hepatitis B and C, or for psychotropic drugs.

Please note that SAMHSA and the City of Milwaukee Health Department Office of Violence Prevention reserve the right to modify the budget and withhold funding for unallowable costs and those that do not fit the scope, mission or guiding principles of the City of Milwaukee or ReCAST project.

Deadlines

Proposals must be received **no later than June 1, 2018** at 4:00 p.m. to the Community Development Grants Administration. Please allow normal mail delivery time to ensure timely receipt of the application.

Submit one original proposal and four copies to:

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