

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

414 LIFE

Request for Proposals (RFP)

Application Due: Wednesday May 12, 2021



Administered by the Community Development Grants Administration

200 East Wells Street

Milwaukee, WI

53212

Send one electronic copy of the completed proposal by 4:00 PM to the Community Development Grants Administrative office at **all of the following email addresses:**

Steven L. Mahan

Community Development Grants Administration

City Hall, Room 606

200 East Wells Street

Milwaukee, WI 53202

smahan@milwaukee.gov

mbalis@milwaukee.gov

ovp@milwaukee.gov

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

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 violence prevention investment and programming.

Purpose of Project

414 LIFE is a program strategy called for by the community in Goal 1 Strategy 2A of the Blueprint for Peace. This strategy calls for the use of evidence-based approaches to prevent conflict and retaliatory gun violence in Milwaukee neighborhoods. After researching several local and national models the MHD-OVP chose to utilize the Cure Violence model as the basis for its evidence-based approach for this effort. Started by Dr. Gary Slutkin, an epidemiologist and disease control specialist at the University of Illinois Chicago, Cure Violence is one of the most replicated and evaluated models for violence interruption used across the world. This specific approach understands violence as a public health issue and addresses gun violence specifically as a preventable disease that is transmitted from one person to another. This model holds the belief that this transmission can be prevented through intentional outreach, public education, and intensive case management and interrupted through effective conflict mediation. This intervention targets individuals age 15 to 35 at highest risk for gun violence victimization through regular individual interactions, conflict mediation, media campaigns, and community mobilization. The program aims to prevent violence through a three-prong approach: (1) identification and detection (2) targeted intervention and (3) changing community-wide attitudes, behavior, and norms related to gun violence.

Introduction

Violence-related injury is the third leading cause of death in the United States (as of 2019) in 15 to 34-year-olds and the fourth leading cause of death in 10-14-year-olds. In Wisconsin, firearm injury is the third leading cause of injury-related death with the highest rates of age-adjusted interpersonal violence-related mortality found among 18 to 24 year old Black Wisconsinites. After a 70% increase in homicides in 2015, the City of Milwaukee expanded its Office of Violence Prevention and engaged thousands of residents in developing its first comprehensive violence prevention plan known as the Blueprint for Peace. The Blueprint contains 6 goals and 30 strategies for addressing violence as a public health issue. The national Violence Policy Center ranked Wisconsin as 2nd in the nation for Black homicide victimization in 2016. After a steady four-year decline in homicides and non-fatal shootings from 2016-2019, Milwaukee has experienced record-breaking levels of gun violence in 2020. Unfortunately, Milwaukee has not been alone in this trend. The increased stress from the social, psychological, and economic impact of Covid is a common factor

The Milwaukee program is primarily funded and administered by the City of Milwaukee Health Department Office of Violence Prevention in partnership with city agencies and community-based organizations. Through this RFP we are seeking to contract with an agency to serve as the implementation partner for the 414 LIFE program. The implementation partner will be contracted and resourced to employ the team, provide operating space, manage approved program budget, and reporting.

Contract Term

The anticipated contract term will be July 1, 2021 – December 31, 2021. 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.

2021 Timeline

RFP release: Wednesday, April 28, 2021

RFP due date: Wednesday, May 12, 2021; 4:00pm

Tentative dates for Selection Committee Meetings: May 17-18, 2021

Notification of awards: Monday, May 21, 2021

Contract Start Date: July 1, 2021

City of Milwaukee Health Department Office of Violence Prevention

Request for Proposals for 414 LIFE Community Based Violence Interruption Program

Role of Partner Agency

The implementation partner agency is expected to be a non-profit, 501c3 agency in good standing with the IRS and in compliance with state and local laws governing the operation of a nonprofit entity in the State of Wisconsin. The role of the implementation partner is to:

- 1) Contract with the City of Milwaukee for the provision of services outlined within this RFP.
- 2) Employ 414 LIFE staff for the duration of the contract

The implementation partner is expected to employ 414 LIFE staff as employees of the partner agency and provide all applicable salaries and benefits for the program. Staff of 414 LIFE will be employees of the selected partner agency. The team is comprised of a Program Director, Program Administrator, Supervisors, Violence Interrupters, Outreach Workers, Hospital Responders and volunteers.

They require access to office and programming space that minimally includes access to 2 dedicated offices, 6 cubicles, 1 dedicated conference room (approx. 500 Square feet) and access to larger meeting/conference rooms for group sessions.

- 3) Supervise and support 414 LIFE Program Director in the implementation of the 414 LIFE program.

The implementation partner agency's Executive Director or executive level designee is expected to supervise and support the 414 LIFE Program Director in the implementation of 414 LIFE program activities.

- 4) Manage, monitor, expend, and report on approved 414 LIFE program budget expenditures

The implementation partner is expected to develop, maintain, and adhere to a line-item program budget that is approved by MHD-OVP for the duration of this contract.

The budget should include a line-item spreadsheet with a budget narrative describing costs.

City funding for this program is allocated on a reimbursement basis. MHD-OVP shall reimburse the implementation partner for satisfactorily rendering services, at the sole discretion of MHD-OVP. MHD-OVP shall use reasonable efforts to make payment within thirty (30-60) days of presentation of a request for reimbursement by the implementation partner.

All reimbursement requests must be submitted using cost-reporting and invoicing standards determined by the City of Milwaukee MHD-OVP.

Implementation partner must have 25K cash on hand to commit to program at start of implementation contract.

5) Provide fiscal and program related reports to MHD-OVP

Partner agency is expected to submit monthly cost reports along with invoices as well as a monthly activity report that contains data regarding core program activities and narrative statements. This data should be derived directly from the program database which staff are expected to input data weekly.

414 LIFE Program

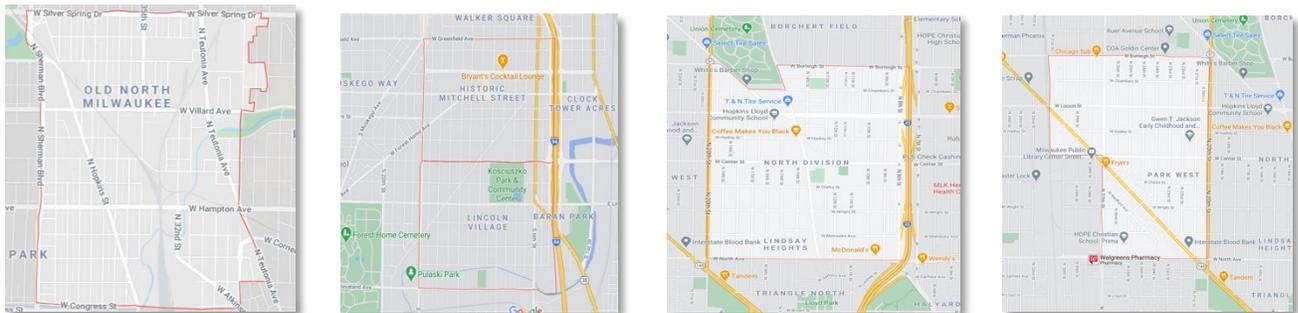
414 LIFE is a public health model for gun violence prevention, intervention, and healing. The model addresses gun violence as a disease that is transmitted from one individual to another. Similar to a disease, gun violence is concentrated in certain areas and exposure increases risk for harm and transmission. Like a disease, gun violence is preventable through education and promotion of healthy behaviors, mitigation of environmental conditions and access to quality healthcare and support.

In addition to receiving referrals for high-risk conflicts and supporting gun-shot survivors the 414 LIFE program focuses its outreach and engagement in geographic neighborhoods with high levels of homicides, non-fatal shootings, and aggravated assaults.

These areas encompass several Police Districts. While there is no expectation for information to be provided to law enforcement agencies, we encourage partner agencies to ensure that their respective police districts are aware of the program to prevent conflict, misunderstandings or profiling. Elected officials and other community-based agencies in the area should also be informed about the program. The Program Director and designated program staff should be expected to attend community meetings relevant to 414 LIFE program.

The program will continue its geographic focus on Old North Milwaukee with an added focus on target areas within the following neighborhoods: North Division, Park West, Sherman Park, Harambee, and Historic Mitchell. These neighborhoods continue to have some of the highest rates of non-fatal shootings and homicides in the city. The geographic objectives are to reduce the number of non-fatal shootings, homicides, and assaults in these neighborhoods while increasing community trust, partnerships and engagement for promoting safe and healthy communities. A 25% reduction in homicides and a 15% reduction in non-fatal shootings is the objective for this year in target areas.

The 414 LIFE team will also respond to conflicts, participate in meetings, and conduct shooting responses outside of the geographic area at the direction of the Program Director and the Office of Violence Prevention



Healthcare Partnerships

414 LIFE also involves an innovative community-hospital partnership with major health care and research institutions in the city. 414 LIFE is expected to engage, manage, and successfully maintain partnerships with the Froedtert Hospital at the Medical College of Wisconsin, Ascension, and other hospital systems that are supportive of the 414 LIFE program. These partnerships are critical for providing responsive care to gun-shot survivors and their families in efforts to provide comfort, promote healing, and prevent retaliation.

414 LIFE staff should be trained and approved to respond to hospitals to support survivors of (gun) violence.

Program

The partner agency embraces the efforts of violence prevention and reduction as a relevant part of its mission and agrees to implement the 414 LIFE program, using the Cure Violence model with fidelity. The Cure Violence approach focuses on mediation for conflict resolution, because mediation has been shown to be most effective in reducing conflict-based shootings and homicides nationally.

The 414 LIFE program utilizes Violence Interrupters, Outreach Workers and Hospital Responders to eradicate violence using the following approach:

- Identifying and detecting potential shooting events
- Identifying and detecting individuals and groups at highest risk of involvement in shootings or homicides
- Interrupting potential violence by mediating conflicts and preventing retaliation
- Changing behaviors and norms of those at highest risk of involvement of shooting or killing
- Using data to inform daily efforts and make necessary changes to interruption and outreach strategies

The Cure Violence model is a health-focused strategy aimed at reducing gun violence. The target populations are individuals at highest risk of involvement in shootings and homicides. Program staff, Violence Interrupters, Hospital Responders, and Outreach Workers are expected to engage with key individuals in priority neighborhoods. Key individuals are those who meet a minimum of three of the following criteria:

1. Member of a street organization or group known to be actively involved in violence;
2. History of criminal activity including crimes against persons;
3. Leader of a street organization, group or social network involved in violence;
4. Pending or prior arrest(s) for weapons offenses, domestic violence, or auto thefts;
5. Victim of a recent shooting;
6. Recently released from prison in the past 5 years; and
7. Between the ages of **15 and 35**.

Objectives

Identification and detection of potential shooting events

- Conduct outreach in the target area(s) on a daily basis to determine potential hot spots
- Convene and/or attend regular meetings to review crime data, as well as information acquired through canvassing and community contacts
- Develop a daily plan to address confirmed hot spots
- Develop a daily plan to follow up with priority individuals

Interruption of potential violence

Ensure that 414 LIFE staff have the credibility, rapport, and knowledge to identify and work with individuals/groups at highest risk for involvement in shootings killings, and other violent crime to include the ability to:

- Conduct mediations between individuals and/or groups by employing mediation strategies and techniques learned during comprehensive Cure Violence training
- Establish rapport with new key individuals/groups (individuals returning to the community, etc.)
- Engage with key individuals/groups on a regular basis for the purpose of violence prevention
- Meet with individuals/groups at highest risk for retaliation to conduct mediation(s) and/or establish resolutions to the conflict
- Ensure staff members are following up with parties involved in the conflict on a consistent basis
- Conduct weekly reviews of Violence Interrupter documentation to ensure that staff members have the necessary relationships and are working with the highest risk individuals

Change behavior and norms

Through credibility and rapport, ensure that 414 LIFE staff are working to change the behaviors and norms supportive of violence in target community, to include:

- Distribution of public education materials promoting conflict resolution
- Providing information regarding available resources (job training, education, substance abuse treatment, etc.)
- Develop community responses to shootings. Within 48 hours of a shooting 414 LIFE team contact next-of-kin/extended family to assess situation; coordinate vigil and/or community activity to urge residents to speak out against violence
- Partnering with community groups/organizations to conduct quarterly events
- Communicate violence prevention and conflict resolution strategies to key individuals/groups

Use data to inform interruption efforts

- Develop and implement a strategy to secure necessary data regarding crimes in the priority areas and across the city.
- Track and review data related to shootings and homicides occurring in and around assigned priority neighborhoods and target area(s). Ensure program staff map all data associated with their intervention(s) including:
 - Locations of violent crimes
 - Locations of interruption efforts
 - Locations of established relationships with key individuals
 - Confirmed hot spots
 - Locations of mediations

- Ensure project staff use data to inform interruption strategies and identify daily plan.
- Agree to strictly comply with all applicable state and federal privacy laws, regulations and policies governing the use and dissemination of data and criminal history.

Hiring

The partner agency is responsible for ensuring compliance with all personnel requirements identified below for staff funded in whole or in part by the City of Milwaukee MHD-OVP.

All staff shall be selected by a “Community Panel” consisting of a representative of the partner agency (ex. Executive Director or designee) a representative of MHD-OVP, a Law Enforcement representative, and at least one individual who lives or works in the community. However, staff selected by the Community Panel will be hired by and responsible to the partner agency.

The current staff of the program including the Program Director (See Names/Postions listed in the attached program chart) shall be maintained by the selected agency. Agency specific training and onboarded should be provided to all new staff.

Recruitment and Hiring.

Staff of the program shall be selected from a pool of candidates that may include community residents, ex-offenders (except those convicted of domestic violence, child abuse or a crime of a sexual nature unless the candidate was convicted of domestic violence ten or more years ago without further offense or violation of supervision), and others with a demonstrated ability to relate to the target population. Unless the individual to be hired was previously employed by the partner agency in the position s/he would fill and s/he vacated the position in good standing, program staff and supervisors shall be hired upon the recommendation of the community panel. Hiring of any personnel shall be contingent upon these individuals successfully passing a criminal background check, signing a substance abuse and weapon prohibition agreement and other appropriate review that would deem a candidate is fit for the position.

Inclusion of other community representatives on the hiring panel is encouraged. Up to two representatives of a single organization may participate on a panel provided the organization has only one “vote” in the selection of candidates to whom offers of employment will be extended. No candidates doing direct violence intervention work shall be offered employment without the input from MHD-OVP, law enforcement, and the partner agency. MHD-OVP maintains the right to over-ride the hiring of a candidate for any reason.

Candidates who are deemed qualified by the panel without objection from MHD-OVP but are not offered a position will be considered eligible for hiring for up to 12 months following the date of their interview with the panel. Hiring or reinstatement of any personnel shall be contingent upon these individuals successfully passing a criminal background check and other appropriate reviews that would deem a candidate is fit for the position.

A partner agency desiring to promote an internal candidate to any senior level position (Program Director, Coordinator, or Supervisor) must announce the availability of the position and interview all qualified candidates based on the hiring panel model that should include at least one current violence interrupter or outreach worker. The promotion of any personnel shall be contingent upon these individuals successfully passing a criminal background check, and other appropriate reviews that would deem a candidate fit for the position.

Individuals engaged in direct violence intervention work must possess knowledge of the identified neighborhoods, stakeholders, assets, and have demonstrated relationships with residents. Candidates must demonstrate the ability to work with key individuals at greatest risk for involvement in violent activity. They must maintain credibility and the respect of the individuals they aim to work with, this includes trustworthiness to mediate conflicts likely or very likely to result in a shooting/killing.

The partner agency is permitted to **hire individuals who are currently on probation with a letter of recommendation from their DOC probation/parole agent.**

Partner agencies must evaluate all staff members at a minimum of once per quarter to ensure that team members still possess the credibility and skills needed to work with key individuals/groups. Individuals must be willing to submit to random drug screening and a criminal background check twice a year or as requested. Individuals that do not pass the random drug screening and criminal background checks are subject to immediate dismissal.

Partner agency must adhere to the approved OVP ex-offender hiring policy for all potential hires.

- All personnel hired shall meet the requirements detailed in their respective job descriptions.
- All staff hired as full-time workers must be offered employer-sponsored health insurance in addition to an hourly or salaried wage.
- Criminal background checks must be completed for each individual to be hired, including those who admit to having been convicted of felonies and/or having served time in prison.
- New hires must assure that they are drug-free and agree to periodic drug testing either randomly or for cause.

Reimbursements for compensation paid to persons hired in violation of the processes and policies indicated in this scope of service will not be approved.

Training

- Successful candidates are required to complete the basic outreach worker training delivered by MHD-OVP and its designated partners within 30 days of their employment with the program, if the training is available in Milwaukee or at another site nationwide.

- Successful candidates are required to complete 40 hours of Advanced Interruption Techniques training delivered by MHD-OVP and/or its designated partner within 30 days of their employment.
- All senior staff candidates must complete management training within 30 days of their employment or promotion in addition to completing basic Violence Interrupter training, if the training is available in Milwaukee or at another site nationwide.
- Workers who were previously employed as a Program Director, Violence Interrupter, Outreach Worker, Outreach Coordinator or Hospital Responder and are rehired after a lapse of no more than 180 days need only attend a booster session.
- Participation of staff in all trainings, debriefings, data sessions, and other meetings required by MHD-OVP; notice of these meetings will be forwarded to the partner agency by MHD-OVP in advance of the meetings.

Equipment

Individuals hired will be provided with the equipment they need to fulfill their duties, including cell phones and access to a computer with internet service, and a base of operation.

Personnel Supervision

- Notification to MHD-OVP in writing, of vacancies, suspensions or terminations of staff within 48 hours of any employee's change in status. Failure to maintain a minimum of four (4) Violence Interrupters or outreach workers per site/team for more than 30 days can result in suspension/termination of the contract.
- Background checks must be conducted at least twice a year during the employee's length of employment to ensure that they have not been arrested and/or convicted of any new charge(s). The partner agency may obtain this information via their law enforcement contact or the State of Wisconsin, which is available to the public (Wisconsin Circuit Court Access). All arrests and convictions must be reported to MHD-OVP within one (3) business days. Any worker arrested and/or charged with a felony or serious misdemeanor must at minimum, be suspended pending review by a personnel committee that includes a rep from MHD-OVP and the partner agency. Any employee convicted of a felony or serious misdemeanor must be terminated. Law enforcement may be consulted on these matters.
- Partner agencies must agree to institute disciplinary measures for employees who fail to perform job duties. Disciplinary actions should include, but are not limited to, verbal warnings, written warnings, suspension, and termination.
- The partner agency, with assistance from MHD-OVP, will conduct an assessment of each staff member on an annual basis, at minimum, to ensure that they possess the skills and knowledge necessary to provide 414 LIFE program services. Staff members who no longer possess the credibility or required relationships with key individuals/groups may be terminated from employment.
- Results of criminal background checks and random drug tests should be retained by the partner agency in a secure location and available for review as requested by MHD-OVP.

- The partner agency must submit their Arrest/Conviction and Substance Abuse policies to MHD-OVP.

Program Documentation and Reporting

The Partner Agency is responsible for maintaining records in the designated program database to document all program activity including but not limited to:

- Violence Interrupter logs
- Shooting/Homicide Data
- Number of Conflict Mediations Performed
- Team Meeting Forms
- Individual Supervisions
- 414 Futures documentation and reporting

Reporting Requirements

Monthly reports must contain the following (reporting document to be provided):

- A brief (one to two page) narrative describing activities undertaken for the month and plans for the next month including success stories and challenges
- Number and source of referrals received
- Number of mediations completed
- Number of hospital referrals received
- Number of community events
- Number of participants added to caseload
- Number of participants removed from caseload
- Shooting and homicide locations in target areas for the month

Additional information may be requested

Property

Equipment procured is to be used to implement the 414 LIFE program in the community served by the partner agency. Items with a purchase value in excess of \$1,000 shall become the property of MHD-OVP upon termination or expiration of contract. Employees and volunteers must turn in all equipment including phones, laptops, files, etc. at the end of service to the program within 72 hours.

Media

Media plays a vital role in promoting violence prevention as a public health strategy, creating positive perceptions of the initiative by the public, and as a way to inform potential funding opportunities. MHD-OVP will serve as the central point of contact for all media contacts related to 414 LIFE and the overall initiative. MHD-OVP will coordinate with partner agency and Program Director on the execution of appropriate interviews. 414 LIFE staff should receive media training and refreshers for site staff on an annual basis.

- Partner agency will have all site staff who participate in media interviews successfully complete a media training provided by MHD-OVP.
- The partner agency agrees that only staff that have successfully completed the media training will be eligible for interviews with media representatives.
- The partner agency agrees to notify MHD-OVP of all unauthorized media coverage within 24 hours of contact with media outlet.

Branding and use of logo

Unauthorized use of the 414 LIFE brand can result in contract termination and/or legal action.

- The partner agency agrees to utilize the “414 LIFE” logo on its publications and acknowledge MHD-OVP as a co-sponsor of its anti-violence events.
- The partner agency shall submit a request 48 hours prior to using the logo on any public education messaging including but not limited to, printed materials (fliers, posters, event promotions, promotional materials, etc.), videos and collateral items.
- The partner agency agrees to utilize funds received to implement 414 LIFE from other sources to implement the strategies described in this scope of service. Any funding received from additional sources to implement, maintain, or enhance the 414 LIFE initiative must be report to MHD-OVP in writing within 7 days of approval.
- Funding for enhancements must be in adherence to the Cure Violence/414 LIFE model and cannot be for projects outside of the scope of work. Enhancements to the program must be reported to MHD-OVP in writing prior to implementation.

Relationship to MHD-OVP

The partner agency will work with MHD-OVP staff to complete community specific short (and intermediate) term objectives for the 414 LIFE identified neighborhood(s). These goals include anticipated reductions in shootings and killings in 414 LIFE identified neighborhoods, and participation in regularly scheduled meetings for the purpose of administrative oversight and technical support. These meetings will provide a forum for training, problem-solving, and reporting the progress toward community goals.

MHD-OVP will provide the following to facilitate the implementation of 414 LIFE

- Technical Assistance, both on and off-site, to Partner Agency to facilitate the successful implementation of 414 LIFE. This includes:
 - Assisting the partner agency to implement and sustain the initiative according to the model; AND
 - Providing onsite assistance for analysis of all crime data relevant to the project.
- Initial and Ongoing Training for all site staff related to the successful implementation of 414 LIFE

- Materials, if available, to be used in public education and other efforts to persuade those at risk of involvement in shootings or killings to change their behavior and members of their community to become involved in 414 LIFE.
- Documentation, Information, and Data about the impact of 414 LIFE in partner communities and any research that supports the work of MHD-OVP and the work of its partners.
- Publicize the work of the project and its partners.
- Monitoring its work and that of partners to ensure that professional management of all aspects of 414 LIFE, including MHD-OVP's fiduciary duties. This includes:
 - Regular review of program files.
 - MHD-OVP staff will visit each site at least once weekly to verify compliance with this scope of work statement and to help the site to maintain "fidelity to the model".
 - Site visits may include shadowing or "walk-along" with Violence Interrupters.
 - MHD-OVP will collect and review performance data on a regular basis. This data will be used to assist the Partner Agency to plan its activities and strategies and to address any problems quickly and effectively.
- Fiscal Support including training on preparation and submission of required reports and reimbursement for invoices within 30 days of receipt of all required documentation

As part of its monitoring efforts, MHD-OVP shall have the right to direct the partner agency to engage in certain project activities, such as outreach in confirmed hot spots and responses to violent events.

The partner agency must cooperate and be responsive to MHD-OVP's monitoring efforts.

Evaluation: MHD-OVP will separately provide support for an evaluation of 414 LIFE. The partner agency must cooperate fully with MHD-OVP and its designated evaluator to design and conduct the evaluation, establish reporting and record keeping requirements, establish performance measures, design data collection tools, and other activities related to evaluation of the program.

Publication

MHD-OVP shall have copyright, property, and publication rights in all written or visual material or other work products developed in connection with the 414 LIFE program.

The partner agency agrees that any publication (written, visual or sound, including press releases, newsletters, and issues analyses) issued by the partner agency describing this project shall contain the following statement: *"414 LIFE is a program of the City of Milwaukee Health Department Office of Violence Prevention."*

Role of MHD-OVP

The City of Milwaukee Health Department Office of Violence Prevention will serve as the leading technical support entity for the partner agency by coordinating the hiring process, providing orientation and training for project staff, participating in community activities, and supporting the Partner in effectively implementing the model in the priority neighborhoods. MHD-OVP will also establish and manage partnerships between city agencies and the Partner Agency to include but not limited to: data sharing, facility access, public safety services, permits, etc.

RFP PROCESS

1) RFP Released

3) Applications Due

4) Application Review and Selection

5) Contract Execution

6) Program Implementation

Because of the unique nature of the program, attendance at the bidder's conference is **MANDATORY** for all applicant entities. **FAILURE TO ATTEND THE BIDDER'S CONFERENCE WILL RESULT IN DISQUALIFICATION OF THE Partner Agencies APPLICATION.**

Workers mobilize the community to change norms by engaging leaders in the community as well as community residents, local business owners, faith leaders, service Partner Agency, and the high risk, conveying the message that violence should not be viewed as normal but as a behavior that can be changed. (<http://cureviolence.org/>)

Total Funds Available from the City of Milwaukee:

City of Milwaukee: \$500,000

Community Development Block Grant: \$200,000

Milwaukee County Credible Messenger Programming: \$300,500

Total: 1,000,500

Number of Partner Agencies to be funded: One agency will be selected to implement these services. The funding above will be allocated in 3 distinct contracts for the services provided to begin July 1, 2021-December 31, 2021

Eligibility: Non-profit (501(c)(3) organization

Implementation Period: June 2021-December 2021, contract renewal annual pending performance review and availability of funding.

GENERAL TERMS AND CONDITIONS OF THE CITY OF MILWAUKEE

The City of Milwaukee Health Department Office of Violence Prevention shall be responsible for reimbursement of services performed under this program. Payment shall be based on quarterly

invoices with supporting source documentation as required by MHDOVP. Required documentation may include receipts, records of salaries and fringe paid, performance measures, narrative progress reports, and other material as provided in the contract. Every effort will be made to make payment under the contractual agreement within thirty days of presentation of a request for payment.

OVP reserves the right to withhold up to 10% of reimbursement for expenses pending satisfactory performance as reflected on the year-end report.

MHDOVP is responsible for the proper stewardship of all grant funds and activities. The Partner Agency is expected to maintain sound and effective business management systems to assure the proper stewardship of funds and activities. These systems must meet the requirements outlined by the Department of Administration – Procurement Services (Purchasing Department) and the Office of Justice Programs for recipients of Federal funding. Relevant information can be found at the following links:

City of Milwaukee Department of Administration:

<http://city.milwaukee.gov/DepartmentofAdminist298.htm>

Office of Justice Programs: <https://ojp.gov/>

For All Institutions/Organizations (non-profit or for-profit): Office of Justice Programs Financial Guide (at <https://ojp.gov/financialguide/DOJ/index.htm>), particularly information related to sub-recipients, and cost principles for state and local governments.

For Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations: OMB Circular A-110 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations; OMB Circular A-122 Cost Principles for Non-Profit Organizations; and OMB Circular A-21 Cost Principles for Educational Institutions. (<https://www.gpo.gov/fdsys/granule/CFR-2012-title2-vol1/CFR-2012-title2-vol1-part215>)

The Partner Agency shall obtain an audit in accordance with the Chapter 19 of the Office of Justice Programs Financial Guide and (if applicable) the revised OMB Circular A-133 – Audits of Institutions of Higher Education and Other Non-Profit Institutions. A copy of the audit needs to be forwarded to the Fiscal Operations Office at the City of Milwaukee Health Department. MHD requires a “certificate of good standing” all licenses and registrations necessary to operate as a tax-exempt organization in the State of Wisconsin.

The Partner Agency shall not commence work under this Agreement until it has obtained all the insurance required under this section. Further, such insurance shall remain in force during the life of this Agreement. The Partner Agency shall name the Mayor and the Common Council of the City of Milwaukee as additional insured on all policies. The Partner Agency, at its sole expense, shall procure and maintain during the life of the Agreement the following required insurance coverage:

Professional Liability, Errors and Omissions Insurance, with annual, aggregate limits of no less than One Million Dollars (\$1,000,000), pertaining to services rendered by professionals on behalf of the Partner Agency. If coverage is purchased on a “claims made” basis, the Partner Agency warrants

continuation of coverage, either through policy renewals or the purchase of an extended discovery period from the date of contract termination, and/or conversion from a “claims made” form to an “occurrence” coverage form.

Commercial General Liability Insurance at limits of not less than One Million Dollars (\$1,000,000) per occurrence for claims arising out of bodily injuries or death, and property damages. With those policies with aggregate limits, a minimum limit of Three Million Dollars (\$3,000,000) is required. This policy shall include broad form property damage if the Partner Agency uses any City of Milwaukee owned facility (or facilities). Such insurance shall include (a) contractual liability insurance and (b) sexual and/or physical abuse liability coverage.

Business Automobile Liability Insurance at limits of not less than One Million Dollars (\$1,000,000) per occurrence for all claims arising out of bodily injuries or death and property damages. The insurance shall apply to any owned, non-owned, leased, or hired automobiles used in the performance of this Agreement.

Workers’ Compensation coverage as required by the State of Wisconsin, as well as any similar coverage required for this work by applicable federal or “other state’s” state law.

The Mayor and the Common Council of the City of Milwaukee, its elected/appointed officials, employees, and agents shall be covered, by endorsement, as an additional insured as respects to: liability arising out of any activities performed by or on behalf of the Partner Agency in connection with this Agreement.

The Partner Agency insurance shall apply separately to each insured against whom claim is made and/or lawsuit is brought, except with respect to the limits of the insurer’s liability.

To the extent of the Partner Agency negligence, the Partner Agency insurance coverage shall be primary insurance as respects the City, its elected/appointed officials, employees, and agents from any liability arising out of the Partner Agency performance of the services hereunder. Any insurance and/or self-insurance maintained by the City, its elected/appointed officials, employees, or agents shall not contribute with the Partner Agency’s insurance or benefit the Partner Agency in any way.

Coverage shall not be suspended, voided, canceled, or reduced in coverage or in limits, except by the reduction of the applicable aggregate limit by claims paid, until after forty-five (45) days prior written notice has been given to the City. There will be an exception for non-payment of premium, which is ten (10) days’ notice of cancellation.

Insurance is to be placed with insurers with a Best’s rating of no less than A:VII, or, if not rated with Best’s, with minimum surpluses the equivalent of Best’s surplus size VII and said insurers must be licensed/approved to do business in the state of Wisconsin.

The Partner Agency shall furnish to the City a “Certificate of Insurance”, with a copy of the additional insured endorsement as verification that coverage is in force. The City reserves the right to require complete copies of insurance policies at any time.

Failure to obtain insurance coverage as required or failure to furnish Certificate(s) of Insurance as required may render this Agreement null and void; provided however, that no act or omission of the City shall in any way limit, modify or affect the obligations of the Partner Agency under any provision of this Agreement.

The Partner Agency shall include all subcontractors as insured's under its policies or shall furnish separate certificates of insurance and policy endorsements for each subcontractor. Insurance coverage's provided by subcontractor as evidence of compliance with the insurance requirements of this contract shall be subject to all of the requirements stated herein.

If the Partner Agency is self-insured for any of the above requirements, a certification of self-insurance shall be attached hereto and be incorporated by reference herein, and shall constitute compliance with this section. Any deductibles or self-insured retentions must be declared to an approved by the City, and shall be the sole responsibility of the Partner Agency.

The Partner Agency, at its sole expense, shall secure a fidelity bond to insure the City against any and all loss of funds provided hereunder due to misuse, mismanagement, and/or theft of such funds by the Partner Agency, its officers, employees, agents or assigns. The amount of this bond shall be thirty-three percent (33%) of the reimbursement award provided for in this Agreement.

Compliance with Tax Obligations - Prior to the execution of a contractual agreement, the Partner Agency must be in compliance with federal, state and local tax requirements.

Confidentiality - all records and other identifying information shall be maintained in a secure place. The Partner Agency shall follow all confidentiality practices prescribed by federal, state and local laws, ordinances, rules and regulations. Partner Agency will expressly agree that it will strictly comply with all applicable state and federal CJIS laws, regulations and policies governing the use and dissemination of criminal history.

In accepting City of Milwaukee Health Department Office of Violence Prevention funds, the Partner Agency agrees to share any information it possesses on participants and their families pursuant to services provided under this agreement with MHDOVP on request.

MHDOVP reserves the right to charge the vendor a minimum of 10% of the contract costs for non-compliance with program and fiscal report submission deadlines.

MHDOVP reserves the right to increase or decrease awards within the funding period due to failure to achieve contracted goals and objectives in a timely fashion.

Partner Agency will be required to agree to indemnify the City and will be required to abide by all applicable Local Hiring and Women/Minority Owned Business regulations and any other City requirements.

Selected entity must pass a preliminary review by the City of Milwaukee Comptroller's office prior to contract execution. The following items should be prepared for this review but is not required to be submitted with this application.

I. Corporate Information

- Copy of Articles of Incorporation with the Corporate Seal attached
- Copy of the Corporate By-Laws
- Board of Directors Roster
- Corporate Organizational Chart
- Copy of the Federal Tax Exemption Status Letter
- Copy of the State Sales Tax Exemption Status Letter with the Tax Exempt Number

II. Financial Information

- Copy of the most recent Form 990, Federal Information Tax Return
- Copy of the most recent Financial Statements (Balance and Income Statements)
- Copy of the most recent agency audit
- Copy of the most recent agency budget

III. Organizational Controls

- Copy of written Accounting Policies and Procedures with names of responsible personnel
- Copy of Personnel Policies

GRIEVANCE PROCEDURES

Only grievances with respect to individual awards will be addressed. A grievance should be submitted in writing to the Director of the Office of Violence Prevention and the Commissioner of Health. Procedures governing the City of Milwaukee bid and contract process will be followed.

COVER PAGE



414 LIFE Request for Proposals – Submission Deadline _____

Questions – Contact _____

Timeline:

- **Requests for Proposals to be published** _____
- **Proposal submission deadline** _____
- **Projects recommended for funding will be contacted** _____
- **Awards announced** _____

Applicant Contact Summary

Applicant Name _____

Applicant Title _____

Agency Name _____

Is this agency a nonprofit (501c3) organization? Yes No **EIN** ____ - _____

Agency Address _____

City _____ **State** WI **Zip** _____ **Phone** _____

Email _____

Website _____

PROJECT NARRATIVE

1. Capacity: Please describe your agencies fiscal, administrative, and human resource capacity to oversee the implementation of this program (500 Word Max)

Score: _____(30pts)

2. Experience: Please describe relevant experience of your agency administering community-based interventions for human services, public health, violence prevention, community development, employment and/or youth development. Include how this program aligns with your agencies mission and values. (500 Word Max)

Score: _____(25pts)

3. Community Engagement: Describe your knowledge and experience working with the population and neighborhoods prioritized by 414 LIFE. (300 Word Max)

Score_____ (15pts)

4. Partnership Experience: Please describe any experience partnering with city and community agencies including but not limited to Community Development Block Grants Administration, Milwaukee Health Department, criminal justice, law enforcement, youth serving agencies, faith based institutions, etc. (300 Word Max)

Score_____ (20Pts)

Proposed Program Budget

Score _____ (10pts)

The salary amounts listed are recommended minimums for the positions based on current pay rates. Sites are expected to maintain this minimum. Increasing pay for positions is an option at the discretion of the agency. Please provide budget for program operations, fringe benefits, and administrative costs. Note that city funding for the 2021 program year is budgeted at \$1,050,000. Any additional expenses beyond this amount must be covered through grants or in-kind donations or other monetary sources by the contracted agency. A budget narrative should be provided for Fringe, Indirect, and projected Program Operating expenses.

Expenses	Amount
Project staff salaries and wages (include fringe in the total)	
Program Director (1 FTE)	65,000
Program Administrator (1 FTE)	45,000
Community Engagement Specialist (1 FTE)	40,000
Program Coordinator (1FTE)	45,000
Family Engagement Specialist (1 FTE)	40,000
Youth Engagement Specialist (1 FTE)	40,000
Violence Interrupter Supervisor (1FTE)	45,000
Outreach Supervisor (1 FTE)	45,000
Violence Interrupter (1FTE)	40,000
Violence Interrupter (1FTE)	40,000
Violence Interrupter (1FTE)	40,000
Outreach Worker (1 FTE)	40,000
Outreach Worker (1FTE)	40,000
Outreach Worker (1 FTE)	40,000
Outreach Worker (0.50 FTE)	25,000
Outreach Worker (0.50 FTE)	25,000
Subtotal Salaries	655,000
Fringe Benefits (__% Rate)	
Indirect Cost Rate (___% Rate)	
Program Operating Expenses	
Equipment (Computers, furniture, etc)	
Community Meetings/Events	
Participant Activities	
Participant Support Services	
Staff Development/Consulting Services	
Transportation/Travel	
Office Space (4 Dedicated Work-Stations minimum)	

Utilities	
Mobile Phone Service	
Maintenance	
Office Supplies	
Office Furniture	
Printing	
Public Education Materials	
Advertising	
Gear/Uniforms	
Insurance	
Other Expenses (Attach Itemization)	
Total Expenses	

Budget Narrative

Fringe Benefits: Please provide explanation of costs covered under this category (ex. Taxes, unemployment insurance, etc.) and the benefits offered to employees of your agency. Please specify the benefit rate used to determine cost. Health, Dental, and Life insurance benefits are expected to be offered to all FTE 414 LIFE staff. Retirement fund, mileage reimbursement, and other benefits are welcomed at the discretion of the agency.

Indirect Costs: Please describe any indirect costs associated with administration of program and the percentage rate of the total budget used to determine this amount. Please specify the specific expenses that are covered by indirect.

Projected Program Expenses: Please briefly describe the calculation for projecting cost for each line item. (For example: Community Meetings/Events: 4 events at 2,000 each for total of \$8,000)

Scoring Criteria

Applications will be scored according to the following criteria

30 Points.....Organizational capacity to provide fiscal, administrative, and human resource management of the program including 25K cash on hand at start of program

25 Points.....Experience administering community-based interventions for human services, violence prevention, community development, and/or youth development.

15 Points.....Community engagement for providing supportive services to population and neighborhoods prioritized by 414 LIFE

20 Points.....Partnership experience with city and community agencies including but not limited to public health, Milwaukee Public Schools, youth serving agencies, faith-based institutions, etc.

10 Points.....Completed budget with clear description of expenses and applicable revenue sources.

Total Possible Points: 100

Scoring Criteria

Indicate other funds or in-kind services, if any that would be used to support this project? (Sources for other funding may include in-kind donations, other grants, and direct expenditures from proposing agency) Match funds are NOT required for the initial year of this project.

Additional Revenue

A. In kind (Describe)	
B. Grants (Describe)	
C. Other (Describe)	
Total	

Agency Submission Page

(Agency Name) _____ is responsible for the following conditions, if funded:

- a. Submit a written report no later than _____
- b. Report project status to Common Council Public Safety Committee, during funded period.
- c. Inform MHDOVP of all grant funded project events.
- d. Submit a copy of the Sec. 501 (c) (3) exemption letter; and/or appropriate documentation of tax exempt status.
- e. Implement 414 LIFE program in accordance with Cure Violence program components
- f. Inform MHDOVP of any changes in this project before agreement is executed.
- g. Agencies awarded a grant will be required to sign a grant agreement.

Submitted By (Print Name: _____

Title _____

Signature _____ Date _____

Proposal Checklist

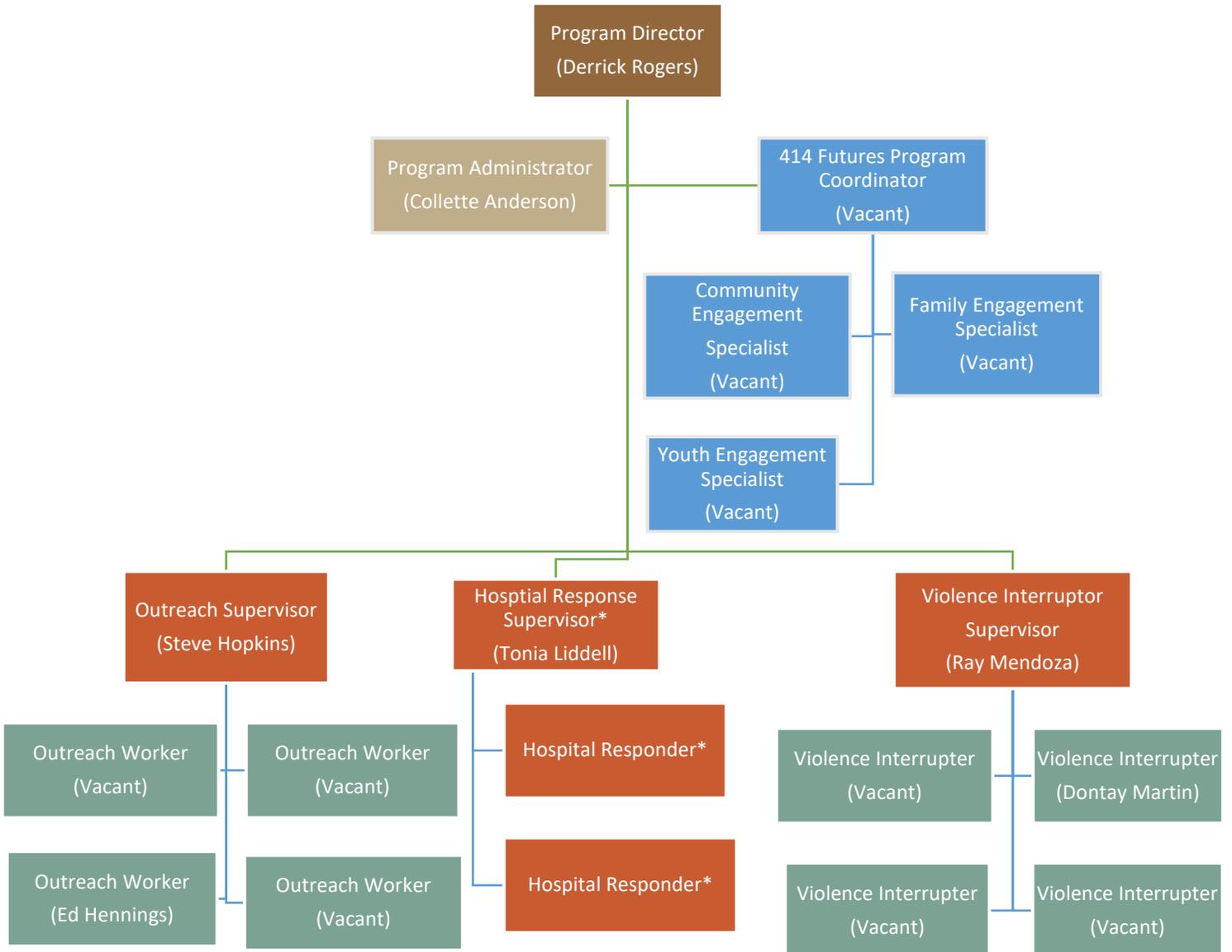
- ✓ Federal Tax Determination Letter
- ✓ State Sales Tax Status Letter with Exempt Number Indicated
- ✓ Applicant cover page
- ✓ Program Narrative
- ✓ Proposed Budget
- ✓ Budget Narrative
- ✓ Signed Agency Submission Form

NOTE: If your application is funded, some additional financial documents may be requested to execute a contract between the City of Milwaukee and your organization.

414 LIFE

Program Chart

(March 2021)



* Employed by Hospital Systems (Do not include in your staffing budget)