

REQUEST FOR PROPOSAL

Proposal Name: VIOLENCE PREVENTION & INTERVENTION GRANT PROGRAM

Release Date: December 5, 2024

Due Date: January 10, 2025

RFP Number:	13107-0-2024-AM
Funding Priority:	Public Health is looking to fund projects in the area of Violence Prevention and contribute to the violence Intervention service provider network.
Submission Deadline:	11:59 P.M. CDT, Friday, January 10, 2024 Proposals received after the deadline will not be considered.
Approximate Number of Awards:	10-12
Total Available Funds:	\$559,000
Individual Fund Limit:	\$559,000
How to Apply:	All application material must be submitted on our application portal site: https://vpgrant.smapply.io/
Questions?	Contact: Ahmad Moghadam Email: amoghadam@publichealthmdc.com Phone: 608-243-0326

Anticipated Timeline:
(These dates may be adjusted as needed.)

December 5, 2024	RFP Released
January 10, 2025	Application Due Date – no later than 11:59 P.M. CDT
February 7, 2025	Intent to Award Notifications
February 15, 2025	Project Start Date
December 31, 2025	Project End Date

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SECTION 1: OVERVIEW

Background

Previously, Public Health Madison and Dane County (PHMDC) has received funds from the American Rescue Plan Act (ARPA) allocated toward violence prevention, intervention, and healing efforts in Madison and Dane County. ARPA provides funding to states, counties, and municipalities directly to support ongoing response efforts, and recovery from the COVID 19 public health emergency through the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program. PHMDC has received funding to support violence prevention efforts from both the City of Madison and Dane County, as a sub recipient. The City of Madison allocated \$1,200,000 to PHMDC for violence prevention efforts in Madison. Dane County allocated \$300,000 to specifically support the efforts of the Madison and Dane County Violence Prevention Coalition in its work that occurs outside of the City of Madison.

PHMDC made the plan to allocate \$1,065,000 in contracts over the next two years, through July 2024, to organizations conducting and supporting violence prevention, intervention, and healing efforts in Madison and Dane County, based on prioritized Roadmap activities determined by the Madison and Dane County Violence Prevention Coalition.

In July 2022, PHMDC released its first round of funding to five agencies, awarding a total of \$299,858.98 to the grant applicants. In 2023, PHMDC funded an additional eight agencies. In the 2024 round, PHMDC received funds from Dane County and the city of Madison to fund the Violence Prevention Grant Program. Funding priorities were determined based on feedback from individuals across community sectors, including nonprofit leaders and public employees. PHMDC funded 8 agencies, awarding a total \$410,000.

In 2025, through funds made available by the City of Madison and Dane County, we are seeking to fund and support programs that enhance the program support of Public Health's Violence Intervention or propose an innovative strategy for addressing Violence Prevention

What are we looking to fund?

Total funds available are \$559,000 for Violence Prevention and Intervention Programming with a project period February 15, 2025 - December 31, 2025. For this year of funding, we are going to be looking to fund projects that under two categories: Violence Prevention and Violence Intervention. **Applicants are able to apply for both categories, but are we required to submit separate applications.**

Funding Opportunity 1: Violence Prevention

Previous rounds of violence prevention grant funding have emphasized priorities identified in the [Madison Dane County Violence Prevention: A Roadmap to Reducing Violence](#). While this roadmap is still a helpful guide, for this year's round of funding we are opening up the priorities and instead empathizing that we are looking to fund innovative violence prevention programs that align with Public Health's mission. Things to consider in developing your application:

What is violence and what is violence prevention?

The CDC defines violence as the intentional use of physical force or power to cause injury, death, or psychological harm, or to threaten to do so. The CDC also defines different types of violence, including:

- Community violence
- Youth violence
- School violence
- Domestic violence
- Sexual Violence

Violence Prevention: efforts to reduce violence by addressing the factors that increase risk and promote protective factors.

How does Public Health approach violence prevention?

Public Health’s approach to violence prevention emphasizes considering root factors that contribute to violence occurring, with an attention to many sectors of a community that impact prevalence of violence, such as health, education, employment, mental health, income, inequity (on the basis of race, color, gender/gender expression, ability, religion, sexual orientation or place of birth/place of residence), and access to human services.

We further consider the importance of collective action and collaboration to create systems and community that reduce violence from occurring.

Examples of previously funded violence prevention programs:

- **Dear Diary, Inc:** Black girls and women empower group hosting bi-weekly, community-based sessions fostering an environment that shifts mindsets, heals trauma, enhances self-esteem and identity, and strengthens community and family.
- **Seein’ is Believin:** “Day of Hope” program addressing the mental health crisis among youth through interactive workshops on coping strategies, stress management, and communication skills.
- **YWCA Madison:** Affordable housing for single women with a focus on personalized and culturally relevant services, with a philosophy of “empowerment” underpinning services.
- **Madison Public Library:** Making Justice a community-focused, art-based learning program for at-risk and court-involved teens in Madison, developed to address racial discrepancies in juvenile detention.
- **Dane County District Attorney’s Office:** Purchase of panic buttons for individuals that are at-risk of being victims of violent crimes who remain at-risk for further/escalating violence due to suspects who have perpetrated violent offenses having not been apprehended.

Funding Opportunity 2: Violence Intervention Service Provider Network

Agencies awarded in this area will be required to work directly in partnership with Public Health’s Violence Intervention staff. These staff members are working to provide direct services and support for individuals impacted by violence in Dane County. **Partnerships will require joint collaboration and facilitation of services to directly support clients identified by and under the support of Public Health staff.** For this year’s round of funding, we are specifically looking for agencies working in the following areas (you will be asked to select a single area of focus in the application):

- Housing: Hotel Stays, Long-term living, & Housing Education
- Human Services: Food, Support Groups, Peer Support or Trauma Care
- Employment: Workforce Development, Job Searching or Skills Development

Eligibility and Allowable Expenses

Eligibility:

An organization is eligible to apply for and receive funds under this grant opportunity, if the organization meets one of the following criteria:

- Nonprofits
- Community Organizations
- Governmental agencies
- Institutes of K-12 Education, preschools, and childcare centers
- Native American Tribal Organizations
- The organization's current service area is within Dane County.

All applicants must be registered with SAM.gov to be eligible for this funding opportunity.

Allowable Expenses:

This RFP is providing one-time funding for each awarded project. Therefore, we are only seeking to fund projects with expenses that are tied directly to immediate improvements in emergency response and support in the areas identified in "What are we looking to fund?"

Eligible expenses include **personnel, supplies, equipment, travel** or **consultant fees** that support training, education, or evaluation addressing one or more of the defined priority areas. See below for details for eligible expenses.

Personnel

Costs associated with staff employed by the applying agency, this includes salary and fringes benefits related to the implementation of the proposed project.

Supplies

Supplies are tangible items that have an on-going or short-term use with a cost less than \$5,000 (i.e. masks, hand sanitizer, printer paper, etc.).

Equipment

Equipment is defined as tangible, non-expendable personal property (including exempt property) that has a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

Travel

Transportation, lodging, and meals related to supporting the program.

Consultant Costs

This category includes hiring an individual to give professional advice or services (e.g., training, evaluation, for a fee, but not as an employee of the recipient organization).

*Capital expenses related to the purchase of vehicles or property are not eligible. All awarded funds must be utilized in the timeline outlined in resultant contracts. Expenses not incurred by the contract end date will not be reimbursed. In awarding grants, we may identify specific uses for allocations.

SECTION 2: HOW TO APPLY

Application Process

- All documents and information related to this RFP are available on [our website](#).
- All application material must be submitted on our application portal site: <https://vpgrant.smapply.io/>
- Please note that any written materials, including letters of support, brochures, pictures, or other materials not specifically requested in the application form will not be included in information given to reviewers or committee members, or considered in the evaluation of proposals.
- **Applications are due no later than Friday, January 10, 2025.** No exceptions will be made.

Document	Submission Format	Requirement
A. RFP Application	Application Portal	Required
B. Budget Template (Budget for the proposed program)	Upload to Portal	Required
C. Letters of Support, Collaborative Agreements, and/or MOUs (If applicable)	Upload to Portal	If applicable
D. Sample Work: Provide samples of previous assessment reports or similar documents that demonstrate your ability to deliver high-quality, actionable insights.	Upload to Portal	If applicable

Review Process & Scoring Rubric

Submitted proposals will be reviewed for completeness and compliance with RFP guidelines. All incomplete RFP submissions may be determined nonresponsive and removed from further consideration.

Our designated RFP Reviewers will score submitted proposals. Our staff may contact applicants during the review process for clarification on submitted items. However, we may make preliminary selection(s) based on the original proposals only, without negotiation or communications with applicants.

Our staff will make final determination of funding recommendations to present for final approval to the Board of Health.

Violence Prevention Application: Scoring Rubric

Review Criteria	Points Available	
<i>Descriptions of answers that would earn full points</i>		
PROGRAM DESCRIPTION		
<p>Response explains the need for services/activities in a specified target area, including making a clear connection to how to achieve the selected program priority area. Activities demonstrate a clear connection to violence prevention strategies and proposes an innovative approach (“innovative” being defined as novel or unique strategies).</p>	25	
<p>Response is understandable, well-defined, and a clear need for services is established. Data, research and evidence-based practices are discussed. The response clearly describes how equity is incorporated into initiative’s overall goals and strategies.</p>		
SERVICE AREA AND TARGET POPULATION		
<p>Response indicated the intended service area for the initiative/project and specifically indicates whether the project will take place in the City of Madison, and/or in Dane County (area is focused on serving non-City of Madison residents). Response included a description of the geographical service area of focus and its assurances of cultural relevancy. Response also includes a clear plan for language accessibility.</p>	15	
IMPLEMENTATION		
<p>Response describes past experiences implementing community-based program using violence prevention and intervention methods. In addition, an implementation plan is clearly outlined. Response also discusses the timeline for the project and with identified benchmarks included in the timeline.</p>	25	
PROGRAM OBJECTIVES AND EVALUATION		
<p>Response discusses how this initiative/project will measure success and includes evaluation methods. Response discusses which data and evaluation measures the applicant/initiative intends to use.</p>	10	
PARTNERSHIPS AND COLLABORATION		
<p>Response discusses how they applicant will partner and/or engage in the Madison and Dane County Violence Prevention Coalition. Response includes any partnerships and collaborations planned for the initiative/project. Relationships and the responsibilities of the partners are included, as well as how they strengthen the initiative/project. Applicant completed the Collaboration table.</p>	20	
BUDGET PROPOSAL		
<p>Applicant completed and submitted the 2025 Budget Template with their application materials. Response includes a budget justification that explains how expenses directly connect to the program activities.</p>	5	
Total Available:		100

Violence Intervention Application: Scoring Rubric

Review Criteria	Points Available
<i>Descriptions of answers that would earn full points</i>	
PROGRAM DESCRIPTION	
Response provides a thorough explanation of the services and activities being provided. Details are understandable and well-defined. Response also includes details on experience providing services being proposed, including an experience working in a similar partnership structure.	25
SERVICE AREA AND TARGET POPULATION	
Response indicated estimates of the population serve that compliment the amount of funds being requested. Response includes the capacity of the applicant to provide culturally relevant services and language access services as needed.	25
IMPLEMENTATION	
Response discusses the timeline for the project and with identified milestones included in the timeline that are realistic and connected to the proposed services and activities.	25
PARTNERSHIPS AND COLLABORATION	
Response discusses methods and strategies for working with the Violence Intervention to coordinate services, including a communication and activates plan that support a strong partnership. Applicants includes an any other partnerships or collaborations that support their services.	20
BUDGET PROPOSAL	
Applicant completed and submitted the 2025 Budget Template with their application materials. Response includes a budget justification that explains how expenses directly connect to the program activities.	5
Total Available:	
100	

SECTION 3: POST-AWARD

Contract and Reporting

Selected organizations will be required to sign an agreement Board of Health for Madison and Dane County on behalf of Public Health Madison and Dane County. All allocated funds will be administered through PHMDC. PHMDC reserves the right to negotiate the final terms of an agreement with the selected organization, including the final details of the Scope of Work.

Applicants will be required to submit detailed program and financial reports. The agreement will provide specifics for how to report this data. The agreement will also include requirements regarding nondiscrimination, Affirmative Action, and mandatory insurance coverage.

QUESTIONS: If you have any questions about these requirements or processes, please email Public Health Madison and Dane County Violence Prevention staff at amoghadam@publichealthmdc.com.

Post-Award Reporting & Evaluation

Monthly, Quarterly and Final Reports

Successful applicants will be required to submit monthly financial reports, quarterly program reports and monitoring meetings with PHMDC. Monthly financial reports will be submitted with invoices for reimbursement. All fiscal expenditures related to this project must be allowable, allocable, and have appropriate backup documentation. Quarterly program reports will be narrative based and will include standard questions. It will also include fields for quantitative and measurable data. The final report will include an evaluation of the project and a final expense report.

Project Evaluation

All contracted agencies will have the opportunity to work with PHMDC evaluators to create and implement evaluation measures for funded initiatives. Agencies will incorporate evaluation methods and metrics into their reporting check-ins, and final report. This should be consistent with the goals, objectives, evaluation and scope of work listed in the application.

SECTION 4: GENERAL ADMINISTRATIVE INFORMATION

Contracting Entity

The Board of Health for Madison and Dane County on behalf of Public Health Madison & Dane County will administer the sub-recipient agreement(s) resulting from this RFP.

Official Communications from us

During the application process for this RFP, all official communication from us will be made via our website. We will post such notices, which will include, but not be limited to, an FAQ, any addenda (changes) to this RFP, clarifications to requirements, and public announcement of the selected applicant (s). It is your responsibility to regularly monitor this website for any such postings. Failure to monitor the website for FAQ and any addenda and include appropriate provisions in your response may result in your proposal being disqualified.

Acceptance/Rejection of Proposals

1. We reserve the right to accept or reject any or all proposals submitted, in whole or in part, and to waive any informalities or technicalities, which at our discretion is determined to be in our best interests. Further, we make no representations that a contract will be awarded to any applicant responding to this request. We expressly reserve the right to reject any and all proposals responding to this invitation without indicating any reasons for such rejection(s).
2. We reserve the right to postpone due dates and openings for our own convenience and to withdraw this solicitation at any time without prior notice.

Incurring Costs

This request for proposals does not commit us to make an award or contract, pay any costs incurred in preparation of proposals, or to procure or contract for services or equipment.

Applicant Qualifications & Risk Assessment

We may make such investigations as we deem necessary to determine the ability of the applicant to perform the work and carry out the program, and the applicant shall furnish to us all such information and data for this purpose, as we may request. We reserve the right to reject any proposal if the evidence submitted by, or investigated of, such applicant fails to satisfy us that the applicant understands the full scope of work and is properly qualified to carry out the obligations of the agreement and to complete the work. We also reserve the right to make adjustments based on the outcome of our assessment of risk for potential recipients, which could include increased reporting and monitoring obligations or a decision not to make the award.

Proposal Content

The evaluation and selection of recipient(s) and the contract will be based on the information submitted in the applicant's proposal plus any additional information required. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response.

Elaborate proposals (e.g. expensive artwork, news stories, and letters of support) beyond information required to present a complete and effective proposal, are not necessary or desired. Information provided by the applicant beyond the information required by this RFP may not be considered in the evaluation of the proposal.

Please consider federal, state and local laws and regulations that may affect cost, progress, performance or furnishing of the work.

Withdrawal or Revision of Proposals

1. An applicant may, without prejudice, withdraw a proposal submitted at any point in the process by requesting such withdrawal in writing (email is sufficient) to the RFP contact.
2. Proposals may not be modified or altered after the deadline.

Contract Documents

We will provide a contract to the selected applicants at the time of award.

Designation of Proprietary Information

Applicants are hereby notified that all information submitted in response to this RFP may be accessible to the public through our website and/or made available for public inspection according to public records laws of the State of Wisconsin or other applicable public record laws. Therefore, applicants are encouraged to refrain from submitting information that cannot be open for public inspection. However, if applicant s must include information deemed confidential and proprietary by the applicant, applicant must comply with these instructions:

1. All restrictions on the use or inspection of data contained within a proposal shall be requested prior to submission of the proposal itself. Written requests for confidentiality shall be submitted to the RFP contact by the applicant prior to the proposal submission date.

Requests shall use the following process:

- Email the RFP contact to discuss your concern.

- Any information to be considered confidential or proprietary must clearly be stated on the attached “Designation of Confidential and Proprietary Information” form and must be submitted with the application package.
 - Any information to be considered confidential or proprietary must be separated from the rest of the proposal. Co-mingling of confidential/proprietary and other information is not acceptable.
 - Applicants may be asked to submit a written request for information to be considered confidential or proprietary. Provide specific information related to the claim for confidential and proprietary information including RFP section, page number, topic and specific concern that supports claim.
2. Your proposal will be subject to public records requests. Information usually cannot be kept confidential unless it involves a trade secret as defined in Section 134.90(1)(c) of the Wisconsin Statutes. Any information that will be included in any resulting contract cannot be considered confidential. A proposal, in its entirety, will not be considered confidential and/or proprietary.
 3. Proprietary information submitted in response to the RFP, will be handled in accordance with the applicable Wisconsin State Statute(s). However, we cannot ensure that the information will not be subject to release if a request is made under applicable public records laws. We will not provide advance notice to an applicant prior to release of any requested record.
 4. Applicants agree to hold us harmless for any damages arising out of the release of any material unless they are specifically identified. In the event the designation of confidentiality of this information is challenged, the selected contractor also agrees to provide legal counsel or other necessary assistance to defend the designation of confidentiality and, further, agrees to hold us harmless from any penalties, costs, damages and fees, including attorney’s fees, awarded to the requestor and ordered to be paid by us, in any such legal action.
 5. To the extent permitted by law, it is our intention to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in our opinion. At that time, all proposals will be available for review in accordance with the Wisconsin Open Records Law.

Clarification Of Proposals

During the evaluation of proposals, we reserve the right to contact any or all applicants to request additional information for purposes of clarification of RFP responses, reject proposals which contain errors, or at our sole discretion, waive disqualifying errors or gain clarification of error or information.

Budget Analysis

We reserve the right to conduct a price and/or cost analysis to determine if the proposed budget is fair and reasonable. If only one responsive proposal is received, a detailed price and/or cost analysis may be requested of the single applicant. Applicants shall cooperate as needed with our efforts to perform said analyses.

Negotiation

We reserve the right to negotiate all final details with selected recipients, consistent with the requirements of this RFP.

Process

At any phase, we reserve the right to terminate, suspend, or modify this selection process; reject any or all proposals; and waive any informalities, irregularities, or omissions in submittals, all as deemed in our best interests.

Communication With Selection Committee

Applicants may not contact our staff or members of the Selection Committee at any time during the evaluation process, except at our specific request.

Right To Reject Proposals and Negotiate Final Terms

We reserve the right to reject all proposals and to negotiate the terms of the resulting sub recipient agreements, including the approved budget, prior to entering into an agreement.