FUNDING OPPORTUNITY
NEIGHBORHOOD VIOLENCE PREVENTION PROGRAM EVALUATION
NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES
OFFICE OF PROGRAM DEVELOPMENT AND FUNDING
REQUEST FOR PROPOSALS

TABLE OF CONTENTS

I.   Introduction

New York State seeks an entity experienced in program evaluation, fidelity monitoring and project management to coordinate a comprehensive Neighborhood Violence Prevention Project evaluation effort. A collaborative action research role is anticipated, particularly during the pre-implementation planning phase, when specific program target areas will be established and program logic models will be refined. Subcontracting is permissible in recognition of the fact that the eligible program locations are distributed throughout New York State.

This RFP is issued in conjunction with a companion RFP seeking Neighborhood Violence Prevention program providers to deliver programs under the Cure Violence or other evidence based models. Applicants should review the companion RFP entitled Neighborhood Violence Prevention Program which is available at http://www.criminaljustice.ny.gov/ofpa/newrfp.htm and provides a detailed description of the programs envisioned. A portion of that RFP is included in Attachment 1.

The contractor, either directly or working with local subcontractors, will be expected to provide the following services:

- **Pre-implementation planning support for up to seven newly funded Neighborhood Violence Prevention program sites**. Proposals for the new programs to be selected through the companion RFP are due on October 16, 2013 and awards are expected to be made on or about November 20, 2013. Geographic areas eligible for program sites are defined in that RFP and include the cities of Buffalo, Mt. Vernon and Rochester, as well as the counties of Bronx, Queens, Onondaga and Rockland.   The pre-implementation planning component of this solicitation has three parts.

  A. Analyze Current Conditions Prior to Program Implementation: Actual program sites will be selected through a competitive solicitation. Successful program applicants will identify a general neighborhood or area for program operations within eligible cities or counties. Additional analysis will be needed, after the program contracts are awarded, to refine these broader selections into specific geographical target areas, and to allow the services to be provided to be effectively targeted. The successful evaluation applicant will be expected to work closely with the new programs to obtain and analyze the State and local data necessary to accomplish this task. This will require working with the local police agencies, other relevant community agencies, the Division of Criminal Justice Services and additional sources to obtain detailed data on the locations of violent crime, shooting incidents and gang activity, and other pertinent information. This will ensure that the program structure is

informed by the current conditions in the target community, which will increase the likelihood of program success.

B. Assist Programs with the Development of Logic Models: Programs will be required to develop logic models with the assistance of the evaluator. A clear logic model that ties theory to program components, specifies the nature and quantity of "treatment" to be delivered through each of these components, and enumerates program objectives, goals and anticipated outcomes is a critical step. It will foster program implementation with fidelity and set the stage for evaluation. Contractors will be expected to work with up to seven programs to establish their logic models. This will take place during an estimated six- to nine-month period in advance of program start-up for the newly selected programs. Key components of the logic model will serve as the basis for the evaluator's reviews of program fidelity.

C. Insure Data Collection Systems are in Place: Availability of sound data is necessary to monitor and evaluate program operations and effectiveness. Programs following the Cure Violence model will be expected to submit data on an ongoing basis to Chicago Project for Violence Prevention (CPVP) under their standard reporting protocol. This data collection and reporting should be supplemented by whatever other measures the evaluator determines are necessary to support a meaningful evaluation. Programs following other evidence based program models will also be required to collected and report data needed for monitoring and evaluation. The evaluator will be required to develop an ongoing data collection and reporting plan with each program which will be subject to approval by DCJS and will be a condition of program funding.

- **Conduct fidelity reviews for up to seven Neighborhood Violence Prevention program sites.** The contractor's role will be to periodically verify the seven newly funded programs' fidelity to their program models as well as the jurisdiction-specific logic models developed during the pre-implementation planning phase. This will involve program site visits, other program contacts and review of program data, quarterly reporting and observation of program training.

A. Assess Program Fidelity: Prior research has demonstrated that Cure Violence programs that adhere closely to the Cure Violence Model generate more favorable outcomes. It is anticipated that all programs will benefit from strict adherence to their underlying models. As part of the process of familiarizing themselves with each program, contractors will be expected to conduct an on-site visit with each program within three months of program start-up. The evaluator will be expected to periodically determine that the program has adequate staffing, the extent to which

violence interruption and community outreach activities are happening as expected, that data is being reported timely and completely and that other key program components are being performed as designed. The evaluator will develop and implement a protocol for reporting these findings and for notifying DCJS of any fidelity issues that are impacting program performance and may require corrective action.

B. Training for Quality Assurance/Program Fidelity: It is anticipated that the Chicago Project for Violence Prevention (CPVP) will play an initial role in training and framing the quality assurance agenda for the programs operating under the Cure Violence model. Those proposing to implement other established evidence based models are expected to arrange for any training required to supplement CPVP training as needed. The contractor will be expected to attend the training provided to the programs.

- **Program Evaluation for up to seven Neighborhood Violence Prevention sites.** The contractor will be expected to create and carry out an evaluation design providing useful and meaningful results.

    A. Formulate and Implement Evaluation Design: The selected applicant will be expected to develop and implement an evaluation design that will yield useful and meaningful results, assess the quality of program implementation and explain variation in program outcomes. It is expected that the program evaluation design will include a time-series analysis and rely on monthly outcome data (reported crime, shootings, violent incidents, etc.) for a time period prior to the introduction of the new initiatives and throughout the program period. Additionally, concrete measures of program implementation (e.g. timely start-up, extent of staffing, indicators of model fidelity), community environment and the specifics of the intervention (e.g. program activities) should be captured throughout the program period. Outcome data, like that from the program sites, should be collected from comparison areas whenever possible. As is true with the program sites, available data on factors which may have impacted comparison area outcomes should be collected. Consistent with the data collection plan established during pre-implementation planning, the contractor will be expected to use data collected by the individual programs as well as data obtained from local agencies such as police departments.

    B. Measuring Change in Community Attitudes (**This is an optional component**): The Cure Violence Model has program components that are designed to impact community attitudes towards violence. Other proposed models may incorporate similar elements. New York State recognizes that scientific efforts to assess attitude

change, particularly in larger communities, can require substantial resources – resources that are not available through this solicitation. Although funding for this component cannot be supported within the State resources available, applicants are encouraged to leverage other resources to support an assessment of community attitude change, and New York is open to working with applicants to implement such strategies if they are interested in pursuing this optional research component.

- **Reporting.** This project has a number of reporting requirements.

    A. Interim Report: The contractor will be required to provide an interim report approximately 12 months after the contract start date. This report will describe each program, document the logic model developed for each program and the data that will be collected at each site. The report will address any issues (favorable or unfavorable) associated with program implementation and initial program operations and activities.

    B. Final Report: The contractor will be required to provide a final evaluation report that addresses each program's implementation and fidelity to its underlying model, as well as preliminary program outcomes for both program participants and the broader community in which each program operated, and contrasts these with selected comparison areas.

    C. Reporting on Program Fidelity: The evaluator will be expected to report quarterly on whether the program has adequate staffing, the extent to which violence interruption and community outreach activities are happening as expected, that data is being reported timely and completely and that other key components of the logic model are being performed as designed. The evaluator will develop and implement a protocol for reporting these findings and for immediately notifying DCJS – independent of the quarterly reporting schedule - of any fidelity issues that are impacting program performance and may require corrective action.

- **Other Services**

    A. Promote "Promising Practices": Contractors will be expected to actively promote learning among sites. For example, when the applicant becomes aware of program elements or practices that are working well, they will be expected to document and disseminate such "promising practices" to all sites.

    B. Attend Cross-site Meetings: DCJS plans to coordinate at least two cross-site meetings in the Albany, New York area to bring project staff from all sites together in

a sharing and learning collaborative. Contractors will be expected to attend and make presentations at these meetings and should include travel related expenses in their budgets, as needed, for two meetings.

II.   Available Funds, Eligibility & Contract Period

A maximum of three hundred thousand dollars is available for a single award to a centralized entity to provide evaluation and fidelity review for up to seven Neighborhood Violence Prevention programs. There is no match required for this grant program. Actual program sites will be determined by a competitive solicitation that is currently underway. Should fewer than seven sites be funded, DCJS will work with the selected evaluator to make the necessary funding adjustments based upon the sites selected.

The budget for the successful contractor will cover a 24-month period, with contract award expected in November 2013. Activities during the first six to nine months will include working with the programs and DCJS to plan the projects, develop the logic models, set up data collection systems and finalize the research designs. It is anticipated that sites will be fully implemented as early as Month 7 and no later than Month 9. A no-cost extension may be granted to allow time for completion of the final evaluation report.

Funds may be awarded to not-for-profit agencies, and private colleges and universities, and for-profit corporations **(State University of New York and City University of New York applicants are not directly eligible, however, their Research Foundations are).** DCJS is prohibited from allowing for a profit margin to be paid in any contract resulting from the RFP. Since funds are to be competitively awarded, these entities may or may not be represented in the final selection.

DCJS reserves the right to adjust the award amount of any application based on reasons that include, but are not limited to: cost effectiveness and reasonableness of proposed project budget, demonstrated project need, grantee performance, funding cycles, inconsistent appropriation levels, grantee compliance, exigent circumstances, or number and location of qualifying applications. Project funds will be awarded competitively.

Supplanting will not be permitted: i.e., these State funds cannot replace or be substituted for federal, state or local funds or other funding sources that would otherwise be spent for a particular project or purpose. The non-supplanting requirement provides that the recipient shall use the funds to increase the amount of resources that would be made available from federal, state or local funds or other funding sources.

Reporting Project Performance

DCJS requires quarterly reports that correspond with the dates of voucher submissions. In addition, the contractor will be required to provide an interim report, a final report and develop a protocol for quarterly fidelity reporting and notifying DCJS of program fidelity issues as described in Section I. Any project funded under this RFP must comply with the requirements established by DCJS.

III.   Evaluation Criteria

Listed below are the multi-tiered criteria that will be used to rate applications and determine awards. DCJS' Executive Deputy Commissioner will make all final decisions concerning the funding of projects and individual award amounts.

TIER 1 Evaluation:

TIER 1 will be rated with pass/fail responses. Any application that does not meet each of the following criteria will be immediately disqualified without further review:

1. The application is submitted on time. The deadline for applications is **12:00 PM (Noon) on October 16, 2013**.
2. The applicant is an eligible organization as described in Section II.
3. The applicant has fulfilled the prequalification requirements described in Section VIII (not-for-profit applicants only.)
4. The application is complete, with responses to all items in Section IV and a completed budget in GMS.

TIER 2 Evaluation:

Following TIER 1 evaluation, each application will be read and reviewed independently by a minimum of two reviewers as part of the TIER 2 evaluation. Reviewers may consist of DCJS staff and peer reviewers in the field. The reviewers will evaluate the submissions and score each application according to the scoring criteria addressed in the application questions (Section IV). DCJS may request additional information from an applicant as deemed necessary to more fully evaluate its proposal.

The maximum score that can be achieved for meeting application requirements is 100 points. Scores will be averaged across reviewers to establish a list of eligible applicants from highest to lowest average score. The scores will provide a framework for the final review that will follow in TIER 3, and will in no way bind the final determination that will be made as part of the TIER 3 evaluation.

TIER 3 Evaluation:

DCJS may require the applicant to answer additional questions regarding the proposed project during the TIER 3 evaluation. DCJS will select an applicant for funding and determine the amount of funding based on the scoring, review process and program sites that are funded. Final funding decisions will be made by DCJS in accordance with the best interests of the State. Nothing herein requires DCJS to approve funding for any applicant.

IV.   Required Application Content

Successful applications must include responses to the questions / requirements outlined in each of the following sections:

1. Agency Qualifications and Experience
2. Prototype Pre-Implementation and Evaluation Design
    2a. Pre-Implementation Period
    2b. Evaluation Design and Fidelity Review
3. Timeline and Deliverables
4. Budget Detail and Budget Narrative
5. Program Workplan
6. M/WBE and EEO Requirements

Each of the following sections appears and must be completed in DCJS's Grants Management System (GMS). (See Section VIII for more information.) In addition, **each applicant must submit a separate Microsoft Word document containing the responses to the questions in this Section (IV) as an attachment to their GMS application**.

Required Application Content for Proposals

<u>**Agency Qualifications and Experience**</u> *(40 points)*

This section establishes the applicant's capacity for providing New York State with evaluation services for the Neighborhood Violence Prevention programs operating under the Cure Violence or other evidence based models. It should reflect the qualifications and experience of the agency that will be primarily responsible for providing pre-implementation support, assessing the implementation of the model's core components at each program site, reviewing each program's ongoing fidelity to their logic model components, and the production of an outcome evaluation. This section is worth 40 points of the overall application score.   Please address the following items in this section:

1. **Agency Qualifications and Experience**

    A. Briefly describe the applicant's organizational structure, role and function. Include its history and mission, highlighting their relevance to the focus of this proposal.
    B. Explain what makes the implementing agency qualified to successfully administer the proposed project by outlining its capacity and relevant experience in the areas listed below. If the agency does not have applicable experience in some area, describe a plan for identifying and engaging partners or consultants that do have the necessary expertise or ability.
        1. Describe the applicant's experience with assisting programs in using data to inform program development and establish target areas for

services. Provide examples of work that has included analysis of crime data, evidence of gang activity and other factors associated with violent crime.

2. Describe the applicant's experience with assisting programs to develop logic models.

3. Describe the applicant's experience with designing and conducting program evaluations. Discuss any designs incorporating time-series analysis. Provide examples of work done with community-based programs. Highlight any work done with anti-violence programs – particularly those working with older adolescents and young adults who are at high risk of involvement in shootings and killings. Describe any experience working with, or evaluating, programs operating under the Cure Violence model, or other similar models.

4. Describe the applicant's experience with assessing program fidelity or conducting fidelity reviews. Provide examples of work done with community-based programs. Highlight any work done with anti-violence programs – particularly those working with older adolescents and young adults who are at high risk of involvement in shootings and killings.

5. Describe any experiences in sharing information on promising practices identified during the course of an evaluation among multiple sites that are the subject of evaluation.

6. Describe the applicant's experience in working with local law enforcement agencies. Provide examples of work that has involved obtaining local crime data from law enforcement.

7. If the applicant anticipates any subcontracting of services, describe the applicant's working relationships with the proposed subcontractors.

8. Use RFP Attachment 3 (Major Grants) to list the five largest major grants (more than $50,000) the organization has administered over the past three years, along with funding sources and contact information. If fiscal or program management issues resulted in contract suspension or termination, please explain.

C. List titles, desired qualifications, and anticipated roles of the staff that will be needed to implement and administer this project. Provide resumes for any staff that have been identified for specific roles on the project.

D. Address whether either the applicant or the implementing organization, if different from the applicant, is currently under investigation by any federal, state, or local authority for criminal, civil or regulatory violations.

Prototype Pre-Implementation and Evaluation Design *(20 points)*

The actual number and location of the up to seven Neighborhood Violence Prevention program sites to be evaluated under this RFP will not be known until the Program RFP process is completed. This section is worth 20 points of the overall application score. It establishes the applicant's capability to formulate an implementation and evaluation design for New York State's Neighborhood Violence Prevention programs operating under the Cure Violence or other established model by having the applicant create a design to address a single site that is representative of the design anticipated for the sites to be funded under the Program RFP.

    2a. Pre-Implementation and Evaluation Design

        A. Describe a single-site analysis plan for the selection of a specific target area that could be used for funded sites that is consistent with the expectations set forth in Section I. Successful program applicants will identify a general neighborhood or area for program operations within eligible cities or counties. Additional analysis will be needed, after the program contracts are awarded, to refine these broader selections into specific geographical target areas and further inform the services to be provided. The successful evaluation applicant will be expected to work closely with the new programs to obtain and analyze the local data necessary to accomplish this task. This will require working with the local police agencies, other relevant community agencies, the Division of Criminal Justice Services and additional sources to obtain detailed data on the locations of violent crime, shooting incidents, criminal arrests and gang activity, and other pertinent information. This will ensure that the program structure is informed by the current conditions in the target community, which will increase the likelihood of program success. Specify any assumptions made in formulating the analysis plan.

        B. Describe a single-site plan for the development of a logic model that could be used for funded sites that is consistent with the expectations set forth in Section I. Programs will be required to develop logic models with the assistance of the evaluator. A clear logic model that ties theory to program components, specifies the nature and quantity of "treatment" to be delivered through each of these components, and enumerates program objectives, goals and anticipated outcomes is a critical step. Contractors will be expected to work with up to seven programs to establish their logic models. This will take place during an estimated six- to nine-month period in advance of program start-up. Key components of the logic model will serve as the basis for assessing program fidelity. Specify any assumptions made in formulating the logic model.

        C. Describe a single-site plan for the development of a data collection system that could be used for funded sites that is consistent with the expectations set forth in Section I. Availability of sound data is necessary to monitor and

evaluate program operations and effectiveness. Programs following the Cure Violence model will be expected to submit data on an ongoing basis to Chicago Project for Violence Prevention (CPVP) under their standard reporting protocol. This data collection and reporting should be supplemented by whatever other measures the evaluator determines are necessary to support a meaningful evaluation. Programs following other evidence based program models will also be required to collect and report data needed for monitoring and evaluation. The evaluator will be required to develop an ongoing data collection and reporting plan with each program which will be subject to approval by DCJS and will be a condition of program funding. Specify any assumptions made in formulating the data collection plan.

2b. Evaluation Design

D. Describe a single-site evaluation design that could be used for funded sites that is consistent with the expectations set forth in Section I. The selected applicant will be expected to create and implement a suitable evaluation design that will yield useful and meaningful results, will assess program implementation and explain variation in program outcomes. It is expected that the Neighborhood Violence Prevention program evaluation design will include a time-series analysis and rely on relevant monthly outcome data (reported crime, shootings, violent incidents, etc.) for a time period prior to the introduction of the new initiatives and throughout the program experience. Additionally, concrete measures regarding program implementation, community environment and the nature of the "treatment" delivered should be captured throughout the program period. Outcome data, like that from the program sites, should be collected from comparison areas for each program site. As with the program sites, available data on factors which may have impacted comparison area outcomes should be collected. Specify any assumptions made in formulating the evaluation design (e.g. program caseload, program staffing levels, availability of historical data). Describe how the design would be modified if each of the assumptions specified above proved to be erroneous in either a more or less favorable direction.

E. Describe a single site protocol to assess program fidelity. Discuss a quarterly reporting protocol and the provisions that would be made for notifying DCJS of compromises of fidelity impacting program performance. Include the format envisioned for an on-site visit shortly after program start-up.

Timeline and Deliverables *(20 points)*

This section is worth 20 points of the overall application score and describes the activities the applicant will undertake to implement the project and achieve its goals. It demonstrates the applicant's thorough understanding of the requirements and the scope of work involved and establishes a detailed and realistic schedule for tasks necessary for planning and implementation.

The actual number and location of the up to seven Neighborhood Violence Prevention program sites to be evaluated under this RFP will not be known until the Program RFP process is completed. However, the applicant should complete this section as if seven programs will be funded – one in each of the eligible locations: the cities of Buffalo, Mt. Vernon and Rochester, as well as the counties of Bronx, Queens, Onondaga and Rockland.

3. Timeline and Deliverables

 A. Describe the project deliverables and timeline for completion of each, keeping in mind the six- to nine-month planning period, 15 month operational period and maximum 24-month contract time frame. The timeline should include and project a schedule for the following and the description of the deliverables should include details about the components included on the timeline (eg. law enforcement data envisioned as appropriate for collection, structure of likely evaluation design, strategies for disseminating best practices):

  1. Goals and accomplishments of the planning period (including support for target site selection, establishment of logic models for each site, development of the research designs and development of a protocol for acquiring local law enforcement data);
  2. Ongoing Program Evaluation and Fidelity Review activities (including assessments of implementation, fidelity to program models, and dissemination of best practices); and
  3. Completion of Interim and Final Reporting (quarterly updates to DCJS, a 12-month interim report and a final report).

Budget Detail and Budget Narrative (*20 points)*

This section is worth 20 points in the overall application score and must provide justification for each item to be supported with grant funds. This section appears as two separate sections in GMS, a budget tab and questions to provide a narrative explaining that budget. **Both the budget tab and the narrative must be completed.** However, it will be scored as one section.

Allowable costs include: personnel costs which must be indicated in terms of percent of annual salary (FTE) or rate of pay and number of hours for part-time personnel; fringe benefit costs which should either be itemized or budgeted as a percent of salary; and consultant services procured in accordance with state and local guidelines (as outlined in paragraph 11 of the document Appendix A-1, "Agency-specific Clauses", for DCJS grant contracts which can be found at http://www.criminaljustice.ny.gov/ofpa/downloadforms/appendixa-1_april_2013.doc.)

Additional administrative costs attributable to the project may be lined out in the budget and are limited to 5% of the project award costs; an indirect cost rate of 10% of the total amount requested for personnel costs only (salary plus fringe) is allowable only for non-governmental

organizations. Indirect costs are <u>not</u> an allowable expense for governmental organizations.

Be sure to allocate funds for expenses related to travel associated with pre-implementation planning and evaluation activities, participation in training and attendance at cross-site meetings.

The actual number and location of the up to seven Neighborhood Violence Prevention program sites to be evaluated under this RFP will not be known until the Program RFP process is completed. However, the applicant should complete this section as if seven programs will be funded.

Please address the following items in this section:

4. **Budget Detail and Budget Narrative**
    4a. Budget Detail

    1. Using the GMS Budget module, provide a comprehensive 24-month line item budget including line item justifications for project costs to be supported with requested grant funds. Include the line item budget with the separate attachment to your GMS application containing all application content.
    2. Include a clear break down of all costs including salary and fringe benefits. Line items should specify personnel titles and their justifications should briefly describe each staff person's role in the administration of the project.

    4b. Budget Narrative

    Include a 24-month comprehensive budget narrative in response to the budget narrative questions. Budget scoring will include an assessment of reasonableness of cost.

    1. Clearly describe how expenditures contribute to the implementation of the project.
    2. Include the percent of time for each personnel line in the budget in terms of full-time equivalents (FTEs) or number of hours and rate of pay for part time employees. Budget scoring will include an assessment of the capacity for projected staff to fulfill project goals and objectives.
    3. Indirect costs of up to 10% of grant funds based on personnel salaries and fringe costs are allowable for non-governmental organizations. Explain how you arrived at any indirect cost rate that was included.

Program Workplan *(0 points)*

5. Program Workplan

In the GMS Workplan module enter "To Be Determined" for your project goal, objective, task and performance measures. **This is necessary in order for GMS to accept your application.** Upon successful application and notification of award, DCJS staff will then assist awarded agencies with developing an appropriate workplan, including project goal, objectives, tasks and performance measures (See Section VI, "Reports"). Accordingly, there are no points attributable to this component of the application.

M/WBE Requirements *(0 points)*

6. M/WBE Requirements

The New York State Division of Criminal Justice Services (DCJS) recognizes its obligation under New York State Executive Law Article 15-A to promote opportunities for the participation of certified minority-and women-owned business enterprises, as well as the employment of minority group members and women in the performance of DCJS contracts.

Effective April 1, 2013, all DCJS grant contracts require grant recipients to document good faith efforts to provide meaningful participation by M/WBEs as subcontractors or suppliers in the performance of grant contracts, as well as the employment of minority group members and women.

Accordingly, applicants must submit both a (1) Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form and (2) M/WBE Equal Employment Opportunity Staffing Plan as attachments to their GMS application as instructed in RFP Attachment 2.

DCJS will review the submitted Local Assistance M/WBE Equal Employment Opportunity Staffing Plan and the Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form and advise the applicant of DCJS' acceptance once an award determination is made. There are no points attributable to this component of the application.

V. Timetable

Applications must be received by 12:00 PM (Noon) on October 16, 2013. Complete applications, including all required documentation and attachments, received by that date will be considered for review. Applications received after that date and time will be disqualified, and will not be accepted or reviewed.

VI.   Administration of Contracts

DCJS will negotiate and develop a grant contract with the successful applicant ("grantee"). The grant contract is subject to approval by the NYS Office of the Attorney General and the Office of the State Comptroller before grant funding may actually be disbursed to reimburse project expenses. In the event that the grantee cannot begin contractual activities within 90 days of contract execution, DCJS reserves the right to rescind the selection and redistribute the grant funds.

Contract Approval

All contracts are subject to the approval of the Attorney General and the Comptroller of the State of New York, and until said approval has been received and indicated thereon, the Contract shall be of no force and effect.

Contract Period

DCJS will enter into a contract for a period of 24 months. DCJS reserves the right to modify the contract period in the best interests of the State.

Contract Activities

All activities must have prior approval from DCJS and meet the guidelines established by the State of New York and the federal government as applicable.

Contract Changes

Contracts resulting from this RFP may be executed, increased, terminated, renewed, decreased, extended, amended, or renegotiated at the discretion of the Executive Deputy Commissioner of DCJS in light of a grantee's performance, changes in project conditions, or otherwise.

Records

The grantee will keep books, ledgers, receipts, personnel time and effort records, consultant agreements and inventory records pertinent to the project and consistent with DCJS contractual provisions and mandated guidelines. In accordance with the standard contract Appendix A-1 (see "Standard Contract Provisions" below), grantee staff whose salaries are paid in whole or in part from grant funds shall maintain a time recording system that shows the time and effort devoted to the grant project.

Liability

Nothing in the contract between DCJS and the grantee shall impose liability on the State of New York for injury incurred during the performance of approved activities or caused by the use of equipment purchased with grant funds.

Payments

Payments to reimburse project expenses will be made pursuant to a schedule specified in the contract between the State of New York and the grant award recipient. Project expenses will be reimbursed for expenditures incurred during the contract period, and made in compliance with the contract budget and compliance with the project workplan.

Reports

The grantee applicant will be required to work with DCJS or its designee to develop a project workplan that will become part of their contract and will form the basis of quarterly progress reports. The workplan will formalize and detail the applicant's commitment to accomplishing the activities outlined in this application's scope of work as described in Section I. It will state the program's goals and will include, as tasks or performance measures, output indicators that outline program components, services and activities and estimate achievement of goals and objectives.

The grantee shall submit all reports to DCJS in a format and time frame as specified in the grant contract. Quarterly progress reports shall include a description of the grantee's efforts undertaken during the reporting period and the current status of the project. The quarterly progress reports of the grantee's activities under this contract must be submitted electronically as directed by DCJS. In addition, the contractor will be required to provide an interim report, a final report and develop a protocol for quarterly fidelity reporting and notifying DCJS of program fidelity issues as described in Section I. Any project funded under this RFP must comply with the requirements established by DCJS. The grantee agrees to submit any other reports considered relevant by DCJS.

Review

The grantee's performance in all areas mentioned above, in addition to the services contracted for, will be monitored periodically by DCJS. Monitoring will take the form of site visits, program file review, written and telephone communication, and any other methods deemed necessary by DCJS to ascertain the quality and quantity of grantee activities.

Disposition of Allocations

DCJS reserves the right to reject applications, deny awards, or defer applications for future consideration based on insufficient information in the application, lack of accompanying documentation, the inappropriateness of the project proposed, an organizational history of unsuccessful projects of a similar nature, or a history of contract non-compliance.

Revocation of Funds

Funds awarded to an applicant who does not implement an approved project within 90 days of the contract start date may be revoked and redistributed at the discretion of the Executive Deputy Commissioner of the Division of Criminal Justice Services.

Standard Contract Provisions

Any contracts negotiated as a result of this RFP will be subject to the provisions of Appendix A, Appendix A-1, Appendix C, and Appendix M which contain the standard clauses for all New York State grant contracts with DCJS. Appendices are available on the DCJS website at **http://www.criminaljustice.ny.gov/ofpa/forms.htm**.

Funding Prohibitions

Funds awarded may not be used for the purchase of firearms or other deadly weapons; payment for school resource officers; private security guard services; out-of state travel unless pre-approved by DCJS; the preparation of project proposals, and indirect costs for governmental entities.

VII.   Approval & Notification of Award

The applicant approved for funding will be advised by DCJS through a letter of notification. Once a project is approved, a contract will then be negotiated. Applicants whose proposals are not selected for funding will be notified by letter. **Notification letters will be sent on or about November 20, 2013.** In the event that DCJS and the successful applicant cannot execute a contract within **ninety days** of notification of selection of the applicant, then DCJS reserves the right to rescind the award and redistribute the funds at the discretion of the Executive Deputy Commissioner of the Division of Criminal Justice Services.

VIII.   Application Forms & Requirements

Application Submission

Applications must be submitted on-line via GMS. **No other format of application will be accepted.** Applicants who do not currently have access to GMS must first submit a GMS Registration Form (See Addendum A). It is strongly suggested that the GMS User Manual be downloaded from the following web address: http://www.criminaljustice.ny.gov/ofpa/gms.htm.

In addition, **each applicant must submit a separate Microsoft Word document containing the responses to the questions in Section IV as an attachment to their GMS application**.

Persons authorized to execute contracts on behalf of an applicant, hereafter referred to as the signatory, must submit a separate GMS eSignature registration form. This allows general access to GMS and for eSignature of grants. All applications, once approved, will be processed as eSignature contracts. **Failure of an applicant to have an authorized signatory with eSignature rights will prevent submission of the application.** Both GMS registration forms can be e-mailed to funding@dcjs.ny.gov or faxed to (518) 457-1186 and should be submitted at least 7 days prior to submission of the application to allow sufficient time to process your registration.

A simplified set of instructions for submitting the application within GMS can be found in Addendum A.

When accessing GMS to complete an application, click "Project>New," then select *Neighborhood Violence Prevention Program Evaluation* as the funding program to begin entering your application.

For general questions or for technical assistance with the Grants Management System, please call the Office of Program Development and Funding at (518) 457-9787. DCJS assistance with GMS will be available until **12:00 PM (Noon) on October 16, 2013.**

DUNS Registration Requirements
All DCJS funding applicants are required to provide a DUNS number. If you are unsure whether or not your organization has a DUNS number, check with your Fiscal Officer. New applicants will enter the DUNS number in GMS while completing the Participant section of their application; existing DCJS grantees whose DUNS number is not already on file should email the number to funding@dcjs.ny.gov to have it entered by DCJS staff prior to submission of the application. Any organization needing a DUNS number can register through the following link: http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=B9E740A165. *Please note the process of requesting and receiving a DUNS number and/or having it entered into GMS by DCJS staff will require additional time. It is strongly recommended that applicants begin this process early.*

Vendor Prequalification Requirements for Not-for-profit Applicants
The State of New York has implemented a new statewide prequalification process designed to facilitate prompt contracting for not-for-profit vendors. Interested vendors are asked to submit commonly requested documents, and answer frequently asked questions once. The application requests organizational information about the vendor's capacity, legal compliance, and integrity. To learn more about prequalification, go to the Grants Reform website (http://www.grantsreform.ny.gov/Grantees) where you can preview the questions and required documents.

All not-for-profit vendors are required to prequalify prior to grant application.

Following is a summary of the steps that must be undertaken in order for you to prequalify.

- Go to the Grants Reform website (http://www.grantsreform.ny.gov/Grantees) and download a copy of the Registration Form. Please review the instructions for submission of this Form. The form must be signed and notarized by an authorized representative of

your organization, and must be sent to the Division of Budget as soon as possible in order to gain access to the Grants Gateway to enable prequalification.

- Upon submission of your Registration Form, you will be provided with a User ID allowing you to gain access to the Gateway. From there, please logon to the Gateway System (https://grantsgateway.ny.gov/IntelliGrants_NYSGG/login2.aspx) and begin your Prequalification Application.

- Vendors who already submitted registration materials and received their user credentials can begin to upload documents into the Document Vault and complete their online Prequalification Questionnaire.

- As you fill out the Questionnaire, please refer to the Gateway Training Materials and resource links posted on the "grantees" section of the Grants Reform website to help you navigate the questionnaire. If you still have questions, simply contact DCJS' Office of Program Development and Funding at (518) 457-9787 or post your question to GrantsReform@Budget.ny.gov, and someone will get back to you quickly with a response.

Vendors are strongly encouraged to begin the process as soon as possible in order to participate in this RFP bid competition.

Vendor Responsibility

Notwithstanding the not for profit prequalification noted above, State law requires that the award of state contracts be made to responsible vendors. Before an award is made to a not-for-profit entity, a for-profit entity, a private college or university or a public entity not exempted by the Office of the State Comptroller, DCJS must make an affirmative responsibility determination. The factors to be considered include: legal authority to do business in New York State; integrity; capacity- both organizational and financial; and previous performance. Before an award of $100,000 or greater can be made to a covered entity, the entity will be required to complete and submit a Vendor Responsibility Questionnaire. School districts, Charter Schools, BOCES, public colleges and universities, public libraries, and the Research Foundation for SUNY and CUNY are some of the exempt entities. For a complete list, see: http://www.osc.state.ny.us/vendrep/resources_docreq_agency.htm .

DCJS recommends that applicants file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at http://www.osc.state.ny.us/vendrep/vendor_index.htm or go directly to the VendRep System online at https://portal.osc.state.ny.us .

Applicants must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of

the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at ciohelpdesk@osc.state.ny.us .

Vendors opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website www.osc.state.ny.us/vendrep or may contact DCJS or the Office of the State Comptroller's Help Desk for a copy of the paper form.

IX.   RFP Technical Assistance

Requests for technical assistance with accessing and using GMS may be directed to the DCJS Office of Program Development and Funding at (518) 457-9787.

Non-GMS questions regarding this RFP may be emailed to funding@dcjs.ny.gov through **September 18, 2013**. Please reference "Neighborhood Violence Prevention Evaluation RFP" in the subject line of your email. On **September 25, 2013** DCJS will post answers to the received questions on our website at http://www.criminaljustice.ny.gov/ofpa/newrfp.htm without identifying questioners. **The deadline for applications is 12:00 PM (Noon) on October 16, 2013.**

X.   Final Application Checklist

Applicants must submit applications electronically through DCJS' Grants Management System (GMS). Please review Section VIII of the RFP for GMS instructions. Before submitting your application, please ensure that you have:

- Provided responses to the questions outlined in Section IV, "Required Application Content," in the GMS Questions module;

- Provided a Microsoft Word document containing responses to all questions in Section IV as a separate attachment to your GMS application;

- Provided the completed Attachment 3: Major Grants template;

- Completed a line item budget in the GMS Budget module, including narrative justification for requested items, *and* submitted your budget request with narrative as a separate attachment to the GMS application. See Section IV;

- Completed the GMS Workplan module as instructed in Section IV; and

- Completed and attached the Local Assistance M/WBE Equal Employment Opportunity Staffing Plan and the Local Assistance M/WBE Subcontractor/Supplier Utilization Proposal Form as instructed in Section IV and RFP Attachment 2.

- Addressed the Vendor Prequalification Requirements for Not-for-Profit Applicants outlined in Section VIII as applicable.

Applications must be submitted by **12:00 PM (Noon) on October 16, 2013.** Late applications will be disqualified, and will not be accepted or reviewed.

Addendum A

GMS Registration Form

GMS Signatory Registration Form

Helpful Hints for GMS

NYS Division of Criminal Justice Services
Alfred E. Smith Building
80 South Swan Street
Albany, NY   12210
Phone: (518) 457-8462
http://www.criminaljustice.ny.gov

Office of Program Development and Funding

GMS USER REGISTRATION

In order to complete grant applications online to DCJS, your agency must register with the GMS system. Do so by submitting this Registration Request from – and the attached IRS W-9 form – via email attachment to funding@dcjs.ny.gov. When your request has been processed, you will be sent a username and instructions. Please download the GMS User Manual at http://www.criminaljustice.ny.gov/ofpa/gms.htm.

Please allow 3-5 business days for your Registration Request to be processed.

Registrant Information (all fields are required):

Agency:
EIN (Tax ID#):

Registrant:
Title:

Address:
Address2: (if applicable)
City/State:
Zip:
Email:
Phone: (Ex.: (555) 111-1111)

DCJS #s of Current Grants (if applicable):

NOTE: You must also complete IRS form W-9, Request for Taxpayer Identification Number and Certification, in order for your registration to be processed. Faxed signatures are acceptable. Download the form at http://www.criminaljustice.ny.gov/ofpa/gms.htm. Fax to (518) 457-1186. **Indicate here that form W-9 has been completed and faxed**: ☐

NYS Division of Criminal Justice Services
Alfred E. Smith Building
80 South Swan Street
Albany, NY   12210
Phone: (518) 457-8462
http://www.criminaljustice.ny.gov

Office of Program Development and Funding

GMS <u>SIGNATORY</u> REGISTRATION

In order to complete grant applications online to DCJS, your agency must register with the GMS system. Do so by submitting this Registration Request form via email attachment to funding@dcjs.ny.gov. When your request has been processed, you will be sent a username and instructions. Please download the GMS User Manual at http://www.criminaljustice.ny.gov/ofpa/gms.htm.

Please allow 3-5 business days for your Registration Request to be processed.

Registrant Information (all fields are required):

Agency:
EIN (Tax ID#):

Authorized Signing Official:
Title:
Address:
Address2: (if applicable)
City/State:
Zip:
Email:
Phone: (Ex.: (555) 111-1111)

Basis for signing authority (Ex., executive officer, authorized by municipal charter, e.g.)

DCJS #s of Current Grants (if applicable):

NOTE: If your agency has not yet submitted IRS form W-9, Request for Taxpayer Identification Number and Certification, you will be required to do so. Download the form at http://www.criminaljustice.ny.gov/ofpa/gms.htm. Fax to (518) 457-1186.

Helpful Hints

First time GMS users should download the GMS User Manual located at
http://www.criminaljustice.ny.gov/ofpa/gms.htm.

Persons familiar with NYS-DCJS GMS can use the following as a simplified guideline.

The following instructions apply to DCJS' Neighborhood Violence Prevention Program Evaluation RFP as previously described.

Getting Started
Sign on to GMS.

Click "*Project*" to go to project grid. Click the "*New*" button at the top of the project grid. This will take you to a screen that says "*Select a Program Office*" in a drop-down box format, Find and highlight *"Neighborhood Violence Prevention Program Evaluation"* then click "*Create Project*"

This begins your application. You may work on the application, save and return to it at a later time, except as noted below. Note that GMS will time out after 30 minutes of inactivity. That means that you should save your work frequently. Each save re-sets the timer.

In the newly created project, complete the following modules (listed across the top of the screen):

General

Complete the text screens and press save.

Participants/Contacts

Click on *"Add Participant"* and in the search prompt that appears type in your agency name. This should take you to a list, find your agency, and click in the blue section of your agency name. This will prompt a drop down list that defaults to "*Grantee*". Click "*Add*." If there will be a separate Implementing Agency, repeat the process, choosing "*Implementing Agency*" as the Participant Type.

In the event your agency is not listed, click the "*New*" button to add your agency to our database. Please **complete all required information** on the screen, including the Employer Identification Number (EIN) before you SAVE the entry. GMS will only allow one attempt then locks the entry to edits. Should you still need additional information added to the Participant record, please call GMS Help at (518) 457-9787.

Scroll to the bottom of the screen to add contact information. Click on *"Add Contact"* and in the search prompt that appears type in the last name of the person to be added. This should take you to a list, find the person to be added and click in the blue section of the name. This will prompt a drop down list that defaults to "Primary." Ensure you do this until you have added **a minimum**

of three contacts: Primary, Signatory and Fiscal. In the event that the contact you are attempting to add does not appear in a search, click the "***New Contact***" button to add the contact to our database.

Note: If the signatory you try to add is not eSignature registered, you will get an error message and will not be allowed to add that person at that time. You will NOT be able to submit the application without a signatory attached. Please refer to the preceding GMS Signatory Registration form and instructions to register a GMS signatory for your agency.

Budget

Select the "***Budget***" tab at the top of the application screen. Click on "***Create a new budget for (your agency)***". On the subsequent entry screen, you will choose a budget category to work on from a drop-down list. You may continue to work within a category, or choose a new category at any time. Proceed through the various budget categories to enter your proposed project budget. Please make sure that sufficient justification is provided for each budgeted line item.

If you should need to exit the budget module and return to it later for editing or updating, click the blue "Edit" button to return to the budget screen to input your updates.

Workplan

In the GMS workplan module, enter "To Be Determined" for your Project Goal, Objective, Task and Performance Measure. **This is necessary in order for GMS to accept your application.** Upon successful application and notification of award, DCJS staff will then assist awarded agencies with developing an appropriate program workplan including Project Goal, Objectives, Tasks, and Performance Measures.

Fill in the "***Project Goal***" text box and click "***Save***."

Click "***Create New Objective***" and fill in the text box and click "***Save***"

Click "***Add Task to this Objective***" and fill in the text box and click "***Save***"

Click "***Add Performance Measure to this Task***" and fill in the text box and click "***Save***".

Questions

For purposes of this RFP, when entering applications into GMS, make sure to answer all required questions.

Hint: You should work in a word processing document for any long answers. DCJS-GMS will time out after 30 minutes and you will lose any unsaved material. Cutting and pasting from a word processing software document will prevent you from losing any work in this manner.

Acceptance

Click in the blue lettering anywhere under "*Assurances*." This will bring you to a list of Certified Assurances. Read the assurances carefully and at the bottom of the list (if they are acceptable), click the "*Certify*" button. This will automatically fill in the "Certified by" and "Certified Date" fields, as GMS will recognize the user based upon user name and password when signing on to GMS.

Note: Your signatory will not be able to "accept" the appendices at this time as the project is still just an application. Accepting appendices occurs as part of the contract signature at a later date.

Attachments

You may click on "*Attachment,*" and upload the required attachments for this RFP. Note: Follow the instructions in the GMS Users Manual for Attachments; also see screen instructions for accepted file types and advice on file names.

Remember: *Failure to submit required documents will be considered the same as failure to meet the deadline for application submission. This may result in an award being rescinded for the application being untimely.*

When you have completed all of the above requirements, click the "*Submit*" button. GMS will review the application for completeness. If any fields are missing, a report will display what remains to be completed.   Once all fields are complete and you submit successfully, GMS will display a screen that says "*Your application has been submitted*." In addition, GMS will send an email notification to the Signatory official listed on the application to make him or her aware that an application has been submitted on your jurisdiction's or organization's behalf.

Attachments

RFP Attachment 1: Neighborhood Violence Prevention Program RFP Extract

RFP Attachment 2: M/WBE and EEO Requirement Documents

RFP Attachment 3: Major Grants (Template)

RFP Attachment I
Neighborhood Violence Prevention Program RFP Extract

[**Note:** For cross-referenced Sections included in the following excerpt, please refer to the complete Neighborhood Violence Prevention Program RFP on DCJS' website at http://www.criminaljustice.ny.gov/ofpa/newrfp.htm.]

I.   Introduction

Operation SNUG, a 2009 New York State street outreach initiative, was established at ten project sites across the state. These programs followed the Cure Violence (formerly known as Chicago CeaseFire) model of violence prevention dedicated to reducing violence in targeted neighborhoods. The Cure Violence model is considered an evidence based model that successfully reduces neighborhood violence when implemented with fidelity. In recent years jurisdictions around the country (e.g. Boston, Los Angeles, Philadelphia, Providence,) adopted variations of the Cure Violence model. These model adaptations maintain core components of Cure Violence and use street outreach workers, or "violence interrupters" to reduce violence.

New York State is making approximately $2 million available to support local street outreach and violence intervention projects to reduce violence associated with firearms in localities with high volumes and rates of homicides and shootings. Projects supported with funds awarded from this solicitation must be designed and implemented with fidelity to the Cure Violence model or follow a similar evidence based neighborhood violent crime prevention model. Projects must utilize violence interrupters and street outreach workers to stem local violence in a targeted area.

All projects should be focused on implementation of a coordinated, community-based strategy for reducing violence in a specified neighborhood or neighborhoods, precinct(s) or other geographically defined area. The proposals must target communities with high rates of gun violence and work through community-based organizations, residents and other individuals that are well positioned to work with high-risk youth and young adults in those areas. The applicant for these funds must clearly demonstrate that the proposed model is evidence based and maintains program fidelity to the model being implemented (see Section VI). Evidence based programs are interventions that are theory –based and through evaluation have been determined to be effective at achieving the stated outcomes. Evidence based programs are replicable when implemented with high fidelity to the core components of the model.

II.   Background on Street Outreach Models

Street outreach occurs inside the framework of a cooperative relationship with other agencies, including probation, law enforcement, social services, and schools. Outreach workers are referred to as "street" outreach workers because their work is not office-based or even institutional- or school-based, but occurs primarily in the targeted neighborhoods, at the street and home level.[1]

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[1] National Gang Center Bulletin; Volume 7; June 2012

Details for the main components of the Cure Violence model used by the NYS SNUG projects are listed on the next page. Information and details for other street outreach models may be found at the links below:

- http://www.nationalgangcenter.gov/Content/Documents/Street-Outreach-Comprehensive-Gang-Model.pdf
- http://www.crimesolutions.gov/TopicDetails.aspx?ID=13

The information at the links above is not exhaustive, and applicants may be aware of other street outreach models that have the elements outlined on page 4.

A. *Cure Violence Model*

The Cure Violence model was developed in 1995 by the Chicago Project for Violence Prevention, under the auspices of the University of Illinois at Chicago's School of Public Health. Cure Violence takes a public health approach to stopping shootings and killings, focusing on interrupting violence and the transmission of norms that promote it.

Utilizing a multi-pronged approach to prevent shootings involving youth and young adults from ages 14-25, the model relies on the use of culturally appropriate staff who respond to shootings to prevent retaliation and detect and resolve conflicts that are likely to lead to shootings. They develop relationships with high risk individuals who are likely to engage in gun violence and link them with resources such as education and job training. Staff collaborates with neighborhood organizations and other community groups to organize neighborhood events and public education activities that promote a no-shooting message. The strategy aims to change behaviors, attitudes, and social norms directly related to gun violence.[2] (See Cure Violence website http://cureviolence.org/violence-interruption/).

The funded projects who will implement the Cure Violence model must maintain and follow core components as outlined below. Comprehensive staff training will be arranged by DCJS for those who follow the Cure Violence Model.

1. **Culturally appropriate staffing:**
   Staff must be "credible messengers" (trusted community insiders with backgrounds similar to the high-risk youth being served). They may live in the community and should be known to high-risk people. Staff may be former gang members, individuals who have prior convictions related to firearms, others who have been previously incarcerated or served a sentence of probation or individuals from other high-risk groups. They must be individuals who have clearly demonstrated positive changes in their lives and turned away from crime.

2. **Staffing team:**

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[2] http://cureviolence.org/violence-interruption/

a. The violence interrupter, or street outreach worker, works to prevent retaliations when violence occurs and to prevent initial instances of violence when a threat has been made.

b. Outreach workers (with one acting as outreach supervisor) maintain a caseload of high-risk individuals who, because of their backgrounds and present situations, are involved in or likely to become involved in shootings. They meet and work with those they assist in non-traditional settings – parks, street corners, places young people gather – during non-traditional hours when local data indicate violence is most likely to occur, particularly evenings and late-night hours and on weekends. Outreach staff work to mediate and intervene in conflicts and provide case management and other support.

c. A project coordinator/ manager supervises staff; oversees the overall coordination of the model's core components and works with other community organizations and individuals on anti-violence strategies.

3. Panels to hire the street/ community outreach workers:

The use of hiring panels made up of key community stakeholders (including, but not limited to, community based organizations, community advocates, and local government officials) and experienced Cure Violence staff (a service provided at no cost by Chicago Cure Violence) ensures community input to help hire the right people and get community buy-in and investment in the program. Local law enforcement will be expected to provide input into hiring.

4. Training and Technical Assistance:

Training and ongoing technical assistance by experienced Cure Violence staff. For those applicants using the Cure Violence model, training will be provided free of charge by Cure Violence and includes:

a. An initial site visit to a Cure Violence established program site in Chicago for key staff (2 days)

b. Program manager/outreach worker supervisor training (3 days)

c. Violence interrupter and outreach worker training (6 days)

d. Booster and documentation training (3 days)

e. Additional booster training as needed (flexible)

5. Relationship with law enforcement:

Well-defined and appropriately structured relationships with local law enforcement are essential to the project's acceptance and success. The shared goals of saving lives and making neighborhoods safe should be emphasized.

6. Active engagement of critical partners

The funded projects can be most successful when they include active support and collaboration with both law enforcement (as outlined above) and community-based organizations and leaders. Proposed projects should include a structure for eliciting the active engagement of all of these partners, including regular meetings with law enforcement and community-based partners who are critical to the project's success.

7. **Public education and community mobilization:**
Community mobilization focuses on energizing and strengthening collaboration among residents, local businesses, service organizations and members of the faith community to build a safer and more viable community.

Project staff organizes community responses to every shooting, coordinate public education campaigns and hold other community events that promote anti-violence messaging and alternatives to violence.

8. **Standardized data procedures:**
Project sites must collect, maintain and report data in a prescribed format.

B. *<u>Other Street Outreach Models</u>*

If the applicant proposes a model other than Cure Violence it must be clearly demonstrated that the model is evidence based and maintains program fidelity to that model. The applicant should indicate in Section VI the training and technical assistance available to ensure fidelity to the proposed model. Below are examples of core components of other street outreach models that are required for this proposal. (**These components are not all inclusive and the applicant must provide the detail of the components of their proposed program in Section VI 3.**)

1. **Street Outreach Workers**
   a. The outreach worker must have a thorough understanding of the community that he will serve.
   b. The outreach worker must be familiar with the gang culture of the target community and have skills to work effectively with high-risk teenagers and young adults.
   c. Outreach workers need to represent the population they are trying to reach, especially in terms of ethnicity.

2. **Credibility with Law Enforcement and Other Agencies**
   Programs develop and maintain credibility with local law enforcement and other governmental officials

3. **Training and technical assistance**
   Applicants using other evidence based models must identify available training and or technical assistance for that model (see Section VI.)