

**REQUEST FOR FUNDING**  
SFY20 Communities Partnering 4 Peace

1.	Awarding Agency Name:	Metropolitan Family Services
2.	Agency Contact:	Vaughn Bryant Executive Director, Communities Partnering 4 Peace Metropolitan Family Services 1 North Dearborn Chicago, IL 60602 (312) 986- 4041
3.	Announcement Type:	<input checked="" type="checkbox"/> Initial announcement <input type="checkbox"/> Modification of a previous announcement
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	2020-01
6.	Funding Opportunity Title:	2020 – Communities Partnering 4 Peace
7.	CSFA Number:	546-00-2120
8.	CSFA Popular Name:	Street Intervention Program (SIP)
9.	Anticipated Number of Awards:	Up to 15 awards
10.	Estimated Total Program Funding:	\$2,236,513
11.	Award Range	\$75,000 - \$250,000 per award/community area
12.	Source of Funding:	State
13.	Cost Sharing or Matching Requirement:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
14.	Indirect Costs Allowed Restrictions on Indirect Costs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15.	Posted Date:	August 26, 2019
16.	Application Range:	August 26, 2019 – October 3, 2019
17.	Technical Assistance Session:	Session Offered: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## **Request for Funding (RFP) Communities Partnering 4 Peace**

### **A. Program Description**

Metropolitan Family Services (MFS), a 501(c)(3) not-for-profit corporation, has served Chicago and its suburban communities for 160 years. Its mission is to provide and mobilize the services needed to strengthen families and communities. MFS is accredited by the Council on Accreditation and the agency continues to lead on issues affecting Chicago and build partnerships with diverse stakeholders, organizations, and communities to remain responsive to communities. MFS uses a community-centered service delivery model, concentrating resources in over 70 communities within Chicago, suburban Cook and DuPage counties. MFS brings a family focused approach to service delivery, providing wrap around supports for its clients that address four strategic service areas: Education, Emotional Wellness, Economic Stability, and Empowerment.

In 2016, in response to the gun violence in Chicago, MFS leadership was part of a citywide task group of high-level public officials, criminal justice stakeholders, private funders, leading social service agencies, and community-based agencies leading city efforts in conducting violence intervention work in Chicago. This group worked to strategize a response to the increasingly high levels of gun violence in Chicago. The resulting framework, Communities Partnering 4 Peace (CP4P), focused on a community-driven model that was built upon research and best-practices that could be adapted based on the identifying needs, community-assets, and strategic partnerships that are uniquely Chicago. As the coordinating body of CP4P, MFS is responsible for managing, funding, and monitoring sub-award grantees who are implementing intervention strategies under the CP4P model.

The Illinois Criminal Justice Information Authority (ICJIA), a state agency dedicated to improving the administration of criminal justice in Illinois, has granted State funds to MFS to provide sub-awards to agencies for street outreach services, to mediate and intervene with conflicts, and to provide case management services to reduce the shooting and homicide incidents in high need communities.

MFS and all successful applicants must comply with all applicable provisions of local, state, and federal laws and regulations pertaining to nondiscrimination, sexual harassment, and equal employment opportunity, including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), the United States Civil Rights Act of 1964 (as amended) (42 USC 2000a- and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), the Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), the Age Discrimination Act (42 USC 6101 et seq.), and the Chicago Human Rights Ordinance, s2-160-010 et seq. of the Municipal Code of Chicago, as amended.

***MFS is not obligated to make any award as a result of this funding announcement. Funding from this RFP is subject to execution of individual grant agreements with successful applicants.***

**1. Purpose.** The purpose of this RFP is to fund agencies to provide street outreach services, to mediate and intervene with conflicts, and to provide case management services to high need communities with high incidences of shooting and homicides, so as to reduce shootings and killings in the target communities.

**2. Program Design.** The goal of this framework is to provide a comprehensive, long-term approach to reduce homicides resulting from gun violence. This framework brings together community-driven strategies that empower community-based organizations to intervene with those individuals at the highest risk of driving the violence while working with the overall resident population to transform perceptions and realities of their community. This holistic framework responds to high-risk incidents while also being proactive in preventing situations. A goal of this strategy is to increase the collaboration of community-based organizations across communities.

**3. Program Requirements.** Successful applicants must incorporate the following Communities Partnering 4 Peace requirements and program participant criteria into their programs:

A. Program elements:

- a. **Deliver Ongoing Street Outreach Services to High-Risk Individuals and Situations:** This deployment of street outreach workers targets those in the highest risk level of becoming victims and/or perpetrators of violence in immediate situations. Upon identifying a threat or after a shooting incident, outreach workers respond to the situation and intervene using “outreach services” to de-escalate tensions, control rumors, and support families of victims and perpetrators of violence to prevent the next shooting. In addition to working with high-risk individuals, outreach workers also engage and support their close networks – family, friends, etc.

Outreach workers must:

- i. work when shootings are most likely to occur (e.g., Daytime and early evening hours Tuesday and Wednesday; Thursday 2PM to 10PM, Friday and Saturday – 4PM to Midnight), unless modified with the prior written approval of MFS as supported by data;
- ii. build a caseload of 15 to 20 clients by the worker’s fourth (4th) month on the job and maintain 15 high risk clients, thereafter;
- iii. conduct 4 monthly contacts (street, home or office)with each client; and spend a minimum of 24 hours per month (an average of 6 hours per week) walking the targeted neighborhood they have been designated to take the pulse of the community, create opportunities for informal contact with those at-risk of involvement in shootings and killings, and become familiar with community members.

- b. **Deliver Proactive, Prevention Case Management Services to Individuals who are not currently at Imminent Risk but considered High Risk:** This deployment of street outreach workers proactively identifies and targets those who are not immediately in the middle of an existing conflict but are at-risk of becoming victims or perpetrators of violence. Outreach workers and their organizations then connect individuals to services. These prevention services may

include case management, legal and restorative justice, employment, family supports, trauma-informed mental health, and substance abuse services as well as other types of enrichment and empowerment programs. These services are critical in supporting the vast majority of residents in high violence communities to prevent their progression into imminent violence.

- c. **Deliver Re-entry Services to Individuals going through Re-entry – including Family and Community Re-unification Support:** Outreach workers engage current or previously incarcerated individuals and deliver re-entry/family reunification services. Those returning to the community from incarceration often become targets or perpetrators of violence and therefore, the community must be prepared to receive and support them appropriately. In addition to offering community-based services such as life skills and employment services, re-entry services must coordinate closely with street outreach workers to neutralize violence dynamics that may flare up. The relationships built through outreach and service delivery support to the individual and the community as both prepare for the family and community reunification process.
  - d. **Professionalize Street Outreach through Participation in the Metropolitan Peace Academy:** Metropolitan Family Services collaborated with its Communities Partnering 4 Peace associates and other trauma-informed experts to develop and implement a training center called the Metropolitan Peace Academy (MPA). The goal of MPA is to professionalize and strengthen the fields of street outreach and community violence prevention. MPA pursues this goal by:
    - i. Establishing core competencies, knowledge, and skills required of outreach workers and violence prevention practitioners;
    - ii. Ensuring consistent standards in how outreach workers deliver services;
    - iii. Offering ongoing professional development of outreach workers and other practitioners who work with the acutely at-risk population to promote best practices; and
    - iv. Establishing a citywide network of outreach workers to ensure the highest probability of success in creating safer communities.
  - e. Provide general office and meeting space, space for having confidential conversations with program partners, and access to a telephone for all outreach staff.
  - f. Have regular communication with MFS Communities Partnering 4 Peace Regional Site Supervisors and Field Managers who will assist the following: ensure model fidelity, identify training needs, facilitate coaching and training, problem solve, and monitor sites to identify program strengths and challenges.
  - g. Notify MFS in writing of vacancies, suspensions, or terminations of staff funded by this RFP within 48 days of any employee’s change of status. Failure to maintain a minimum of 3 outreach workers per site for more than 30 days may result in the suspension of the subaward.
- B. Promote human dignity and empower participants
- a. Offer care in a manner that values participants’ dignity and eliminates shame, humiliation, and stigma;
  - b. Build on the strengths each participant offers, recognizing that these strengths have helped our participants survive loss and trauma;

- c. Recognize that people marginalized by high-risk behaviors have the right to access services and be treated with dignity and respect;
  - d. Acknowledge participants’ resilience as trauma survivors, while supporting and building upon these adaptive skills; and,
- C. Implement the program with fidelity
- a. Adhere to program design and be ready to adapt key features when needed;
  - b. Relentlessly engage with participants, including making thorough and ongoing efforts to engage (and re-engage) all participants in the program;
  - c. Accept that setbacks are part of the work;
  - d. Celebrate and share successes and lessons;
  - e. Ensure that all program staff participate in required training and education available through the Training Academy for this initiative;
  - f. Participate in technical assistance and capacity-building activities;
  - g. Submit regular progress reports.
- D. Participate in process and impact evaluations
- a. Complete required data collection and documentation; respond to data requests, including interviews, observations, and surveys of participants and staff; and maintain detailed records.
- E. Coordinate with community-based organizations and the larger Communities Partnering 4 Peace network
- a. Participate in regular staffing meetings for shared participants;
  - b. Partner with Metropolitan Family Services and other partner organizations to inform and refine program design;
  - c. Provide access to complete records, case notes, data, and other information to other providers for shared participants;
  - d. Participate actively and collaboratively in training;
  - e. Work actively toward the professionalization, development and recognition of “community outreach” as a specialization in the sector;
  - f. Promptly communicate any knowledge of potential conflicts involving participants that may affect the safety of participants, staff, or safe space sites; and,
  - g. Facilitate participant safety, retention, and success.
- F. Coordinate with other service providers
- a. Build and maintain local referral partnerships for services beyond project scope, e.g., healthcare, housing, etc.; and,
  - b. Coordinate with and help identify local providers of behavioral health, educational, life skills, and job readiness services such as GED preparation, fatherhood training, etc.
- G. Selection Criteria for Participants
- Our goal is to connect with individuals with the highest risk of shooting or being shot. To be a participant, individuals must meet one of the two criteria:
- Have a high probability to shoot someone, participate in violence, or be a victim of violence; and/or
  - Be a key individual in street organizations.

Participants **MAY** also be:

- Gang/group/cliq/crew involved
- Prior Criminal History/Repeated offenders
- Weapons Carriers
- Involved with Historical and Traditional Beefs
- Alcohol/Substance Involved
- Between the ages of 18 and 49 years
- Homeless
- Victims of violence or shooting of someone close/Retaliatory
- Residing in or actively hang out in target area
- Have family history of violence and/or street involvement
- Frequently participating in and/or leading high risk behavior
- Currently school-aged and not enrolled in school
- Recently released from jail/prison
- Showing aggressive/violent online behaviors

**4. Evidence-Based Programs or Practices.** Applicants are strongly urged to incorporate research-based best practices into their program design. Applicants should identify the evidence-based practice being proposed for implementation, identify and discuss the evidence that shows that the practice is effective, discuss the population(s) for which this practice has been shown to be effective, and show that it is appropriate for the proposed target population.

**5. Goals, Objectives, and Performance Metrics.** Funded programs will be required to submit monthly progress reports that will include, at a minimum, the following information based on the objectives the applicant agencies propose in their responses to this solicitation.

<p><b>Goal 1:</b> Reduce the number of shootings and homicides in targeted areas by 10%, as compared to SFY19.</p> <p><b>Goal 1a:</b> Reduce the number of <b>shootings</b> in targeted areas by engaging highest-risk individuals to interrupt and change violent behavior compared to FY2019 and the three-year average for shootings in the target area during timeframes when community-based sites are up and running. Chicago Police Department’s City Portal website will be accessed to monitor shooting data in Chicago.</p> <p><b>Goal 1b:</b> Reduce the number of <b>homicides</b> in targeted areas by engaging highest-risk individuals to interrupt and change violent behavior compared to FY2019 and the three-year average for homicides in the target area during timeframes when community-based sites are up and running. Chicago Police Department’s City Portal website will be accessed to monitor homicide data in Chicago.</p>	
Process Objectives	Performance Measures
Identify situations with the potential to become violent and/or interrupt retaliation by providing mediation in all identified situations.	<ul style="list-style-type: none"> <li>➤ Number of situations identified.</li> <li>➤ Number of initial mediations performed.</li> <li>➤ Number of follow up mediations performed.</li> </ul>

Maintain a caseload of 15 highest-risk individuals (per Outreach Worker) as participants in longer-term behavior change work with Outreach Worker	➤ Caseload per Outreach Worker
Maintain a caseload of 20 highest-risk individuals (per Case Manager) as participants in longer-term behavior change work with Case Manager	➤ Caseload per Case Manager
Maintain an average of 3 hours spent per individual on caseloads per month; and 4 monthly contacts per individual on caseload	<ul style="list-style-type: none"> <li>➤ Average hours spent per client</li> <li>➤ Average contacts per client</li> </ul>
Reduce risk of engaging in violent behavior for highest-risk participants by implementing a risk reduction plan (including referrals for education, employment, anger management, substance abuse, etc.) for each client on caseload.	<ul style="list-style-type: none"> <li>➤ Number of clients administered a Monthly Risk Reduction Update</li> <li>➤ Number of referrals made</li> <li>➤ Number of referrals successfully completed</li> <li>➤ Number of goals on risk reduction and monthly update listed and number successfully completed</li> </ul>
<b>Outcome Objectives</b>	<b>Performance Measures</b>
____% of clients on caseload for at least 9 months will have reduced their risk by 25% as evidenced by a decline in their risk scores on the behavior change measure (and/or risk reduction plan) in at least one of four identified areas.	Behavior change survey risk scores and/or risk reduction plan indicators
25% of clients will demonstrate evidence of positive behavior change	<ul style="list-style-type: none"> <li>➤ Percent demonstrating a positive change</li> <li>➤ Behavior change survey risk scores and/or risk reduction plan indicators</li> </ul>

<b>Goal 2:</b> Change group and community norms associated with violent behavior.	
<b>Process Objectives</b>	<b>Performance Measures</b>
Hold group-level events (focus groups and peace summits) for participants to peacefully interact with members from other groups and factions. Each site holds at least two events over the course of the grant period.	➤ Number of sites and number of group level events held at each.
Educate and engage community members, including healthcare communities, faith	➤ Number, date, location and type of community activities

<p>based leaders, other community organizations, and schools about the Communities Partnering 4 Peace model and violence as a public health issue by:</p> <ul style="list-style-type: none"> <li>• Provide minimum of 1 community activities per site, over the course of the grant period.</li> <li>• Coordinate with community leaders and residents to coordinate a shooting response within 72 hours of notification of a shooting.</li> <li>• Provide targeted messaging regarding the program via public awareness activities</li> </ul>	<ul style="list-style-type: none"> <li>➤ Number of shooting notifications and number of community responses coordinated within 72 hours.</li> <li>➤ Number and type of public awareness activities</li> </ul>
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## B. Funding Information

This award is utilizing state funds awarded by the Illinois Criminal Justice Information Authority.

### 1. Award period

Grant awards resulting from this opportunity will have a target period of performance of January 1, 2020, to June 30, 2020. Additional funding of up to 30 months may be awarded after the initial funding period, contingent upon MFS continuation of this program, satisfactory performance in SFY20, and the availability of funds. Total funding for the grant program under this RFP will not exceed 36 months.

### 2. Available Funds

A maximum of \$2,236,513 in funding is available through this solicitation. For each community area, the minimum amount for each area budget is \$75,000; the maximum amount of each area budget is \$250,000.

Agreements that result from this funding opportunity are contingent upon and subject to the availability of sufficient funds. MFS, may terminate or suspend any Agreement resulting from this RFP, in whole or in part, without penalty or further payment being required, if (i) sufficient funds for the agreement have not been appropriated or otherwise made available to MFS by ICJIA or the State funding source, (ii) the Governor or ICJIA reserves funds, or (iii) the Governor, ICJIA or MFS determines that funds will not or may not be available for payment. MFS will provide notice, in writing, to the Grantee of any such funding failure and its election to terminate or suspend the agreement as soon as practicable. Any suspension or termination pursuant to this Section will be effective upon the date of the written notice unless otherwise indicated.

Applications must include an Implementation Schedule that describes how the program activities will be carried out. The Implementation Schedule must include information that will allow MFS to assess grant activity relative to planned project performance.

## C. Eligibility Information

All applicants must be pre-qualified in order to be eligible to submit an application. Pre-qualification including having a DUNS number, a current SAM.gov registration, a certificate of good standing from the Illinois Secretary of State, and not being debarred from receiving federal grants.

### Applicants who receive state funding in SFY20:

Applicants who receive state funding in SFY20 must be also be registered and pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, [www.grants.illinois.gov/portal](http://www.grants.illinois.gov/portal), at the time of application and have a submitted an ICQ for SFY20 to their cognizant agency. SFY20 ICQs must be approved before execution of the grant agreement. Delay in obtaining SFY20 ICQ approval will result in a delay in grant execution. During GATA pre-qualification, verifications are performed including a check of federal SAM.gov Exclusion List and status on the Illinois Stop Payment List. The Grantee Portal alerts the entity of “qualified” status or informs how to remediate a negative verification (e.g., inactive DUNS, not in good standing with the Secretary of State). Inclusion on the SAM.gov Exclusion List cannot be remediated.

#### ***1. Eligible Applicants.***

Eligibility determination aligns with the RFP purpose and expectations of the work to be supported. Applicants must have a history of and experience working within their proposed target communities in order to have the capacity to provide evidence-based practices that require a hyper local response and understanding of the communities with which they serve. Applicants must also propose to provide services in the communities served under the SFY20 ICJIA-MFS Communities Partnering 4 Peace program, or one of the top 25 communities listed in Appendix A, which establishes community rankings based on 2018 community area data. *Selection is limited to these communities so as to bring critical services to the highest needed areas. MFS strongly prefers applicant organizations to be physically located in or near the communities they are proposing to serve.*

Applicants must meet the following requirements:

- 1) Be a 501(c)(3) non-profit organization;
- 2) Have 3 years of experience providing (a) street outreach to high-risk community members, (b) case management services to high-risk community members, and (c) violence prevention services;
- 3) Have experience providing (a) street outreach to high-risk community members, (b) case management services to high-risk community members, and (c) violence prevention services in:
  - A community served under the SFY20 ICJIA-MFS Communities Partnering 4 Peace program, for which you plan to provide services under this grant; and/or
  - Any of the top 25 communities listed in Appendix A, for which you plan to provide services under this grant.

**2. Cost Sharing or Matching.** No cost sharing is required under this RFP.

**3. Indirect Cost Rate.** In order to charge indirect costs to a grant, the applicant must have an annually negotiated indirect cost rate agreement (NICRA). There are three types of NICRAs:

(a) Federally Negotiated Rate. Organizations that receive direct federal funding, may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. MFS will accept the federally negotiated rate. *The organization must provide a copy of the federal NICRA letter at time of application.*

(b) State Negotiated Rate. The organization may negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate. If an organization has not previously established an indirect cost rate, an indirect cost rate proposal must be submitted through the State of Illinois' centralized indirect cost rate system no later than three months after receipt of a Notice of State Award (NOSA). If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through CARS within the earlier of: six (6) months after the close of the grantee's fiscal year; and three (3) months of the notice of award.

(c) De Minimis Rate. An organization that has never negotiated an indirect cost rate with the Federal Government or the State of Illinois is eligible to elect a de minimis rate of 10% of modified total direct cost (MTDC). Once established, the De Minimis Rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the De Minimis Rate.

All grantees must complete an indirect cost rate negotiation or elect the De Minimis Rate to claim indirect costs. Indirect costs claimed without a negotiated rate or a De Minimis Rate election on record in the State of Illinois' centralized indirect cost rate system may be subject to disallowance. It is the organization's responsibility to ensure that any indirect cost rate utilized is properly registered in the GATA Portal. Failure to register the rate properly may restrict an organization from charging indirect costs to a grant.

Grantees have discretion and can elect to waive payment for indirect costs. Grantees that elect to waive payments for indirect costs cannot be reimbursed for indirect costs. The organization must record an election to "Waive Indirect Costs" into the State of Illinois' centralized indirect cost rate system.

## **D. Application and Submission Information**

### ***1. Address to Request Application Package.***

Applications must be obtained at <https://www.metrofamily.org> or by emailing MFSgrants@metrofamily.org. Paper copies of the application materials may be requested from Vaughn Bryant by: calling (312) 986- 4041, or mailing Metropolitan Family Services, Attn: Vaughn Bryant, 1 N Dearborn, Chicago, IL 60602. Applications, however, may only be submitted via email.

## ***2. Content and Form of Application Submission.***

(a). Notice of Intent. Not Applicable.

(b). Forms and Formatting. The application must be emailed to [MFSgrants@metrofamily.org](mailto:MFSgrants@metrofamily.org). The applicant agency name should appear in the Subject line of the email. Each document attached to the email must be submitted in the manner and method described below. Applications will be rejected if any documents are missing. The applicant is responsible for ensuring that documents adhere to the instructions provided.

(c). Narrative Formatting. Program Narrative for *each* community proposed may not exceed **13** pages and must be written in Times New Roman, 12 FONT. Single Spaced.

(d). Application Package. The application package must be submitted as one email with TWO attachment files: (1) PDF file that includes the following, and (2) separate Budget(s)/Budget Narrative(s) in Excel form:

- 1) PDF:
  - a) Application Cover Sheet with signature.
  - b) Program Narrative (not to exceed **13** pages).
  - c) 501(c)(3) IRS Letter, dated within the past 5 years
  - d) Letter of Good Standing from the Illinois Secretary of State
  - e) Federal Negotiated Indirect Cost Rate Agreement Letter, if budgeting for indirect costs.
  
- 2) Budget/Budget Narrative in Excel format for *each* community area proposed

MFS also requires a programmatic risk assessment to be submitted prior to the execution of an agreement. This will only be sent to successful applicants.

## ***3. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM).*** Each applicant is required to:

(a). Be registered in SAM before submitting its application. To establish a SAM registration, go to [www.SAM.gov](http://www.SAM.gov) and/or utilize this instructional link: [How to Register in SAM from the \[www.grants.illinois.gov\]\(http://www.grants.illinois.gov\) Resource Links tab.](#)

(b). Provide a valid DUNS number in its application. To obtain a DUNS number, visit from Dun and Bradstreet, Inc., online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com) or call 1-866-705-5711; and

(c). Continue to maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by a Federal or State awarding agency. MFS may not make a State award to an applicant until

the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time MFS is ready to make an award, MFS may determine that the applicant is not qualified to receive an award, and may use that determination as a basis for making an award to another applicant.

**4. *Submission Dates, Times, and Method.***

(a). **All required application materials must be emailed to MFSgrants@metrofamily.org by 11:59 p.m. on October 3, 2019, to be considered for funding. Proposals will not be accepted by mail, fax, or in-person. Incomplete applications or those sent to another email address will not be reviewed. Late submissions will not be reviewed.** If the due date falls on a Saturday, Sunday, or Federal or State holiday, the reporting package is due the next business day.

(b). Applicants are encouraged to submit their applications 72 hours in advance of the deadline. Technical difficulties experienced at any point during the process should be reported immediately to MFS by calling Vaughn Bryant at (312) 986-4041 or emailing MFSgrants@metrofamily.org.

(c). Applicants will receive an automatic reply to their email submission. Applicants that do not receive an automatic reply to their submission email should immediately contact Vaughn Bryant at 312-986-4041 or MFSgrants@metrofamily.org.

**5. *Application Questions.*** Questions may be submitted via email at MFSgrants@metrofamily.org. The deadline for submitted questions is 11:59 p.m. on September 26, 2019. All substantive questions and responses will be posted on the MFS website at www.metrofamily.org. Due to the competitive nature of this solicitation, applicant may not discuss the opportunity directly with any MFS employee other than the respondent of this email address.

**6. *Funding Restrictions.***

(a). Federal Financial Guide. Applicants must follow the current edition of the Department of Justice Grants Financial Guide which details allowable and unallowable costs is available at: [https://ojp.gov/financialguide/doj/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf). Costs may be determined to be unallowable even if not expressly prohibited in the Federal Financial Guide.

(b). Prohibited Uses. The following is a non-exhaustive list of services, activities, goods, and other costs that cannot be supported through this NOFO:

- land acquisition;
- new construction;
- a renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;

- minor renovation or remodeling of a property either (a) listed or eligible for listing on the National Register of Historic Places or (b) located within a 100-year flood plain; and
- implementation of a new program involving the use of chemicals;
- capital expenditures;
- fundraising activities;
- alcohol costs; and
- lobbying.

(c). Allowable expenses. The following is a non-exhaustive list of services, activities, goods, and other costs that can be supported through this RFP:

- Salaries and fringe benefits for direct service, supervisory, or administrative staff to implement the program
- Transportation expenses
- Trainings costs for staff and program participants
- Technology needs to implement the program
- Client assistance
- Rent and utilities

(d). Pre-Award Costs. **No costs incurred before the start date of the grant agreement may be charged to awards resulting from this funding opportunity.**

(e). Pre-approvals. Prior approvals may affect project timelines. In efforts to ensure the reasonableness, necessity and allowability of proposed uses of funds, MFS may require prior approval of the following, among other things:

- i. out-of-state travel;
- ii. equipment over \$5,000;
- iii. certain Requests for Proposals and sub-contracts; and
- iv. conference, meeting, and training costs for grant recipients.

Submission of materials for MFS approval should be incorporated into the application Implementation Schedules.

(f). State Travel Guidelines. Travel costs charged must conform to State Travel Guidelines, found here: <https://www2.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx>. Out-of-state hotel rates are based on the General Service Administration (GSA) guidelines found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Applicant agencies with lower cost travel guidelines than the State of Illinois must use those lower rates.

(g). Supplanting. Supplanting does not apply to state funds.

(h) Proposed Subawards and Subcontracts. Applicants may propose to enter into subcontracts and/or subawards under this award. Subcontracts and subawards each

involve different rules and applicant responsibilities. A subaward carries out a portion of the grant agreement while a contract is often for obtaining goods and services for the grantee's own use. (44 Ill. Admin Code 7000.240). If a third party will provide some of the essential services that the applicant has committed to provide, MFS may consider the agreement with the third party a subaward for purposes of grant administration. All subcontracts must comply with the MFS subcontract policy.

Applicants must classify each expense in the contractual budget as a subcontract or a subaward. The substance of the agreement, not the title or structure of the agreement, will determine whether it is a subaward or a subcontract. Applicants are advised to use the “Checklist for Contractor/Subrecipient Determinations” available at the GATA Resource Library for guidance: <https://www.illinois.gov/sites/gata/pages/resourcelibrary.aspx>. Successful Applicants will be required to submit a checklist for each contractual expense for MFS approval before grant execution.

MFS will make the final determination as to whether a proposed subcontract constitutes a subaward or a subcontract. MFS’ determination is final and not subject to appeal. Should MFS conclude that a budgeted subcontract is a subaward, the applicant will be required to justify its use of a subaward and explain their capacity to serve as a “pass-through” entity, prior to approval being considered. Applicants will be required to monitor subaward compliance with grant terms, applicable federal and state law including but not limited to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, the Grant Accountability and Transparency Act, 44 Ill. Admin. Code 7000, and MFS policies.

## E. Application Review Information

### 1. Criteria.

Application materials must address all components of this RFP and demonstrate both a need for the program and an ability to successfully implement the program. Reviewers will score applications based on completeness, clear and detailed responses to program narrative questions, and inclusion of all mandatory program elements as well as consideration of past performance history and/or financial standing with MFS. The applicant must demonstrate that costs are reasonable, necessary, and allowable.

Each community area proposed by applicants will be scored separately. The total number of points available is 100. The minimum score is 70.

Scoring Criteria		Possible Points
<b>Description of Issue &amp; Need</b>		<b>5</b>
• Demonstrated need for services		
• Identification of which community members and what community needs will be served		
<b>Program Design &amp; Implementation</b>		<b>25</b>
• Incorporates evidence based practices and		

describes program services to be provided; Please include community partnerships with local service providers		
<ul style="list-style-type: none"> <li>Sets appropriate performance measures</li> </ul>		
<b>Organizational Capacity and Staff Experience</b>		<b>35</b>
<ul style="list-style-type: none"> <li>Applicant/supervisory and line staff is experienced in providing the required program elements to the specific population; Please include training and professional development specific to the work</li> </ul>		
<ul style="list-style-type: none"> <li>Demonstrated service to the community for which you apply. Have a physical location in or in close proximity to said community</li> </ul>		
<ul style="list-style-type: none"> <li>Organization has the fiscal and administrative capacity to implement the proposed program</li> </ul>		
<b>Implementation Schedule with Deliverables or Milestones</b>		<b>15</b>
<ul style="list-style-type: none"> <li>Implementation schedule is complete and addresses each program milestone.</li> </ul>		
<b>Evaluation and Data Collection</b>		<b>10</b>
<ul style="list-style-type: none"> <li>Organization has the capacity and a plan to complete data collection.</li> </ul>		
<b>Budget Detail</b>		<b>5</b>
<ul style="list-style-type: none"> <li>Budget is complete.</li> </ul>		
<ul style="list-style-type: none"> <li>Costs are allowable.</li> </ul>		
<ul style="list-style-type: none"> <li>Budgeted items are cost-effective in relation to the proposed activities.</li> </ul>		
<b>Budget Narrative</b>		<b>5</b>
<ul style="list-style-type: none"> <li>Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.</li> </ul>		
<b>Total Possible Points</b>		<b>100</b>

**2. Review and Selection Process.**

All applications will be screened for completeness (and GATA pre-approval if the applicant received state funding in SFY20). Applications will be reviewed by MFS staff with knowledge of the program model. Selection of proposals that pass the screening process will be based on scoring of the criteria listed above and the proposed service area. Top scorers will be selected for funding; only the top scoring applicant for each eligible target community will be selected, provided the application meets the minimum score. For applications with equivalent scores, the scores for the Program Design and Implementation category will control.

MFS reserves the right to reject any or all incomplete proposals, proposals including unallowable activities, proposals that fail to meet eligibility or program requirements, or proposals that are otherwise deemed to be unsatisfactory. MFS also reserves the right to

invite applicants to answer clarifying questions and modify budgets that include unallowable or unreasonable costs.

Successful applicants whose applications contained unallowable or unreasonable costs will have their award reduced by the total amount of those costs. Applicants will be notified electronically with an award or declination letter.

**3. Appeal Process.** Unsuccessful applicants may request an appeal. Only the evaluation process is subject to appeal. Evaluation scores and funding determinations may not be contested and will not be considered by MFS. The appeal must be via email and submitted within fourteen (14) calendar days after receipt of a Funding Opportunity Declination Letter from MFS. The written appeal must include, at a minimum, the following:

- a. Statement indicating a request for a formal appeal.
- b. The name and address of the appealing party.
- c. Identification of the grant program.
- d. A statement of reason for the appeal.

Please send your appeal to:

Jennifer Michel  
Director of Public Grants  
[MFSgrants@metrofamily.org](mailto:MFSgrants@metrofamily.org)

Once an appeal is received, MFS will respond to the appeal, in writing, within 60 days or supply a written explanation as to why additional time is required. The appealing party must supply any additional information requested by MFS within the time period set in the request. MFS will resolve the appeal by means of written determination.

The determination will include:

- a. Review of the appeal.
- b. Appeal determination.
- c. Rationale for the determination.
- d. Standard description of the appeal review process and criteria.

A final appeal may be made to the Illinois Criminal Justice Information Authority by contacting the Appeals Review Officer at [Cja.aro@Illinois.gov](mailto:Cja.aro@Illinois.gov). The Appeals Review Officer will provide a final determination within 60 days of receiving the appeal.

**5. Programmatic Risk Assessment.** All applicant agencies recommended for funding will be required to submit a completed MFS Programmatic Risk Assessment (PRA). This assessment will identify elements of fiscal and administrative risk at the program level and will be used to determine required specific conditions to the interagency agreement. The PRA must be completed for the program agency. PRAs completed for other state agencies will not be accepted by MFS.

**6. Anticipated Announcement and State Award Dates.**

<b>Task</b>	<b>Date</b>
NOFO posted	August 26, 2019
NOFO question submission deadline	September 26, 2019
<b>Applications due</b>	<b>11:59 p.m., October 3, 2019</b>
Projected Program start date	January 1, 2020

**F. Award Administration Information**

**1. Award Notices.** Not applicable.

**2. Administrative and National Policy Requirements.** In addition to implementing the funded project consistent with the approved project proposal and budget, applicants selected for funding must comply with applicable grant terms and conditions and other legal requirements including, but not limited to, the Grant Accountability and Transparency Act which will be included in the award documents and incorporated into the award by reference. Additional programmatic and administrative special conditions may be required.

**3. Reporting.** Recipients must submit periodic financial reports, progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the 2 CFR Part 200 Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

**G. Metropolitan Family Services Contact(s)**

For questions and technical assistance regarding application submission, contact:

Vaughn Bryant  
Metropolitan Family Services  
MFSgrants@metrofamily.org

**H. Other Information.**

This application is subject to the Illinois Freedom of Information Act. Any information that the applicant believes should be exempt under FOIA should clearly highlight the information that is exempt, and the basis of the exemption.

## Appendix A

The University of Chicago Crime Lab analyzed Chicago Police Department records on the number of fatal and non-fatal shooting victims in each of Chicago's 77 community areas during the entirety of 2018. Each community area is ranked in two ways: in descending order based on its total number of shooting victims in 2018, and in descending order based on its shooting victimization rate in 2018, defined as the total number of shooting victims per 100,000 residents in the community area, using population data from the U.S. Census. *Finally, a single community area ranking was created by adding each community area's total shooting victim rank and shooting victimization rate rank together.*

Community area boundaries are as defined by the City of Chicago and available at:

[https://www.chicago.gov/content/dam/city/depts/doit/general/GIS/Chicago\\_Maps/Citywide\\_Map\\_s/Community\\_Areas\\_W\\_Numbers.pdf](https://www.chicago.gov/content/dam/city/depts/doit/general/GIS/Chicago_Maps/Citywide_Map_s/Community_Areas_W_Numbers.pdf)

Community Area Number	Community Area Name	Number of 2018 Shooting Victims	Ranking Based on Shooting Victims	Shooting Victim Rate	Ranking Based on Rate	Combined Rankings	Overall Rank
26	West Garfield Park	140	4	777.7346	1	5	1
29	North Lawndale	150	3	417.6877	5	8	2
27	East Garfield Park	131	6	636.9427	3	9	3
25	Austin	316	1	320.7666	9	10	4
68	Englewood	127	7	414.3015	6	13	5
23	Humboldt Park	157	2	278.7494	13	15	6
53	West Pullman	100	10	337.2567	8	18	7
71	Auburn Gresham	133	5	272.8597	14	19	8
69	Greater Grand Crossing	102	9	312.8642	10	19	9
49	Roseland	110	8	246.5318	16	24	10
67	West Englewood	99	12	278.834	12	24	11
42	Woodlawn	69	17	290.6487	11	28	12
40	Washington Park	46	21	392.5919	7	28	13
44	Chatham	79	15	254.6087	15	30	14
54	Riverdale	30	27	462.8201	4	31	15
61	New City	91	14	205.0612	18	32	16
43	South Shore	98	13	188.4253	21	34	17
30	South Lawndale	100	11	126.1225	27	38	18
37	Fuller Park	19	36	660.6398	2	38	19
73	Washington Heights	50	19	188.7291	20	39	20
38	Grand Boulevard	43	22	196.0874	19	41	21
66	Chicago Lawn	72	16	129.4312	26	42	22
51	South Deering	31	26	205.1757	17	43	23
28	Near West Side	62	18	112.9717	30	48	24
46	South Chicago	36	24	115.392	29	53	25
35	Douglas	25	32	137.0764	24	56	26
24	West Town	47	20	57.15258	41	61	27
22	Logan Square	42	23	57.69944	38	61	28
21	Avondale	28	28	71.31577	35	63	29
33	Near South Side	18	37	84.15147	32	69	30

48	Calumet Heights	16	41	115.8413	28	69	31
50	Pullman	13	47	177.4744	22	69	32
58	Brighton Park	26	31	57.30912	40	71	33
31	Lower West Side	22	35	61.50577	37	72	34
19	Belmont Cragin	35	25	44.44839	48	73	35
63	Gage Park	23	34	57.65278	39	73	36
1	Rogers Park	27	29	49.09894	46	75	37
59	McKinley Park	14	45	89.67461	31	76	38
75	Morgan Park	16	43	70.97232	36	79	39
14	Albany Park	25	33	48.50413	47	80	40
36	Oakland	8	57	135.1808	25	82	41
57	Archer Heights	10	50	74.66587	34	84	42
8	Near North Side	26	30	32.30456	56	86	43
47	Burnside	5	63	171.4678	23	86	44
20	Hermosa	14	46	55.97761	42	88	45
45	Avalon Park	8	55	78.54688	33	88	46
16	Irving Park	18	38	33.73376	54	92	47
70	Ashburn	15	44	36.51323	52	96	48
32	Loop	13	48	44.39436	49	97	49
39	Kenwood	9	53	50.4456	45	98	50
3	Uptown	16	42	28.38792	57	99	51
15	Portage Park	17	40	26.51114	60	100	52
2	West Ridge	17	39	23.63015	62	101	53
41	Hyde Park	10	51	38.93929	51	102	54
18	Montclare	7	58	52.13764	44	102	55
34	Armour Square	7	59	52.27391	43	102	56
65	West Lawn	11	49	32.97857	55	104	57
52	East Side	8	56	34.71921	53	109	58
60	Bridgeport	9	52	28.14523	58	110	59
55	Hegewisch	4	67	42.43582	50	117	60
62	West Elsdon	5	61	27.61058	59	120	61
72	Beverly	5	62	24.95757	61	123	62
56	Garfield Ridge	7	60	20.28221	64	124	63
*	*	8	54	---	74	128	64
13	North Park	4	66	22.30774	63	129	65
17	Dunning	4	64	9.539254	66	130	66
64	Clearing	4	65	17.28683	65	130	67
77	Edgewater	3	68	5.307762	69	137	68
4	Lincoln Square	3	69	7.596283	68	137	69
11	Jefferson Park	2	71	7.859164	67	138	70
7	Lincoln Park	2	70	3.119346	72	142	71
74	Mount Greenwood	1	73	5.237522	70	143	72
6	Lake View	1	72	1.059681	73	145	73
5	North Center	1	74	3.138042	71	145	74

\* This community area name is omitted as the community area reflects shootings that, due to its location, couldn't be categorized into any community area. For example, shootings that take place directly on the border between multiple community areas would be included in this area.