



HOSPITAL-LINKED VIOLENCE INTERVENTION PROGRAM: REQUEST FOR PROPOSALS

A special grant program of the Jefferson County Public Health Advised Fund at the Community Foundation of Greater Birmingham to provide the institutional home for and operation of case management services for clients of a Hospital-Linked Violence Intervention Program.

Proposal Submission Requirements

Notification of Intent

All interested applicants are required to reply via email (to nstandridge@cfbham.org) with a notification of intent indicating that they intend to submit a proposal. Such letters of intent should be submitted by February 18, 2022 and include:

- Name, address, phone number, website, and EIN
- Organizational contact's name, title, phone number, and email address
- Mission and vision
- Service area, described geographically and demographically
- Current programming/intervention domains

Submitted proposals must provide the following:

1. Cover Letter

Provide a one-page cover letter describing why your agency is interested in serving as the community-based Case Management lead for the Jefferson County, Alabama HVIP and describe your agency's view of violence as a public health issue.

2. Narrative (total not to exceed 15 pages):

At the top of each page of the Narrative, enter your agency name, Employer ID Number (EIN), and the page number. Use a minimum of 12 point Times Roman font throughout.

Please address the following topics and sub-questions within the Narrative:

A) Qualifications (Narrative)

Describe in detail your agency's experience, qualifications and ability to implement the case management component of the Jefferson County, Alabama HVIP. Include examples, as applicable, of similar projects completed. The narrative must address:

- Agency mission and brief history
- How operating the case management component of the Jefferson County, Alabama HVIP would align with your agency's core mission
- Resume of CEO/lead executive and other key personnel anticipated to provide oversight of the case management component. Resumes are not included in the narrative page count.

- Agency's number of years of active service in Jefferson County, Alabama with specific reference to the populations, communities and neighborhoods within Jefferson County, Alabama served
- Established partnerships with external organizations that could provide services for HVIP clients. Provide the number of years your agency has partnered with each external organization (educational institutions, probation programs, ex-offender support programs, hospitals and FQHCs, behavioral health services and other community-based organizations, etc.)
- Examples of your agency's investment in Jefferson County, Alabama over the last two years, including:
 - How your staff reflect the demographics of Jefferson County, Alabama
 - How your agency balances hiring staff with formal education and training with hiring persons without formal training with lived experience
 - Recruitment, training, coaching, supervision, evaluation, and retention of non-credentialed community members with lived experience (credible messengers) as Violence Intervention Specialists (VIS) or in other roles supporting the community. If your agency has not previously employed staff with lived experience, provide proposed plans for hiring, training, and retaining community members with the talent and commitment to the proposed work without formal training/education who possess influence among victims of violence as Violence Intervention Specialists.
- Experience completing client needs assessments, developing and implementing individualized case management plans, and providing services for and working with the community, especially survivors of violence and perpetrators of violence (including providing or arranging behavioral health services, career counseling, etc.)
- Experience identifying, coordinating, and providing follow-up on client services conducted through external social service and victim service providers, including provision of access to behavioral health services, educational counseling, career counseling, etc.
- How your agency creates and maintains deep community connectivity and works to reduce community violence in Jefferson County, Alabama. Include any leadership roles in this work your organization has provided or plans to take in reducing community violence.
- Unique characteristics of your agency that would enhance a hospital-linked violence intervention program
- Experience with collecting, documenting, reporting, evaluating and improving project activities and outcomes
- Processes used to ensure integrity in work conducted by your agency
- Culture of transparency, inclusion, accountability, flexibility, and trust building within your agency
- Ability to operate during weekends, evenings and nights
- Capacity to manage risk and liabilities, including a description of your agency's governance structure, insurance coverage, and financial stability
- Experience securing and managing diverse types of funding from various sources such as philanthropic, corporate, and public. Please provide specific examples from grants and other externally funded programs, with the amount funded for addressing client case management.
- Capacity to manage federal funding and associated compliance requirements, including performing a single audit.

B) Design (Narrative)

Describe your anticipated HVIP program implementation strategy and address:

- How your agency would identify potential job candidates, hire, train, coach, evaluate and provide ongoing support for Violence Intervention Specialists (VIS), inclusive of clinical support for program staff exposed to vicarious trauma
- Proposed timeline for hiring and onboarding staff and time needed between completion of initial training and recruitment of clients for service provision. For the core training to be provided through the HAVI, please plan two (2) to three (3) months' time.

- Response to referrals to the Jefferson County, Alabama HVIP received from the UAB Hospital's Trauma and Acute Care Surgery Service, including staffing and expected response time
- Case management model, including needs assessment, intervention planning and implementation, documentation of intervention implementation and outcomes, and supervision of staff
- Client screening processes for trauma and other mental health needs and process for connecting clients to mental health services
- Transportation expectations (bus/taxi, personal vehicles, company provided vehicles, other) for visits with the patient/client in the hospital, home or community setting; client transportation to appointments, etc.
- Expected plans for entering and tracking client data and providing reports to JCDH, other funders, and key partners such as the UAB Hospital's Trauma and Acute Care Surgery Service and UAB School of Public Health liaison.

C) Sustainability (Narrative)

Describe your agency's financial and administrative capacity, staffing, and procedures to ensure sufficient financial control of funding provided through JCDH and potentially other funders, and capacity to develop future fiscal support for the Jefferson County, Alabama HVIP, including:

- Agency's fiscal department/function staffing with description of the accounting and oversight processes
- A list of funding sources with percent of current year budget provided by each funding source
- Specific details of agency's experience in acquiring and managing funding from various sources, including grants and complying with reporting and regulatory requirements
- Vision for enhancing and growing the Jefferson County, Alabama HVIP. How and from whom do you anticipate seeking funding to achieve the vision?
- Agency plan for accessing reimbursable funding for client services such as the Victims of Crime Act Victim Assistance Grant Program through the Alabama Department of Economic and Community Affairs (ADECA)
- How agency will provide continuity of service and service expansion after the program's first year.

3. Other Required Documentation (exempted from page restriction)

- Agency's most recently audited financial statement statements and any management letters or an explanation of why the agency cannot provide an audited financial statement (Documents must be dated within the past two years)
- Agency's current and most recently past fiscal year budgets and profit and loss statements
- Proposed Project Budget
 - A client fund of no more than \$25,000 must be included in the proposed budget
 - A travel fund for client services transportation and mileage/parking fees of no more than \$17,000 must be included in the proposed budget
- Current organizational chart and proposed organizational chart including the Jefferson County, Alabama HVIP
- Staff biographies or qualifications
- Agency's board membership with professional affiliations and a summary of board composition by gender, race, ethnicity and disability status
- Work plan with timeline
- Memoranda of Agreement for partners if applying with the intent to subcontract
- List of three (3) references from clients or partners that can address the ability of the applicant to successfully provide the case management component, validate the organization's reputation in the community as trustworthy among the sub-population most impacted by gun violence, and provide validation of the applicant's positive history of working with communities experiencing high rates of violence. Please list the reference organization, key contact name and position, and contact information.

How to Apply

Interested applicants should submit a notification of intent to the JCDH Public Health Advised Fund at the Community Foundation of Greater Birmingham via email to Nicole Standridge (nstandridge@cfbham.org).

The completed application, along with required attachments, should be submitted to Nicole Standridge (nstandridge@cfbham.org).

The deadline for Notification of Intent is February 18, 2022 at 11:59 p.m.

The deadline for applications to be received is March 11, 2022 at 11:59 p.m.

Projected Schedule of Events:

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| Announcement of RFP | February 4, 2022 |
| Deadline for Notification of Intent | February 18, 2022 |
| RFP Due Date | March 11, 2022 |
| Tentative RFP Review Dates | March 14 – April 1, 2022 |
| Notification of Award | April 2022 |
| Expected Program Start Date | April 2022 |

Questions? Please direct any additional questions you may have about this RFP or the grant application process to Nicole Standridge, Program Officer at nstandridge@cfbham.org or (256) 566-4465.