



## 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.*

### Introduction / Background

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The Jefferson County Department of Health (JCDH), located in Birmingham, Alabama serves a population of about 657,000 residents. JCDH serves the most populous county in the state through providing select primary and limited specialty care and core public health services to county residents. The mission of JCDH is to prevent disease, assure access to quality health care, promote a healthy lifestyle and environment, and protect against public health threats.

In 2019, JCDH completed a comprehensive community health assessment and identified controlling gun violence and improving community safety as the leading strategic issue for improving health for the Community Health Improvement Plan of Jefferson County, Alabama.

During 2020, a Community Roundtable, comprised of public and private organizations, and community members with a deep interest in reducing gun violence, reviewed various approaches to reducing violence and identified hospital-based violence intervention programs as having the highest likelihood of being successfully launched within Jefferson County, Alabama. UAB Hospital expressed interest in partnering with a community-based agency to launch a violence intervention program that would provide case management and wrap around services for eligible and consenting gun violence survivors from UAB Hospital's Trauma and Acute Care Surgery Service. JCDH secured the services of the Health Alliance for Violence Intervention (HAVI) to assist in determining Jefferson County's suitability for launching a hospital-based/linked violence intervention program (HVIP) and to provide initial training and technical assistance for launching an HVIP in Jefferson County, Alabama. UAB Hospital will provide initial inpatient care, clinical stabilization, and referral to the program. A community agency is sought to provide ongoing assessment and case management for consented and enrolled HVIP clients to address and evaluate the impact of services the agency directly provides or arranges to meet the assessed needs of the client (survivors of gun violence enrolled in the HVIP) with the overall goal of reducing the risk of client re-injury through gun violence or commission of a retaliatory act of violence and to promote individual and community healing from trauma to help those affected by violence lead healthy, productive lives.

### Statement of Purpose

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The Jefferson County Public Health Advised Fund (PHAF) is seeking a qualified community-based organization to serve as the Case Management provider/operator for a hospital-linked violence intervention program. Conducted in collaboration with UAB Hospital's Trauma and Acute Care Surgery Service and JCDH, the Jefferson County, Alabama Hospital-linked Violence Intervention Program seeks to reduce gun violence in Jefferson County, Alabama. Case Management is defined as the collaborative process that assesses, plans, facilitates, coordinates, and evaluates the options and services meet the health and human service needs of clients and families. Characteristics of effective case management include advocacy, education, assessment, communication, and

resource management resulting in quality and cost-effective interventions and outcomes.

The community-based organization will hire, support and manage Violence Intervention Specialists who assist in the delivery of case management services including meeting with survivors of gun violence in the hospital setting, providing connections to social, medical and mental health services, monitoring progress, and tracking over time. The community-based agency should have extensive experience successfully addressing the social determinants of community-based violence, be well-integrated into and be respected and trusted by the communities and populations experiencing the highest rates of gun violence within Jefferson County, Alabama.

A maximum of \$1,150,565 in funding will be available for a one-year pilot of the HVIP, but the PHAF intends to provide backbone funding for future years pending review of progress, achievement of goals and objectives, and approval of grants. Future year funding could also include companion federal funding.

## HVIP Overview

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In 2019, the fifth leading cause of death for Americans ages 1-44 years was homicide. According to a 2017 report published by the Centers for Disease Control and Prevention, homicide is the leading cause of death for Black males, ages 1-44 years. (<https://www.cdc.gov/injury/wisqars/animated-leading-causes.html>; <https://www.cdc.gov/healthequity/lcod/men/2017nonhispanic-black/index.htm>)

Gun violence is an epidemic that disproportionately affects low-income communities and communities of color. Evidence-based violence prevention and intervention programs, such as hospital-based and hospital-linked violence intervention programs reduce the revolving door of violent injury, specifically gun violence. Engaging survivors of gun violence while in the hospital setting during their recovery presents an opportunity to change and save lives while reducing retaliation and recidivism. Data reveals that 44% of young people hospitalized for violence will return to the hospital with another violent injury within five years, and ultimately, twenty percent of these individuals die by violence. (Sims, D.W., and Bivins, B.A. (1989) Urban trauma: a chronic recurrent disease. *Journal of Trauma* 29(7): 940-946.)

Without further intervention, hospitals often discharge violently injured patients to the same environments where the patient was injured and without a plan for safety and managing community pressures to seek revenge. This often results in a perpetuated cycle of violence resulting in more deaths, injuries, arrests, loss of human potential, and loss of community healing.

HVIPs provide outreach to persons involved in the cycle of violence soon after clinical stabilization in the hospital inpatient setting. At this critical time, this vulnerable population is at a crossroads: persons may encourage retaliation for the violence experienced, or the traumatic experience can be a point to end the cycle of violence. Breaking the cycle of violence involves providing survivors the opportunity to receive case management services and work with a trained Violence Intervention Specialist, typically a paraprofessional from the community, who provides trauma-informed crisis intervention, long-term, individualized case management based on assessed needs, linkages to community-based services, mentoring, home and community visits, and follow-up assistance designed to promote health, including mental and physical recovery from trauma, and, as needed, substance abuse services.

The HVIP model engages Violence Intervention Specialists (VIS) who can quickly gain the trust of traumatized violence survivors and their family members in the hospital. Violence Intervention Specialists possess excellent people skills, street smarts, and cultural sensitivity and humility; reflect the racial and ethnic diversity of HVIP

clients, and many have a personal history of exposure to violence and/or have family members with similar histories.

Typically, an HVIP client receives case management services for six to twelve months following program enrollment. The Violence Intervention Specialists develop immediate post-hospital discharge plans for the survivors of gun violence in coordination with inpatient hospital staff and ongoing service plans with clients and their families based on formal assessments of the individual, family, and community risk factors for reinjury. Violence Intervention Specialists educate clients on adopting strategies for making life changing decisions to improve their overall health and safety. This includes physical and mental health services, substance abuse treatment, academic support, vocational and recreational programs, and housing assistance based on client needs assessment. The Violence Intervention Specialists have caseloads of 15-20 clients, conduct visits in the home and community, and accompany clients to appointments, as needed.

A combination of brief intervention at the hospital bedside coupled with focused, longer-term community-based case management has been shown to significantly reduce reinjury and criminal justice contact, as well as improve health and mortality outcomes among clients.

For the Jefferson County, Alabama HVIP (Note: the program will likely be rebranded with a different name), referrals will be made through the UAB Hospital's Trauma and Acute Care Surgery Service via confidential phone call or email. Part of the training provided to the awardee will be education on referrals, trauma-informed care, obtaining informed consent and client enrollment, client assessment, case management services, care planning, community resources, and client follow-up.

More Information on launching an HVIP can be found here:

<https://www.thehavi.org/>

<https://us02web.zoom.us/rec/share/O9f5sXIhVBrSF9UQnfQce8uGfqUEsMnGGpWMDKbGEzsZhE80-NbgtggoY9-y8YOL.2rjBLAahg6RHKHPz>

[https://us02web.zoom.us/rec/share/XkclivrWvxxou3LZXaTS-hdIPuiJkBAE8OjSghU2eYBW5vCCw090c2F-I3pPEgLnY.Aa0LJImrcNKf\\_53Y](https://us02web.zoom.us/rec/share/XkclivrWvxxou3LZXaTS-hdIPuiJkBAE8OjSghU2eYBW5vCCw090c2F-I3pPEgLnY.Aa0LJImrcNKf_53Y)

## Scope of Work

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The community-based agency managing the individualized case management component of the Jefferson County, Alabama HVIP will establish and maintain an organizational structure within the agency to establish program eligibility and obtain consent for program participation from individuals referred through UAB Hospital's Trauma and Acute Care Surgery Service; conduct and analyze results from client needs assessments using standardized tools; provide trauma-informed care in all aspects of interactions with potential and program enrolled clients and their families; develop, communicate, implement and evaluate the effectiveness of individualized case management plans based on assessed needs; maintain professional and supportive relationships with clients, client families, UAB Hospital, JCDH, law enforcement, and numerous community partners in a position to serve the program's clients.

## Program Objectives

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The goals and objectives of the Jefferson County, Alabama HVIP are:

1. Reduce subsequent acts of violence

- a. Identify and address client safety concerns, inclusive of potential relocation needs
  - b. Explicitly discuss and dissuade potential retaliation
  - c. Assess and address client risk factors for involvement in violence, including substance abuse, gang affiliation, probation status, etc.
2. Improve health outcomes
    - a. Completion of recommended post-hospitalization medical care for injury follow-up and ongoing health care, including provision of transportation to appointments and access to wound care supplies
    - b. Connection of client and their family with culturally-competent, trauma-informed mental health services and support (ex.: counseling for Post-Traumatic Stress Disorder, anger management, general mental health, substance abuse, stress management, and potentially faith-based counseling)
  3. Enhance educational attainment
    - a. Clients without a high school diploma or GED receive support to enroll in and complete education program(s) leading to completion of a high school diploma or GED
    - b. Clients with a high school diploma or GED supported in enrolling in a higher education program or vocational training program
  4. Improve employability and employment status
    - a. Link clients identifying employment as a goal with a job training program
    - b. Assist clients identifying employment as a goal with job seeking and readiness services
    - c. As needed, stabilize patient/client housing and any legal issues to support education and employment goals, including attainment of governmental identification – Driver’s License or Non-Driver’s License and successful completion of probation or parole mandates, etc., directly or through linkage to community partners providing such services.

## Eligibility Requirements

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The agency providing the Case Management component of the Jefferson County, Alabama HVIP must:

- Have been in operation for at least one year
- Be currently designated as a 501(c)(3) non-profit organization, a 501(c)(3) exempt religious institution, or a government entity by the IRS
  - Private non-operating foundations are not eligible
- Be designated as a tax exempt organization by the State of Alabama and maintain compliance with state and local laws governing the operation of a non-profit entity in the State of Alabama
- Currently operate in and serve residents of Jefferson County, Alabama
- Demonstrates the necessary infrastructure, including operational budget, to achieve the stated program goals.

## Program Design, Roles, and Responsibilities

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Note: For the Jefferson County HVIP, Violence Intervention Specialist (VIS) refers to a specially trained paraprofessional with a strong background in understanding community violence who utilizes a trauma-informed approach to providing high-frequency, non-traditional case management services as described below. All VIS will receive training provided by the HAVI, UAB Hospital and JCDH and provide services based on the guidance of a Licensed Social Worker/Social Services Specialist.

## Staffing

Community Foundation of Greater Birmingham

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- Organizational Structure for the case management component of the Jefferson County, Alabama HVIP must include:
  - A minimum of two, preferably three FTE Violence Intervention Specialists (VIS must be hired, trained and supported to maintain a full caseload of clients and respond to calls from UAB Hospital's Trauma and Acute Care Surgery Service for Jefferson County residents potentially eligible for participation in the Jefferson County, Alabama HVIP, provide initial hospital-based bedside visits and consent/intake processes, and support a full caseload of clients
  - One FTE Violence Intervention Supervisor to provide day-to day management and supervision of VIS staff, as well as provide ongoing staff development and assist in linking clients to community-based resources. The supervisor will be expected to take call during non-traditional work hours.
  - One FTE Licensed Social Worker/Social Services Specialist to direct client assessment and intervention planning and program management. A Master of Social Work is required for this position. Program supervisory staff are expected to implement a staffing strategy to respond to requests from UAB Hospital's Trauma and Acute Care Surgery Service Monday through Friday from 8 AM- 5 PM and as needed on nights and weekends.
  - A part-time data analyst is strongly recommended
  - Effective program management is a requirement of the program's design and may be fulfilled through a unique position or integrated into the Licensed Social Worker/Social Services Specialist position.
- The awarded agency is expected to recruit, hire, supervise, train and evaluate staff hired for the HVIP.
- Initial training sessions for the case management component of the HVIP will be provided by the Health Alliance for Violence Intervention (HAVI) through JCDH once required staff have been hired
  - The initial case management training is mandatory and must be successfully completed for case management staff, inclusive of program management prior to provision of any service on behalf of the Jefferson County, Alabama HVIP
  - Agency staff must successfully complete training as directed by UAB Hospital required for credentialing and permission to visit potential and enrolled clients of the Jefferson County, Alabama HVIP
  - Agency/ staff must successfully complete additional training required by and arranged through the JCDH and/or the awarded agency supporting the Jefferson County, Alabama HVIP
  - At a minimum, the following HVIP staff must attend the HAVI Annual Conference in late Summer- Early Fall 2022:
    - Violence Intervention Supervisor or Licensed Social Worker/Social Services Specialist
    - Violence Intervention Specialists.
- Upon notification of a potential client by UAB Hospital's Trauma and Acute Care Surgery Service, the awarded community-based agency must be able to mobilize a VIS to the patient's hospital bedside within one hour of the notification. To enable the VIS to engage with patients within UAB Hospitals, the VISs will be trained and credentialed through UAB's Guest Services Department and UAB Hospital's Trauma and Acute Care Surgery Service. VISs will be provided hospital identification and instructions on sign-in and sign-out procedures. At all times, VISs must comply with all UAB Hospital policies and procedures.
- The awarded agency must also make available externally-provided counseling and support services for VISs and other community agency staff engaged in the Jefferson County, Alabama HVIP to support mental wellness and the ability to serve victims of violence.

### **Program Management**

- Target Population: Jefferson County, Alabama citizens (must be lawfully present in the United States and meeting additional program eligibility criteria such as injury through gun violence receipt of inpatient hospital-based care through UAB Hospital's Trauma and Acute Care Surgery Service, and being between the ages of 19 and 39 years, etc.). As this program is initially launched, program eligibility may be limited

to select zip codes or census tracts within Jefferson County, Alabama experiencing the highest rates of gun violence resulting in inpatient hospitalization within the UAB Hospital's Trauma and Acute Care Surgery Service or include severity of injury, etc.

- In the first year of operation, the Jefferson County, Alabama HVIP is expected to consent, enroll and serve 50-75 residents of Jefferson County, Alabama who are lawfully present in the United States.
- Provide client needs assessment and individualized, intensive case management services based on assessed needs, with VIS caseloads of no more than 17 clients during the first three months of service, and a minimum of three client contacts per week
  - Case management services include stable housing and food assistance, as needed. Note: the agency's Jefferson County, Alabama HVIP staff are anticipated to provide some assessments and services to meet needs through formal arrangements, contracts, or memorandums of understanding with local social service providers such as FQHCs, One Roof, YWCA/YMCA, One Place, SNAP, etc.
- Provide a client fund for emergency patient/client housing, food, clothing, and healthcare and for non-emergent needs such as driver's/non-driver's licenses and educational application fees, not to exceed \$25,000
- Provide a travel fund for client services transportation and mileage/parking fees for VIS staff not to exceed \$17,000
- Provide office work space with access to office supplies, a copier for printing, postage and shipping for items mailed to clients, reference materials, laptops with Microsoft Office packages and hotspots, cell phones, and meeting space, supplies and refreshments for peer counseling/coaching sessions for clients
- Engage as HAVI Emerging Program member once eligibility criteria are met
- Provide agency staff serving in the Jefferson County, Alabama HVIP with continuing education on violence reduction and trauma-informed care and related topics such as cultural humility, cultural sensitivity, and motivational interviewing
- Demonstrate ability to manage new or existing grant records and requirements, including budgeting and invoicing.
- Research, develop and submit grant applications for additional funding to sustain and expand HVIP services
- Develop, maintain, and enhance effective relationships with local providers of services to support the needs of clients, including UAB Hospital's Trauma and Acute Care Surgery Service, JCDH, and the UAB School of Public Health.

### **Patient Engagement/Client Care**

- Provide detailed information about eligibility and participation in the Jefferson County, Alabama HVIP to UAB Hospital's Trauma and Acute Care Surgery Service patients and families.
  - Risks, Benefits and Alternatives for program enrollment
  - Expectations for program participants
  - Information on terminating program participation
- Offer the patient documentation on voluntary participation in the Jefferson County, Alabama HVIP and assist, as needed, with the completion of Informed Consent documents, Release of Information forms and other data sharing agreements. These tasks will likely will be conducted jointly with UAB Hospital's Trauma and Acute Care Surgery Service.
- Conduct and document enrollment of gun violence survivors in the Jefferson County, Alabama HVIP
- Conduct hospital, home and other community-based visits (schools, places of worship, etc.) with clients for assessment and case management plan development, implementation and evaluation (schools, places of worship, etc.)
- Arrange transportation for medical visits and other appointments
- Provide mental health services to clients directly or through a formal agreement, contract or memorandum

- of understanding with a partner agency
- Offer and support peer counseling for clients.

### **Monitoring and Evaluation**

- Develop and implement, in coordination with UAB Hospital's Trauma and Acute Care Surgery Service, JCDH and the UAB School of Public Health data collection processes, tools and databases to receive, record, and analyze client-specific data inclusive of demographic information, assessment results, individualized and ongoing case management plans, referrals, outcomes of referrals, including completion of visits for referred services, and the outcomes of interventions such as client wellness, education and employment status, involvement in retaliatory activities, etc.
- Report specific client and program process and outcome metrics as required by JCDH, UAB Hospital's Trauma and Acute Care Surgery Service, and additional agencies serving as on behalf of the JCDH, UAB Hospital's Trauma and Acute Care Surgery Service
- Maintain compliance with reporting requirements. Failure to comply may result in withdrawal of funds.
- Future year funding could include companion federal funds. Applicants should have capacity to report on federal funding, including performing a single audit.

### **Community Involvement**

- Engage as HAVI Emerging Program member upon meeting eligibility criteria and participate in HAVI-sponsored webinars and HAVI Annual Conferences (<https://www.thehavi.org/havi-membership>)
- Engage at least the staff member responsible for the agency's Jefferson County, Alabama HVIP program management in the Community Roundtable.
- Support and promote community programs focusing on violence prevention such as One Place, the Birmingham YMCA's Domestic Violence programs, the City of Birmingham's Tushka Lusa Institute, etc.

Agencies proposing to work together to provide the scope of services should submit only one proposal with information about proposed sub-grantees and Memoranda of Understanding related to any such planned partnerships.

Program design and staff training are critical for the success of the Jefferson County, Alabama HVIP and are required throughout the contract. An initial multi-pronged education program on launching an HVIP and providing trauma-informed case management will be provided through the HAVI and potentially other agencies. Such training is required for agency staff engaged in the Jefferson County, Alabama HVIP prior to the enrollment of clients and the provision of services. The initial training provided by the HAVI will be funded by JCDH.

Staff from JCDH and UAB Hospital's Trauma and Acute Care Surgery Service must be included on the hiring committee for the Jefferson County HVIP.

## **Proposal Submission Requirements**

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### **Notification of Intent**

All interested applicants are required to reply via email (to [nstandridge@cfbham.org](mailto:nstandridge@cfbham.org)) with a notification of intent indicating that they intend to submit a proposal. Such letters of intent should be submitted by 2/18/2022 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.

**Proposal Evaluation Criteria**

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The scoring methodology will consist of factors weighted in accordance with its importance to JCDH. However, the following factors will include, but are not limited to these items when making a final recommendation. JCDH plans to engage representatives from the community (key informants and HVIP partner agencies) in the review and rating of applications. JCDH may require an interview before the RFP is awarded. JCDH reserves the right to use the interview process as a factor in the award. JCDH shall evaluate and make the award on the proposal that is determined to be in the best interest of JCDH.

Description Criteria	Total Points
1. Organization’s qualifications and experience with grant funded projects	
2. Extent to which proposal meets stated requirements	
3. Similar projects completed within the past 5 years	
4. Three (3) references of past clients or partners of similar type of work	
5. Cost effectiveness	
6. Shared mission and organizational commitment	
7. Aligned/adjacent interventions (victim services expertise)	
8. Agency durability (financial solvency)	
9. Community respect, trust and reach (neighborhood impact)	
10. Demonstrated effectiveness of current and past partnerships	

## Award

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This grant will be awarded to the organization that best meets the terms and conditions of this RFP. An interview may be required before the RFP is awarded.

### **Terms**

The grant will be awarded with an initial one-year term beginning April 2022. It is the intention of PHAF to provide a level of ongoing backbone grant support for the Jefferson County, Alabama HVIP pending review of outcomes, achievement of goals and objectives, and approval of grants.

An initial payment will be provided to the awarded agency within 15 business days of notice of award and completed grant agreement. No additional pre-payment will be made prior to successful completion of HVIP training arranged through JCDH and provided by the HAVI and other partners.

## How to Apply

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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](mailto:nstandridge@cfbham.org)).

The completed application, along with required attachments, should be submitted to Nicole Standridge ([nstandridge@cfbham.org](mailto: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:**

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](mailto:nstandridge@cfbham.org) or (256) 566-4465.