

# RECAST MKE

2020 Safe Summer  
Community Healing Projects  
Info Session



OFFICE OF VIOLENCE PREVENTION



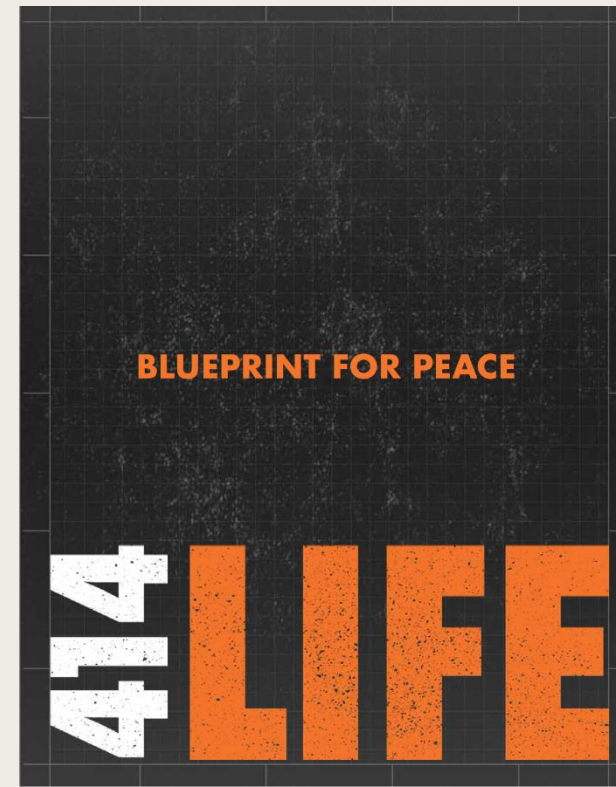
# Agenda

- Background on OVP & ReCAST
- Purpose of the Request for Proposals
- Application components
- Question & answer time



# MHD Office of Violence Prevention

- OVP is committed to preventing violence through partnership that strengthen youth, families and neighborhoods.
- The Blueprint for Peace, Milwaukee's violence prevention plan, identifies 10 priority neighborhoods, where youth and families are often exposed to trauma and/or violence.
- The Blueprint for Peace can be viewed at [414Life.com](http://414Life.com).



# ReCAST MKE

- Resiliency in Communities after Stress and Trauma (ReCAST MKE) program of MHD-OVP.
- Funded by a 5-year SAMHSA federal grant.
- Aims to prevent and reduce the impact of trauma in Milwaukee by enhancing individual and community resilience through increased access to relevant, high quality, developmentally appropriate services and activities .
- Mission: “To advance healthy youth and families through community-based collaborations that promote healing, equity, and justice.”

# ReCAST MKE Activities

- Ongoing programs of subcontracted partners
- Trainings for residents and professionals
- Special events
- Access to therapists/clinicians
- Organizational capacity-building work
- Safe Summer Community Healing RFP



# Safe Summer Community Healing: PURPOSE

- To support community-based programs serving youth & families in priority neighborhoods during the critical summer months.
- To advance the strategies called for by the community in the Blueprint for Peace.
- To increase community-based organizations' capacity to have a positive impact on the lives and communities they are connected to.
- *The Office of Violence Prevention reserves the right to make any necessary changes to the timeline or award amount, including rescinding the RFP or any awards, due to the Novel Coronavirus and current public health crisis.*

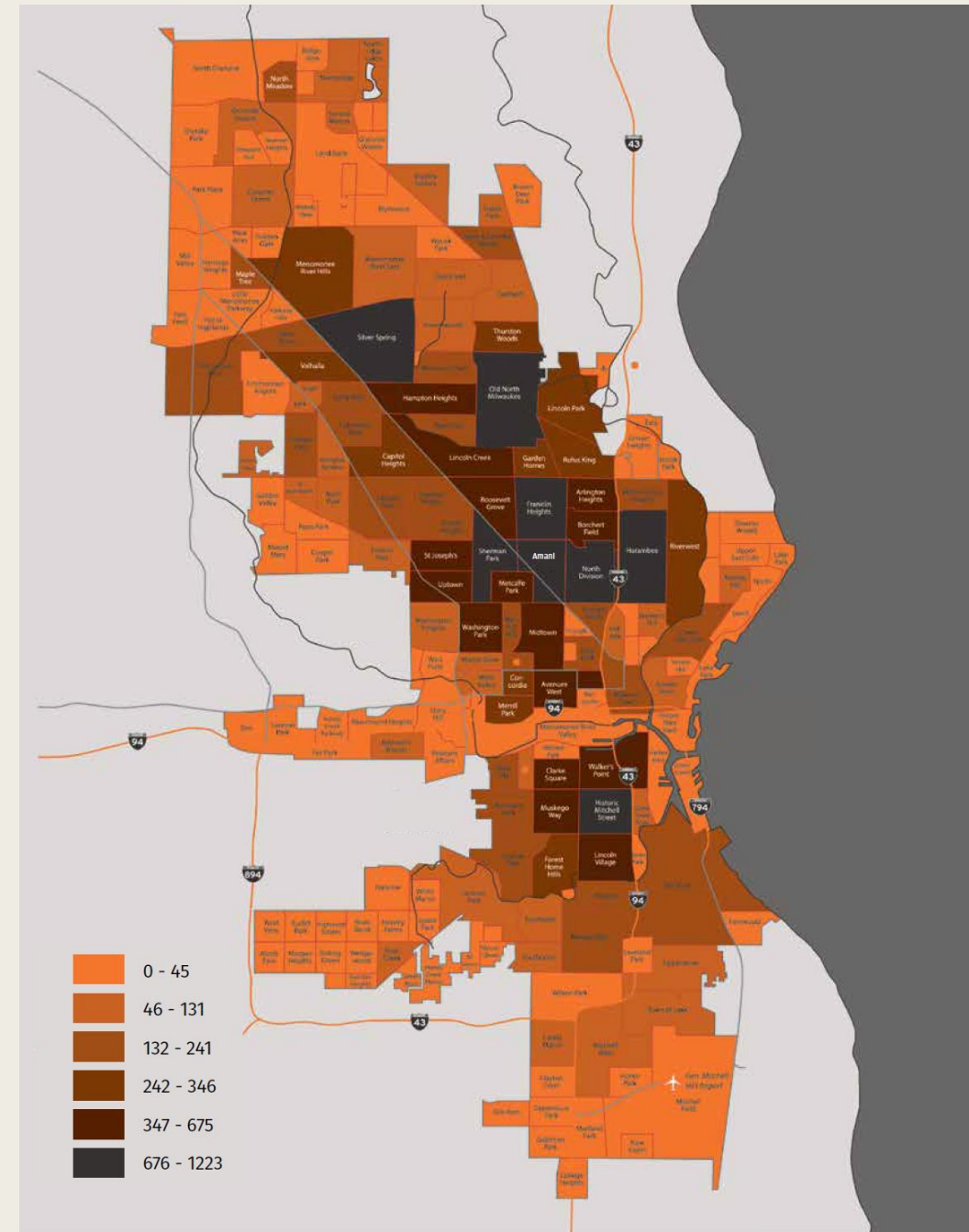


# Safe Summer Community Healing Project Characteristics

- Facilitate neighborhood-based strategies that promote **healing, restorative practices and resilience** for youth and families.
- Apply for awards from \$25,000 to \$50,000.
- Target population: Youth between ages of 12-24 and/or their families who reside in priority neighborhoods and have experienced trauma or who are at risk of trauma.
- Contract term: June 1, 2020 (tentative date pending contract approval) to August 30, 2020.
- Applicants should either be 501c3 nonprofits or use a fiscal agent that is a 501c3 nonprofit.

# Priority Neighborhoods

- Old North Milwaukee
- Harambee
- Franklin Heights
- Silver Spring
- North Division
- Amani
- Sherman Park
- Historic Mitchell
- Lincoln Village
- Midtown





# Timeline & Expectations

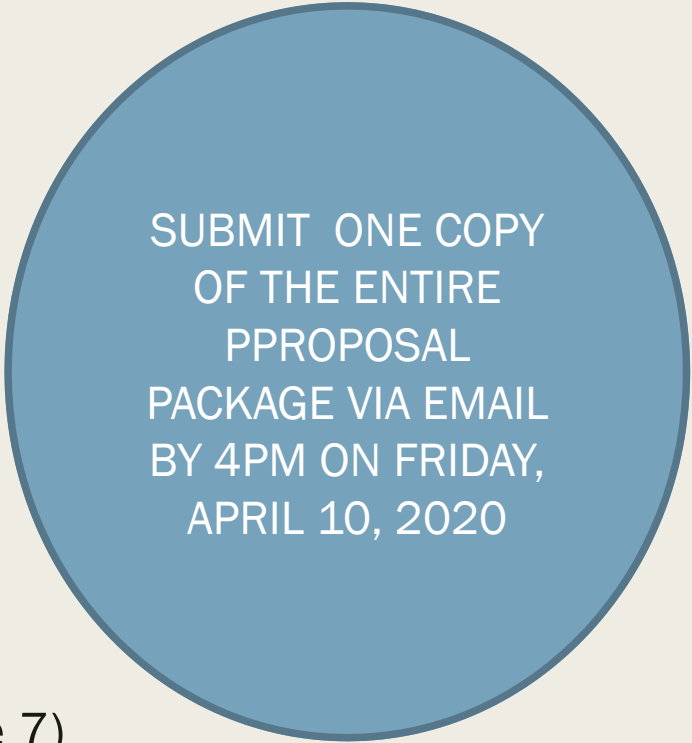
- Application deadline: April 10<sup>th</sup> at 4pm.
- Applications will be ranked by a scoring committee.
- Tentative date for notification of awards: April 20, 2020.
- Expect a mandatory orientation meeting.
- Expect additional documents needed to finalize and approve the contract.
- You need an approved contract in order to start. Tentative start: June 1.
- Expect to receive at least one site visit; expect to participate in technical assistance sessions and ReCAST partner meetings.
- Expect to track performance data and submit monthly reports (see page 7).
- Project completion date: By August 30, 2020
- Final data reports and cost submission due date: September 30, 2020.

# Selection Criteria

Criteria	Points
Compliance with RFP submittal requirements	Pass/Fail
Proposers demonstrated interest to collaborate with MHD-OVP ReCAST Program and alignment with core mission of agency	Up to 10 points
Proposers demonstrated interest to participate in capacity building activities	Up to 5 points
Demonstrated experience in providing direct service to youth and families	Up to 15 points
Proposer's demonstrated relevance to priority neighborhood(s) and the target population	Up to 15 points
Evidence of planned activities that promote healing, wellness, safety, social emotional development, and/or restorative practices	Up to 25 points
Proposer previously approved for federal funding within the past five years	Up to 20 points
Proposer's Timeline & Budget/Cost Proposal	Up to 10 points

# Application Components

- 1. Cover page
- 2. Narrative
- 3. Budget
- 4. Project Work Plan & Timeline
- 5. If applicable: Submit corporate documentation (see page 7)
- 6. Include now with your proposal:
  - *A. Certificate of Insurance naming City of Milwaukee as additional insured;*
  - *B. Earlier Notice of Cancellation or Non-Renewal Stipulation*
  - *C. IRS W-9 Form*



SUBMIT ONE COPY  
OF THE ENTIRE  
PPROPOSAL  
PACKAGE VIA EMAIL  
BY 4PM ON FRIDAY,  
APRIL 10, 2020

# Application Component #5: Corporate Documentation

- **Corporate Documentation:** Articles of Incorporation, Corporate By-Laws, Current Board of Directors Roster, Corporate Org Chart, Federal Tax-Exemption Letter, State Sales Tax Exemption Status Letter with Tax Exempt number indicated, and Accounting policies and procedures.
- If you are currently under contract with the City – for example, if you already submitted all of this in order to receive CDBG funding – you do not need to send this in.
  - *If you fall into this category, please note “not applicable” in your application.*

# Application Component #6: Proof of Insurance

- Check the insurance handout to ensure you carry the required amount of insurance.
- A. Certificate of Insurance naming City of Milwaukee as additional insured
- B. Earlier Notice of Cancellation or Non-Renewal Stipulation
- C. IRS W-9 Form

# Narrative Components (p. 6)



- The narrative is the main written part of your proposal.
- Make each question a separate heading in the proposal.
- Brief answers are okay. Less than 250 words unless noted.
- 1. In what City of Milwaukee neighborhood(s) will your program take place?
- 2. Please describe your connection to the neighborhood(s) your program activities will take place in.
- 3. How will these funds help you support youth and/or families who have experienced or are at risk of experiencing interpersonal or systemic trauma?
- 4. Please describe the demographics of the youth and/or families you intend to reach through your program.

# Narrative, continued

- 5. In less than 500 words, please describe the activities that will take place (e.g., what will happen, where will activities be, how will they be facilitated, when/how often will they occur, etc.).
- 6. Please describe how your activities promote wellness, safety, social-emotional development and/or restorative justice practices.
- 7. Please describe your experience working with youth and/or families.
- 8. How do you include and honor the culture of the youth and/or families in your program activities?
- 9. How will you know if your activities are successful?
- 10. Will you be partnering with any other individuals or organizations to complete activities? If so, please list all partners, their contact info, and their role in the project.

# Budget & Fiscal Information

- Please note: Funds are not sent to you as a grant award at the beginning of the project.
- Cost reports must be submitted each month to reimburse project expenses. So, save all receipts!
- Follow the budget template on page 9.
- Only charge for staff time (and support staff time, supplies, etc.) that occur during the active project weeks.
- Funds may not be used for food, sporting events, or entertainment. You may integrate other support for those items.
- Funds may be used for non-cash participant incentives of up to \$30.
- See the full list of Grant Use Eligibility on pages 10-11.



# Project Work Plan & Timeline

- You may use the format of your choice as long as it includes the following headings: Activities, Timeline, and Outcomes.
- Please state numbers for how many participants you expect to impact, and make it clear “how much” programming they will receive (i.e., “What’s the dosage?”).
- 2 page limit. See page 6. This is an attachment, separate from the narrative.

## SAMPLE WORK PLAN & TIMELINE

Activities	Timeline	Short-Terms Outcomes	Long-Term Outcomes
Engage 30 youth in daily meditation sessions for 30 minutes	June 1 – August 30, 2020	Increased self-awareness measured by survey  Increased self-regulation measured by reduced fighting	Healthier self-esteem  Positive relationships with peers

# Frequently Asked Questions (FAQ)

- Does this grant have to support only staff living in the City of Milwaukee?
  - **Summer program staff are not required to live in the city of Milwaukee.**
- What are the ten priority neighborhoods referred to in the RFP?
  - **Please refer to slide 8 of the PowerPoint or the Blueprint for Peace at [www.414life.com](http://www.414life.com).**
- Can we be eligible to apply for this grant, even if we are already receiving funds for our summer camps - is this correct?
  - **This grant should cover programming or portions of the programming that is not currently funded.**

# Frequently Asked Questions (FAQ)

- Could the grant help to cover other costs associated with some of the same programming?
  - **Please review pages 10-11 of the RFP for a list of allowable expenses.**
- If many of our youth and families served by our summer programs live in Lincoln Village or Historic Mitchell, does that qualify us? Or does the programming have to take place in those neighborhoods?
  - **The programming should take place within at least one of the priority neighborhoods. If it takes place outside of the priority neighborhood, please clearly describe the demographic served and how your agency plans to recruit and serve youth within the priority neighborhoods.**

# Frequently Asked Questions (FAQ)

- We were planning on extending our summer programming this year to also include workshops that promote healthy body-mind-spirit living for their moms. Would programming like that be eligible under this grant?
  - **Eligible programming will focus on healing, wellness, social emotional development and/or restorative practices for youth ages 12-24.**
- I noticed this grant could include training in youth mental health. Could we use the funds to pay for extra training for our youth-young adult camp facilitators?
  - **ReCAST currently funds training in Adult Mental Health First Aid and Youth Mental Health First Aid through Community Advocates. These trainings are open to the community, free of charge.**

# Frequently Asked Questions (FAQ)

- Will the timeline for programming be adjusted if we are still mandated to practice social distancing in June in order to contain the spread of the Coronavirus?
  - **The timeline and funding will be adjusted if we are still under a Safer at Home order in June. The Office of Violence Prevention reserves the right to make any necessary changes to the timeline or award amount, including rescinding the RFP or any awards, due to the Novel Coronavirus and current public health crisis.**
- The RFP talks about Technical Assistance Sessions. Are the TA Sessions the trainings?
  - The technical assistance sessions are provided for award recipients and more information will be provided to selected programs.

# Frequently Asked Questions (FAQ)

- The RFP also lists questions we should respond to on the application, but also states: " This Request for Proposal and all of the applicable forms are available in PDF format on Community Development Grants Administration website." I could not find the application form. Is there a specific form we should be using that is missing?
  - There are no additional forms. Please refer to the RFP on page 6 for the list of documents needed and page 9 for a budget template.
- Are youth stipends NOT allowed over the duration of the entire program?
  - Youth that are employed by the agency for summer programming are considered as personnel and can be paid through grant funds. Youth participants may receive non-cash incentives of up to \$30. Please review pages 10-11 of the RFP for allowable expenses.

# Frequently Asked Questions (FAQ)

- Are we able to pay outside staff/partners for their services (outreach, direct services, implementing programming)?
  - **Yes, you may pay staff and/or contract services. Please review pages 10-11 of the RFP for allowable expenses.**
- A part of the direct services contains forms of entertainment and sports. Can you define "sporting events and entertainment" that is NOT covered by the funds?
  - **An example of sporting events not covered is purchasing tickets to a basketball game.**

# Frequently Asked Questions (FAQ)

- Is project limited to zip code that it is applied in i.e. programming in Washington Park certain days, Moody and Sherman others?
  - Priority is given to programs focused on the priority neighborhoods in the Blueprint for Peace. Please review slide 8.
- What are the plans if things change over the summer with COVID-19? Will the money still be distributed for us to improvise programming we were approved for?
  - **The timeline and funding will be adjusted if we are still under a Safer at Home order in June. The Office of Violence Prevention reserves the right to make any necessary changes to the timeline or award amount, including rescinding the RFP or any awards, due to the Novel Coronavirus and current public health crisis.**
  - *All programming must be completed by August 30<sup>th</sup> as the grant is only for summer programming.*



# Frequently Asked Questions (FAQ)

- The grant period is listed as June 1 – August 30, 2020. We plan to submit for neighborhood-based activities which would be conducted with groups of youth, ideally in person. Given the current state of things with COVID-19, what will happen if we submit a proposal for group activities but social distancing guidelines remain in place through some or all of the grant period? Should we be prepared to implement programming virtually?
  - **The funded programming is intended to be in-person. The timeline and funding will be adjusted if we are still under a Safer at Home order in June. The Office of Violence Prevention reserves the right to make any necessary changes to the timeline or award amount, including rescinding the RFP or any awards, due to the Novel Coronavirus and current public health crisis.**
- Is funding portions of more than one staff person allowable for this grant? For example, could this grant fund .3% of 3 FTE, and .2% of another for the period of this grant?
  - **Yes, please refer to pages 9-10 of the RFP.**

# THANK YOU



CITY OF MILWAUKEE  
**HEALTH DEPARTMENT**

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**OFFICE OF VIOLENCE PREVENTION**