



**Request for Proposals for  
Queens Community Violence Prevention Project**

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## **I. Introduction**

### **A. Purpose of the RFP**

The purpose of this Request for Proposals (RFP) is to seek proposals from qualified applicants to implement the Office of the Queens District Attorney's Queens Community Violence Prevention Project (QDA-QCVPP). The goals and expected outcomes of funded proposals are to increase community mobilization and messaging around anti-gun violence activities and initiatives, increase community-led responses to denounce violent incidents, develop better connections to support services, increase positive engagements with the NYPD and ultimately reduce violent crime. This initiative is in response to the rise in incidents of shootings and homicides within Queens County, particularly in the Southeast Queens community.

The work solicited in this RFP will advance QDA's goals of improving public safety and promoting a fair and efficient criminal justice system, through the planning and implementation of community-based violence prevention projects. Projects supported with funds awarded from this solicitation may be Cure Violence Organizations (CVOs) or Community-Based Organizations (CBOs), but this is not a requirement. However, applicants must provide support services within the targeted communities to combat gun violence and criminal activity. If an applicant identifies as a CVO, the program must be designed and implemented with fidelity to the Cure Violence model or follow a similar evidence-based neighborhood violent crime prevention model and must utilize violence interrupters and street outreach workers to stem local violence within targeted neighborhoods in Southeast Queens. Appendix 1 describes various street outreach models, including Cure Violence and also describes the necessary components to identify as a CVO. It is not a requirement for the provider to be a Cure Violence Organization, however, it is necessary for the provider to include in the proposal a description of how their program will align with these types of programs.

The QDA-QCVPP is envisioned as a local, collaborative, and community-driven project that will:

- Build, strengthen, and empower community-led anti-violence efforts.
- Foster positive relationships between the community and law enforcement.
- Support community members who have recently returned, or are soon to return, from incarceration.
- Strengthen and empower community-led anti-violence efforts.

### **B. Timeline and Submission Instructions**

#### **1. Release Date of RFP: March 12, 2021**

2. Questions about this RFP may be submitted in writing to **CVPPRFPBIDS@queensda.org** by **Monday, April 5, 2021, by 5 P.M. EST**. The subject line of the email should be: Questions QDA QCVPP RFP. Answers to all questions will be available as an addendum to this RFP by April 9, 2021 and will be posted on [www.queensda.org](http://www.queensda.org). It will be the responsibility of applicants to check this website to remain up to date regarding all addenda issued for this RFP. Any addenda will be posted at [www.queensda.org](http://www.queensda.org).

**3. Due Date: Proposal submissions are due by Monday, May 10, 2021, by 4:00pm EST.** Proposals should be in an electronic PDF format and should be e-mailed to **RFPBIDS@queensda.org**. The subject line of the email should be: Submission QDA-QDVPP RFP.

4. Unless an addendum to this RFP is issued extending the due date and time, all proposals must be submitted prior to the time and date set forth above.

**5. Projected Award Announcement Date:** On or about June 15, 2021.

**6. Anticipated Contract Start Date:** On or about July 1, 2021.

### **C. Requirements for the Provider**

The Provider must be a not-for-profit organization that:

- Has been in operation for at least one year.
- Is currently designated as a 501(c)(3) organization by the IRS.
- Is currently designated as a tax exempt organization by the State of NY.
- Has obtained and maintained in good standing all licenses and registrations necessary to operate as a tax-exempt organization in the State of NY.
- Currently operates in the areas applied for (see Section E. Program Locations).
- Must demonstrate that it has the necessary infrastructure in place to achieve the program goals.

QDA is committed to funding community-based initiatives and helping community-based organizations to develop capacity where needed. As such, organizations of varying sizes and capacity are eligible and encouraged to apply. Applicants, however, should have the staff, relationships, and resources necessary to implement their proposed project or should demonstrate the ability to acquire and develop them in a timely manner upon being funded for an award through this

RFP. All applicants must be able to illustrate how their proposal aligns with the goals and objective of the RFP.

**D. Funding and Number of Awards**

The Queens District Attorney's Office anticipates total funding to be up to \$300,000 over 1 year. Individual award amounts requested should be no less than \$5,000 and no more than \$25,000.

Please note that this program will be supported with asset forfeiture funds and therefore, any applicants who are awarded funding will be required to agree to a series of terms and conditions regarding use of funds; record keeping requirements; sub-recipient monitoring requirements; and other certifications that are necessary in order to be in compliance with asset forfeiture guidelines.

**E. Program Locations**

Funding will be used to support violence prevention projects that serve the target areas and the residents therein.

Applicants must propose programming in locations that are within the following NYPD precincts:

- Service area 1: 101<sup>st</sup> Precinct
- Service area 2: 103<sup>rd</sup> Precinct
- Service area 3: 113<sup>th</sup> Precinct
- Service area 4: Easternmost Sectors of the 100<sup>th</sup> Precinct
- Service area 5: Southernmost Sectors of the 105<sup>th</sup> Precinct

Applicants should indicate the neighborhood(s) they plan on serving. Applicants may apply to serve more than one service area but must complete and submit a separate proposal for each program location. In the case that an applicant is eligible for more than one contract award, QDA reserves the right to determine, based on the applicant's demonstrated organizational capacity and QDA's best interests, how many and which service area contract(s) the applicant will receive. Each service area will be considered a separate competition, therefore, proposals for individual service areas will be compared to one another. QDA will award contracts based upon need, programmatic, and geographic distribution.

## **II. Overview**

### **A. Purpose**

QDA has committed to investing funds to support impactful projects that improve public safety and promote a fair and efficient justice system in Queens County. A total of up to \$300,000 will be available to fund the “QDA Queens Community Violence Prevention Project” as described in this RFP. This initiative is part of QDA’s broader investment strategy for diversion and reentry.

This program is in response to the recent rise in incidents of shootings and homicides within Queens County, particularly in Southeast Queens. In 2020, amid the COVID-19 pandemic already ravaging communities of color, precincts in Southeast Queens neighborhoods saw a 333% increase in shooting incidents and a 150% increase in murders in the 100<sup>th</sup> precinct; a 290% increase in shooting incidents and a 400% increase in murders in the 101<sup>st</sup> precinct; and a 233% increase in shooting incidents and a 60% increase in murders in the 103<sup>rd</sup> precinct, according to NYPD CompStat statistics for the period ending 12/27/20.

In order to address these troubling trends, QDA is interested in funding qualified providers who implement programs that employ credible messengers to foster positive relationships between the community and law enforcement; support community members who have recently returned, or are soon to return, from incarceration; and strengthen and empower community-led anti-violence efforts. The project will focus on the Southeast Queens neighborhoods that are referenced above in Section I., E. “Program Locations.”

## **III. Scope of Services**

### **A. Program Description**

Providers must focus on the implementation of a coordinated, community-based strategy for reducing violence in one of the targeted communities in Southeast Queens, as listed in Section I., E. “Program Locations.” All applicants must work with other community-based organizations, residents, law enforcement and other individuals that are well positioned to work with high-risk youth and young adults in those areas. CVO applicants must clearly demonstrate that the proposed model is evidence-based and maintains program fidelity to the model being implemented. Evidence-based programs are interventions that are theory-based and through evaluation have been determined to be effective at achieving the stated outcomes. Appendix 1 details the background of Street Outreach Models.

## **B. Community Mobilization**

- 1. System and Community Partnerships:** Funded applicants must detail how they will collaborate with appropriate community partners (e.g., service providers, faith-based organizations, relevant community boards, food pantries) in the planning and implementation of the project. This collaboration should include, but is not limited to, establishing partnerships with service providers to receive referrals from, for example, credible messengers that may be in need of outside services to address their clients' service needs.
- 2. Goals and Objectives:** All applicants must be able to illustrate how their proposal aligns with the goals and objectives of the RFP. Proposals must clearly demonstrate how they fit into one of more of the following categories. Please note that proposals are not limited to the categories listed below.
  - Education & Skills Building
  - Leadership Development
  - Community Cohesion & Engagement
  - Awareness/Outreach
  - Community Responses to Violence
  - Direct Intervention Activities
  - Healing/Mental Wellness

## **IV. Proposal Content and Format**

### **A. Proposal Formatting and Requirements**

Applicants should adhere to the following formatting requirements:

- The program narrative should be double-spaced, using standard 12-point font (Times New Roman is preferred) with 1-inch margins.
- The program narrative should not exceed 15 pages. Charts, figures, footnotes, endnotes, and references do not need to be double-spaced. Attachments are not included in the fifteen-page limit (i.e. budget forms, timeline, resumes, letters of support or linkage agreements).
- The proposal should include page numbers.
- Proposals should not contain hyperlinks. All relevant information should be in the body of the proposal itself. Reviewers will not visit external websites when evaluating proposals.

### **B. Cover Letter**

The cover letter should include the proposed neighborhood to be served, the types of services to be provided, a brief description of the focus population(s) intended to be served under this RFP, and a list of any potential partners. The cover letter should be signed and dated by an authorized representative of the applicant. Letters of agreed involvement from potential partners should also be included as part of the application submission.

### **C. Program Narrative**

Applicants should describe in detail the following components:

#### **a. Violence Prevention Model (for CVOs only)**

If your organization identifies as a Cure Violence Organization, identify the neighborhood violence prevention model being implemented with this RFP and provide documentation of the model's acceptance as evidence-based. Details of its core elements must be identified and described in this section. Also, list the availability of training and/or technical assistance for the proposed model. If the applicant plans to follow the Cure Violence model with fidelity, a statement to that effect will suffice. If a variation of the Cure Violence model described in this RFP, or another model is being recommended, the detailed response requested above is required.

#### **b. Neighborhood Profile**

- Identify the specific neighborhood(s) and precinct(s) within Southeast Queens to be focused on for the proposed project and explain why that target area was chosen.
- Describe the characteristics that make the target area appropriate for intervention.
- List and describe the activities of any known existing anti-violence resources within the proposed target area. Include coalitions, initiatives, strategies, agencies and programs that are focused on preventing or reducing homicides, non-fatal shootings, and other violent crimes.
- Describe how the proposed program will coordinate with existing community projects.

#### **c. Program Design**

- Describe the services to be provided with the proposed funding.
- Identify the applicant's key partners that are critical to the project's success and describe the method that will be used to have regular meetings with such key partners.



- Describe your experience working with the focus population of the proposed program.
- Describe how the program will actively identify and retain participants.

#### **D. Organizational Capacity**

Applicants should describe their organizational (i.e., technical, managerial, and financial) capacity to perform the work set forth in this RFP. Items to be addressed in this section:

1. Provide an explanation of what makes the applicant qualified to successfully administer the proposed project by outlining its capacity and relevant experience in the areas listed below:
  - Describe the function of your organization.
  - Explain how current and/or previous work is relevant, and how this knowledge and experience will be leveraged in the planning and implementation of QDA-QCVPP. If the applicant does not have applicable experience in an area, describe a plan for identifying and engaging partners or consultants that do have the necessary expertise or ability. This section should demonstrate the applicant's credibility with the community in the target area specified.
2. Description and evidence of community/neighborhood ties of the applicant and partner providers. Identify any partnerships with other service providers (e.g., community-based organizations, religious institutions, schools) and describe the nature of the partnerships.
3. Resources the applicant and partner providers would use to provide the supports, including number of full-time staff members, facilities, and technology (if applicable).
4. Attach a copy of the applicant's latest audit report or certified financial statement, or a statement as to why no report or statement is available.
5. Using Appendix 3 as a guide, list the five largest grants the applicant has administered over the past three years, along with funding sources and contact information.
6. If fiscal or program management issues resulted in **any** contract suspension or termination for your organization, the applicant must disclose it and provide an explanation in the narrative.
7. Does the applicant use a Data Management System or database? If yes, please note the type of system or database being used. If no, please describe how accomplishments are currently, or will be, documented and measured for this program. Outline prior experience with data collection, management and reporting.
8. Address whether the applicant, or the implementing entity, is or was the subject of any completed, current, pending or ongoing investigation by any federal, state, or local authority for criminal, civil or regulatory violations, include the current status or outcome, if known.
9. Please describe the type(s) of liability insurance your organization carries.

#### **E. Organizational Experience**

Applicants should describe their organizational experience relevant to the successful performance of the work set forth in this RFP. Items to be addressed in this section:

1. What experience prepares the applicant for hiring, training, managing and retaining staff necessary to the operation of this program?
2. Provide the applicant's experience with managing direct services. Provide examples of work with older adolescents and young adults who are at high-risk of involvement in shootings and gun violence.
3. What prior experience does the applicant have working with the local law enforcement? Describe joint projects, if any, and any other work in which the applicant and law enforcement have been involved together.
4. List titles, qualifications, and anticipated roles of key staff that will be needed to implement and administer this project. Provide resumes for any staff that have been identified for specific roles on the project. To what extent do staff have training and experience in working with individuals from the populations to be served.
5. Does the applicant have other resources (i.e., relevant programs, volunteers, administrative support, food for meetings etc.) that can be dedicated to the implementation of the program in the identified community? If yes, please describe. Please note that matching funds are not a requirement for a successful proposal.
6. Identify any collaboration between the applicant and any partners that are expected to have roles in implementing the project. Include signed Memoranda of Understanding (MOUs), other written agreements or letters of support stating the roles and responsibilities of the participant entities who have agreed to a role in this proposal.

#### **F. Timeline**

Attach a timeline that outlines key activities and deliverables for administering the program during the term of the grant, keeping in mind the planning/startup and operational periods. The timeline should include a schedule that includes the following:

1. Goals and milestones for the planning and operating periods
2. Anticipated timing of public education and community events (if applicable)
3. Other significant project milestones

#### **G. Performance Monitoring**

QDA is committed to measuring performance for our initiatives so that others may learn from and build on those initiatives. Data gathered by providers throughout the grant term will be used to adjust implementation of services, as appropriate. Process measures will be particularly important for helping grantees adjust program implementation.

At a minimum, applicants will be expected to report on metrics in the following areas each quarter: (i) type of services provided, (ii) number of clients served, (iii) demographics, (iv) a narrative summary of activities during the reporting period.

Funded applicants will be required to submit deliverables to QDA on a quarterly basis throughout the contract period. Appendix 2 provides an example of these deliverables. Applicants may add any other deliverables relevant to your program.

Please note that QDA may elect to collaborate with program evaluators during the contract period. Therefore, applicants must be willing to collaborate and share information with evaluators in order to examine the effectiveness of the project.

## **H. Program Budget and Narrative**

Applicants must provide a budget outlining their proposed use of funding to achieve the goals of QDA-QCVPP. A link to an electronic budget template is available on our website. Please use this template when preparing your budget.

A separate budget is required for all sub-contractors.

Applicants must also provide a budget narrative that corresponds to the budget. Applicants should describe funding needs over the length of the one-year funding period. The narrative should link the proposed costs to the proposed program components and activities and outline any assumptions on which the budget is based. Please refer to Appendix 5 “How to Complete Your Budget and Budget Narrative” when completing the budget and budget narrative.

## **I. Eligible Expenses**

Funding may be used to cover administrative expenses needed to implement and administer the program including materials and other program expenses necessary to accomplish the goals of the program. This includes salaries necessary for the performance of this program. When completing your budget and budget narrative please be specific and explain the tasks and role the funded person will play.

Please note that funding may not be used for food and beverages. Funding may also not be used for equipment purchases but can be used for equipment rentals for the duration of the contract.

Awarded funding may not supplant existing funding. However, the funds can be used to augment and/or expand an existing program.

Applicants may request up to 10% for indirect costs on all budget categories except equipment and sub-contractor costs.

## **V. Proposal Evaluations and Contract Award Procedures**

### **A. Evaluation Procedures**

All proposals accepted by QDA will be reviewed to determine whether they are responsive or non-responsive to the requirements of this RFP. Proposals that are determined as non-responsive will be rejected. QDA's evaluation committee will evaluate and rate all remaining proposals based on the evaluation criteria detailed below. QDA reserves the right to conduct site visits and/or interviews and/or to request that proposers make presentations and/or demonstrations, as QDA deems applicable and appropriate.

Although discussions may be conducted with proposers submitting acceptable proposals, QDA reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the applicant's initial proposal should contain its best programmatic/technical terms.

QDA reserves the right to fund none, one, or multiple applicants, based on the proposals received in response to this RFP.

### **B. Proposal Ranking and Review Process**

**Review Committee:** QDA will convene a review board to review each proposal to determine if it meets the requirements outlined in this document. A point system will be utilized with a maximum number of points equaling 100.

The following evaluation criteria will be used to identify the winning proposal(s):

- Program Narrative (including any follow-up interviews, site visits, presentations etc.): 45 points
- Organizational Capacity: 20 points
- Organizational Experience: 25 points
- Budget and Budget Narrative: 5 points
- Queens Organization: 5 points

### **Contract Specifications:**

QDA anticipates that any agreement entered into as a result of this RFP will be with QDA as the contracting party. If the selected applicants are unable to fulfill the requirements of the contract awarded pursuant to this RFP, QDA reserves the right to enter into contract

negotiations, at a later date, with other providers who are available to fulfill the services specified in this RFP.

QDA anticipates that for this project to succeed, it will need to be a collaborative effort within the community. Therefore, and given QDA's commitment to collaboration as one of its guiding principles, QDA is seeking applicants that will form a partnership(s) or leverage existing partnerships with one or more entities with relevant expertise to plan and implement the project.

### **C. Basis for Contract Award**

Contract(s) will be awarded to the responsible applicant(s) whose proposal(s) are determined to be the most beneficial to the targeted neighborhoods in Queens County, taking into account the criteria set forth in this RFP. Additionally, awards will be based on (1) the timely completion of contract negotiations and (2) QDA's need for programmatic and geographic distribution of services to adequately address the level of need of target populations.

QDA reserves the right to determine, based on the applicant's demonstrated organizational capability and the best interests of the City, how many and for which proposed service area and at what level of services a contract will be awarded, as well as the dollar value of each contract. Each service area will be considered a separate competition; therefore, proposals for individual service areas will be compared to one another. The number of contracts awarded will be based upon available funding.

### **D. Payment Structure**

Awarded applicants will be required to submit detailed quarterly expenditure reports to QDA in a prescribed format no later than 30 days following the end of the quarterly reporting periods ending 3/31, 6/30, 9/30 and 12/31 for each quarter during the contract term. Payments will be made to grantees following review and approval of eligible expenditures detailed within the quarterly expenditure reports.

## **VI. Appendices**

### **Appendix 1: Background on Street Outreach Models**

Appendix 1 describes various street outreach models including Cure Violence. It is not a requirement for the provider to be a Cure Violence Organization, however, it is necessary for the provider to include in the proposal a description of how their program will align and enhance these types of models.

### **Appendix 2: Deliverables**

Funded applicants will be required to submit deliverables to QDA on a quarterly basis throughout the contract period. Appendix 2 provides an example. Applicants may add any other deliverables relevant to their program.

**Appendix 3: Organization's 5 Largest Grants and Contracts.** Use Appendix 3 as a guide to list the organization's 5 largest grants and contracts.

### **Appendix 4: Budget Template**

An electronic version of this form is available on our website. Please note that funding for food and beverages **are not** eligible.

### **Appendix 5: How to Complete Your Budget and Budget Narrative**

### **Appendix 6: Proposal Checklist for Applicants**

## Appendix 1

### Background on Street Outreach Models

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

a. **Cure Violence Model**

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

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

Core components of Cure Violence Organizations (CVOs) include:

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

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<sup>1</sup> National Gang Center Bulletin; Volume 7; June 2012

<sup>2</sup> <http://cureviolence.org/violence-interruption/>

2. **Staffing team:** CVO staff will organize community responses to every shooting, coordinate public education campaigns and hold other community events that promote anti-violence messaging and alternatives to violence.
  - a. The **violence interrupter**, or street outreach worker, works to prevent retaliations when violence occurs and to prevent initial instances of violence when a threat has been made.
  - b. **Outreach workers** maintain a caseload of high-risk individuals who, because of their backgrounds and present situations, are involved in or likely to become involved in shootings. They meet and work with those they assist in non-traditional settings – parks, street corners, places young people gather – during non-traditional hours when local data indicate violence is most likely to occur, particularly evenings and late-night hours and on weekends. Outreach staff work to mediate and intervene in conflicts and provide case management and other support.
  - c. A **project coordinator/manager** supervises staff; oversees the overall coordination of the model’s core components and works with other community organizations and individuals on anti-violence strategies.
3. **Panels to hire the street/community outreach workers:** the use of hiring panels made up of key community stakeholders (including, but not limited to, community-based organizations, community advocates, and local government officials) and experienced violence prevention staff ensures community input to help hire the right people and get community buy-in and investment in the program. Local law enforcement will be expected to provide input into hiring.
4. **Training and technical assistance:** training and technical assistance implemented by experienced staff.
5. **Relationship with law enforcement:** well-defined and appropriately structured relationships with local law enforcement are essential to the project’s acceptance and success. The shared goals of saving lives and making neighborhoods safe should be emphasized.
6. **Active engagement of critical partners:** the funded projects can be most successful when they include active support and collaboration with both law enforcement and CBOs and leaders. Proposed projects



should include a structure for eliciting the active engagement of all these partners, including regular meetings with law enforcement and community-based partners who are critical to the project's success.

7. **Public education and community mobilization:** community mobilization focuses on energizing and strengthening collaboration among residents, local businesses, service organizations and members of the faith community to build a safer and more viable community.
8. **Standardized data procedures:** project sites must collect, maintain and report data in a prescribed format.

## Appendix 2

### Deliverables

Funded applicants will be required to submit deliverables to QDA on a quarterly basis throughout the contract term. The template below includes the anticipated deliverables. Applicants may add any additional deliverables that are part of their programmatic goals.

#	Name	Description	Frequency/Due Date
1	Type of Services Provided	Based upon programmatic goals	Quarterly
2	Number of Clients Served		Quarterly
3	Demographic Data	Program client information such as: <ul style="list-style-type: none"> <li>• Date enrolled in program</li> <li>• Demographic information such as race, gender and age.</li> <li>• Length of participation in program</li> </ul>	
4	Narrative Summary		Quarterly
5	Operational costs status	Fiscal Reports	Quarterly
6	Implementation Report	Report on challenges to implementing and growing the program; status of solutions; outputs	Bi-annually
7.	Outcome data	Data on various outcomes as requested by QDA or third party evaluator	Ad hoc

**Appendix 3**  
**Organization's 5 Largest Current Grants and Contracts**

<b>Funder Name</b>	<b>Program Name</b>	<b>Start Date</b>	<b>End Date</b>	<b>Total Amount</b>	<b>Description of Program</b>

## **Appendix 4**

### **Budget Template**

An electronic budget template is available on our website. Please use this template when completing your budget.

## Appendix 5

### How to Complete your Budget and Budget Narrative

Below are instructions on how to complete your budget. Also included are examples on how to complete your budget narrative.

#### Personnel Services:

Only salaries necessary for the performance of this program are eligible. When completing your budget and budget narrative please be specific and explain the tasks and role the funded person will play.

#### OTPS:

- **Supplies:** Indicate general categories such as sports equipment, office supplies, and other items needed for the performance of the contract, including an amount for each category. List items by type (office, supplies postage, training materials, copying paper, and other expendable items such as books) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.
- Sample Narrative:
  - We anticipate purchasing the following:
    - 75 basketballs at \$20 each: \$1,500
    - Office supplies \$250
    - Total: \$1,750
- **Rental of Equipment:** Funding may not be used for equipment purchases but can be used for equipment rentals for the duration of the contract.
- **Travel:** In the budget justification, include the destination, number of people traveling and dates or duration of your stay for all anticipated travel. It is important that you clearly state how the travel is directly related to the program.

#### Sample Narrative:

- We anticipate a local travel budget of \$400 for Metro-cards for travel to....
- **Consultant Services:** Consultants differ from sub-contractors in that they may provide advice, but should not be providing actual services. Typically, consultants will charge a fixed rate for their services (see below for a description of sub-contractors and how they

differ from consultants). The rate for a consultant should not exceed \$650 for an eight-hour day and should include a breakdown of the consultant's hourly rate and the estimated number of hours required.

**Sample Narrative:**

*“ABC Consulting Services. \$100/hr x 5 hours = \$500. We will employ ABC consulting services at the beginning of the program to assist us in determining the best way to ensure that we are able to maintain the retention rates we propose.”*

- **Other:** Please indicate any other costs that you are requesting that do not fit into the categories above. Food and beverages are not eligible for funding.

**Sub-contractors/Partners:**

Each Sub-contractor/Partner you include must complete a separate budget form. These forms have been provided to you in separate sheets on the budget template. When you complete the sub-contract's sheet the total will automatically populate the Budget Request form.

- **Direct costs:** The direct costs categories are similar to the ones described above. However, sub-contractors are not permitted (i.e. a sub-contractor cannot have a further sub-contractor).
- **Indirect Costs:** The indirect costs requested should be the indirect costs of the sub-contractor's organization.
- **Narrative:** Sub-contractors should each provide a budget narrative following their detailed budget. The justification should be separate from the primary grantee's justification and address just those items that pertain to the sub-contract.

**Indirect Costs:** You may request up to 10% for indirect costs on all budget categories except equipment and sub-contractor costs.

\*\*\*NOTE: Because the sub-contractor will receive reimbursement for its own indirect costs, the direct cost category of sub-contractor in the primary grantee's budget is excluded from indirect costs.

## **Appendix 6**

### **Proposal Checklist for Applicants**

- \_\_\_\_\_ Cover Letter signed by and dated by an authorized representative of the applicant
- \_\_\_\_\_ Program Narrative
- \_\_\_\_\_ Organizational Capacity
- \_\_\_\_\_ Organizational Experience

### **Budget**

- \_\_\_\_\_ Budget Forms (see Appendix 4)
- \_\_\_\_\_ Budget Narrative

### **Attachments**

- \_\_\_\_\_ Documentation of licensure/accreditation/certification of agency
- \_\_\_\_\_ Documentation of insurance coverage
- \_\_\_\_\_ Appendix 3: Five largest grants administered
- \_\_\_\_\_ Timeline
- \_\_\_\_\_ Most recent independent audit of agency
- \_\_\_\_\_ Resumes and job descriptions for all key staff involved in the project
- \_\_\_\_\_ MOU's with partners (if applicable)
- \_\_\_\_\_ Copy of current fiscal year budget