



**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: Tuesday, October 15, 2024

2. Questions about this RFP may be submitted in writing to CVPPRFPBIDS@queensda.org by **Friday November 15, 2024, 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 and will be posted on www.queensda.org by **November 22, 2024**. It is important that all applicants check this website periodically to remain up to date regarding all addenda issued for this RFP. All addenda will be posted at www.queensda.org.

3. Due Date: Proposal submissions are due by Monday, January 6, 2025, by 5:00pm 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-QCVPP 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 **Monday, March 3, 2025**.

6. Anticipated Contract Start Date: On or about **April 1, 2025**.

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 objectives of the RFP.

D. Funding and Number of Awards

The Queens District Attorney's Office anticipates total funding to be up to \$500,000 over 2 years. Individual award amounts requested should be no less than \$5,000 and no more than \$50,000.

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: 101st Precinct
- Service area 2: 103rd Precinct
- Service area 3: 113th Precinct
- Service area 4: Easternmost Sectors of the 100th Precinct
- Service area 5: Southernmost Sectors of the 105th 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 \$500,000 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. While there has been a significant reduction in shootings and homicides since 2020 amidst the COVID-19 pandemic, NYPD CompStat statistics reveal an uptick in such incidents in Southeast Queens since the beginning of 2024.

To combat this trend, 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 and NYPD) 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 where relevant.

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 4 as a guide, list the five largest grants the applicant has administered over the past three years, along with funding sources. Please include, under "Description of Program" any similarities to the QCVPP program and/or how the QCVPP program will enhance your current work.
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. Appendix 3 describes quarterly program report guidelines.

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 two-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 6 “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 sub-contractor costs.

V. Proposal Evaluations and Contract Award Procedures

*****Please be aware that all of the requirements listed in Section I.C. “Requirements for the Provider” and all items included in Appendix 8 “Proposal Checklist for Applicants” must be included in the proposal. Proposals that are submitted without this information will be deemed non-responsive.**

A. Evaluation Procedures

All proposals received 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.

The programmatic review consists of assessing the application for compliance with the program's scope and activities, and, if applicable, past performance on QDA contracts. An applicant with considerable past performance issues may receive a deduction in points or be removed from consideration entirely, regardless of the application's peer review score.

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 or 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, 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. However, each organization that applies will be awarded only one contract, regardless of the number of proposals submitted. The total 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, 6/30, 9/30, 12/31, and 3/31 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. Appendix 7 shows a sample fiscal report.

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: Grant Evaluation Quarterly Program Report Guidelines

Appendix 4: Organization's 5 Largest Grants and Contracts. Use Appendix 4 as a guide to list the organization's 5 largest grants and contracts.

Appendix 5: Budget Template

An electronic version of this form is available on our website. 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.

Appendix 6: How to Complete Your Budget and Budget Narrative

Appendix 7: Sample Fiscal Report

Appendix 8: 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.¹

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.²

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.

¹ National Gang Center Bulletin; Volume 7; June 2012

² <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">• Date enrolled in program• Demographic information such as race, gender and age.• Length of participation in program	Quarterly
4	Narrative Summary		Quarterly
5	Operational costs status	Fiscal Reports	Quarterly

Appendix 3

Grant Evaluation Quarterly Program Report Guidelines

A grant evaluation report is required for each quarter of the award.

A. Header:

- a. Organizational and grant information, including the following:
 - i. Provide the organization name and mailing address.
 - ii. Contact information: name, phone number, and email address
 - iii. Specify the grant period (e.g., April 1, 2025 – June 30, 2025).
 - iv. Grant Number

B. Program Summary

- a. Describe the program's purpose. This could be the mission and vision, or program goals.
- b. Provide a brief overview of program members and partners, including their specific contributions.
- c. Include demographic information such as race or ethnicity, gender, zip code, grade level, and age group.
- d. Total number of individuals served or participated.

C. Outcomes (This part should make up the majority of your report).

- a. Describe the program's goals and objectives.
 - i. Key activities completed
 1. Describe the services provided throughout the quarter, how they were delivered, and how they helped participants fully participate in grant-funded activities.
 - ii. What progress has been made in program impact?
 - iii. Provide examples of how this award has impacted your organization's ability to serve your population, whether directly or indirectly.
- b. Use obtained data to provide evidence of achieved outcomes.
 - i. What progress have you made toward achieving the results you described in your proposal during this period? What evidence do you have to demonstrate your success? If you did not achieve your intended results, why not?
 - ii. What efforts were made to enhance performance and achieve goals.
 - iii. Describe the project's next phases and main priority areas for the upcoming quarter. What, if anything, will you do differently?
- c. Have there been any substantial changes to your organization or project since the funding was awarded?
 - i. Identify any unintended consequences (positive or negative).

D. Attach Supporting Documents/ Backups:

- a. Daily attendance (labeled and dated)
 - b. Roster
 - c. Photos of activities via JPEG or PNG (4 max)
 - d. If applicable, event flier (2 max)
- E. Formatting Notes:
- Reports should be typed in 12-point font (Times New Roman or similar) with one-inch margins all around
 - Reports should be submitted in PDF or Word format
 - Pages should be numbered
 - Properly label all attachments and include the period covered
 - Email subject line should include the name of the organization and the specified reporting quarter (i.e., Program Name Q2 report)

Appendix 4
Organization's 5 Largest Current Grants and Contracts

Funder Name	Program Name	Start Date	End Date	Total Amount	Description of Program

Appendix 5

Budget Template

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

Appendix 6

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.

Personnel who are not employees of the applicant organization, but who provide ad-hoc services (such as teachers and facilitators on a session basis) are considered consultants and **not** sub-contractors

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.”

“John Doe will facilitate 6 classes at \$100 per class, per quarter. Classes include financial education and...”

- **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 7 – Sample Fiscal Report

Queens County District Attorney Queens Community Violence Prevention Project Fiscal Report					
FUNDING SOURCE	Queens County District Attorney				
GRANTEE NAME	ABC Company Inc				
GRANTEE ADDRESS	12-34th 1st ave New York, NY 10001				
GRANT NUMBER	QVCP001				
GRANTEE INVOICE # (Optional)					
REPORTING PERIOD START	7/1/2025	REPORTING PERIOD END	9/31/2025		
CATEGORY	APPROVED BUDGET	ACTUAL EXPENSES	PREVIOUS EXPENSES	CUMULATIVE EXPENSES	BALANCE
PERSONNEL SERVICES					
Total Salaries	\$18,000.00	\$3,250.00	\$2,560.00	\$5,810.00	\$12,190.00
Fringe Benefits	\$2,700.00	\$487.50	\$384.00	\$871.50	\$1,828.50
TOTAL PERSONNEL SERVICES	\$20,700.00	\$3,737.50	\$2,944.00	\$6,681.50	\$14,018.50
OTHER THAN PERSONNEL SERVICES					
Supplies	\$4,000.00	\$500.00	\$300.00	\$800.00	\$3,200.00
Equipment Rental	\$1,750.00	\$200.00	\$1,000.00	\$1,200.00	\$550.00
Travel	\$320.00			\$0.00	\$320.00
Consultants				\$0.00	\$0.00
All Other				\$0.00	\$0.00
Sub-total	\$6,070.00	\$700.00	\$1,300.00	\$2,000.00	\$4,070.00
Subcontracts (if applicable)					
Subcontractor 1				\$0.00	\$0.00
Subcontractor 2				\$0.00	\$0.00
Subcontractor 3				\$0.00	\$0.00
Sub-total Subcontracts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total OTPS	\$6,070.00	\$700.00	\$1,300.00	\$2,000.00	\$4,070.00
TOTAL DIRECT COSTS	\$26,770.00	\$4,437.50	\$4,244.00	\$8,681.50	\$18,088.50
INDIRECT COSTS	\$2,677.00	\$443.75	\$424.40	\$868.15	\$1,808.85
TOTAL	\$29,447.00	\$4,881.25	\$4,668.40	\$9,549.65	\$19,897.35
REPORT COMPLETED BY:	<i>John Doe</i>			10/20/2025	
	SIGNATURE			Date	
	John Doe			10/20/2025	
	PRINT NAME			Date	
FISCAL OFFICER:	<i>Jane Doe</i>			10/20/2025	
	SIGNATURE			Date	
	Jane Doe			10/20/2025	
	PRINT NAME			Date	
QDA APPROVAL:					
	SIGNATURE			Date	
	PRINT NAME			Date	

Queens County District Attorney Queens Community Violence Prevention Project Fiscal Report Back-up - Salaries								
FUNDING SOURCE	Queens County District Attorney							
GRANTEE NAME	ABC Company Inc							
GRANTEE ADDRESS	12-34th 1st ave New York, NY 10001							
GRANT NUMBER	QCVPP001							
GRANTEE INVOICE # (Optional)								
REPORTING PERIOD START	7/1/2025	REPORTING PERIOD END	9/31/2025					
SALARIES								
	PAYROLL PERIOD FROM	PAYROLL PERIOD TO	CHECK NUMBER	CHECK DATE	TOTAL HRS PAID	GROSS PAY	% OF EFFORT OR HOURS CHARGED TO QCVPP GRANT	AMOUNT CHARGED TO QCVPP GRANT
Director / John Doe	7/6/2025	7/20/2025	DD	7/21/2025	70.00	\$4,500.00	10%	\$450.00
Director / John Doe	7/20/2025	8/3/2025	DD	8/4/2025	70.00	\$4,500.00	10%	\$450.00
Director / John Doe	8/3/2025	8/17/2025	DD	8/18/2025	70.00	\$4,500.00	10%	\$450.00
Director / John Doe	8/17/2025	8/31/2025	DD	9/1/2025	70.00	\$4,500.00	10%	\$450.00
Director / John Doe	8/31/2025	9/14/2025	DD	9/15/2025	70.00	\$4,500.00	10%	\$450.00
Director / John Doe	9/14/2025	9/28/2025	DD	9/29/2025	70.00	\$4,500.00	10%	\$450.00
Program Manager / Jane Doe	8/3/2025	8/17/2025	N/A	8/18/2025	40.00	\$1,000.00	10.00	\$250.00
Program Manager / Jane Doe	8/17/2025	8/31/2025	N/A	9/1/2025	18.00	\$450.00	3.00	\$75.00
Program Manager / Jane Doe	8/31/2025	9/14/2025	N/A	9/15/2025	24.50	\$612.50	7.00	\$175.00
Program Manager / Jane Doe	9/14/2025	9/28/2025	N/A	9/29/2025	32.00	\$800.00	2.00	\$50.00
TOTAL SALARIES						\$29,862.50		\$3,250.00

Queens County District Attorney Queens Community Violence Prevention Project Fiscal Report Back-up - OTPS							
FUNDING SOURCE	Queens County District Attorney						
GRANTEE NAME	ABC Company Inc						
GRANTEE ADDRESS	12-34th 1st ave New York, NY 10001						
GRANT NUMBER	QCVPP001						
GRANTEE INVOICE # (Optional)							
REPORTING PERIOD START	7/1/2025	REPORTING PERIOD END	9/31/2025				
OTPS							
ITEM DESCRIPTION	CHECK NUMBER	CHECK DATE	VENDOR	INVOICE DATE	INVOICE NUMBER	AMOUNT	OTPS CATEGORY
Art Supplies	13786	8/1/2025	Amazon	7/20/2025	100005	\$500.00	Supplies
Laptop Rental	DD	9/21/2025	X Company	9/11/2025	3000012	\$200.00	Equipment Rental
TOTAL OTPS						\$700.00	

QUEENS COMMUNITY VIOLENCE PREVENTION PROGRAM (QVCPP)

[illegible]

I CERTIFY THAT THIS IS A TRUE AND CORRECT RECORD OF MY TIME WORKED FOR THIS PERIOD.

Please note that minutes are converted into decimals by dividing by 60. Ex: 15 minutes = $15/60 = .25$

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE: _____ DATE: _____

PERSONNEL		HOURS		EARNINGS		GROSS		STATUTORY DEDUCTIONS		VOLUNTARY DEDUCTIONS		NET PAY		
		Reg	O/T	Hours 3&4	Reg	O/T	Earnings 3&4	Earnings 5	Federal	State/Local				
VOLUNTARY DED. ANALYSIS:				10.73	D	PREDEN		229.11	M	PREMED	1,277.01	X	CHECK	5.40 16 VISION
				9.02	P									
File:	201202			22.55	V									
Dept:	302000												47.67 N- K 401KM	
Rate:	3678.16													
Dept:	301000			.63	P									
				1.57	V									
													3.30 N- K 401KM	
Dept:	306000			1.34	P									
				3.35	V									
													7.03 N- K 401KM	
Dept:	309000			1.60	P									
				4.01	V									
													8.43 N- K 401KM	
Dept:	312000			1.41	P									
				3.52	V									
													7.40 N- K 401KM	
Total Work Hrs:				49.00				3,691.77	422.46 FIT	146.85 NY 01 St	2148.94	X	CHECK	Voucher# **
									215.49 SS	110.19 0022	16.33	D	PREDEN	180045 <input type="checkbox"/>
									50.39 MED		94.83	M	PREMED	eVoucher
											.71	16	VISION	
											13.61	66	LTD	
											26.83	FSA	FSA	

Voucher# **
180045
eVoucher

Appendix 8

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 5)
- _____ Budget Narrative (see Appendix 6)

Attachments

- _____ Documentation of licensure/accreditation/certification of agency
- _____ Documentation of insurance coverage
- _____ Appendix 4: Five largest grants administered
- _____ Timeline
- _____ Most recent independent audit of agency – or a statement as to why an audit is not available.
- _____ Resumes and job descriptions for all key staff involved in the project
- _____ MOU's with partners (if applicable)
- _____ Copy of current fiscal year budget