

Request for Application



City of Minneapolis
Health Department
Office of Violence Prevention

Blueprint Approved Institute
January 4, 2022

Proposals Due by: 5:00 p.m. Tuesday, January 25, 2022

January 4, 2022

To prospective applicants,

Attached is a Request for Proposal (RFP) for the eight cohort of the “Blueprint Approved Institute” (BPAI). BPAI helps a select number of agencies to build capacity through monthly community trainings on issues relevant to youth violence prevention and general organizational capacity.

As part of BPAI, participating agencies will receive \$3,000 to support their organization’s capacity, as well as a \$3,000 micro-award to implement a violence prevention project, for a total award amount of \$6,000. Selected agencies will be eligible to send up to two individuals to participate in the cohort.

Please review the RFP for details and consider applying for providing these services if your organization meets the qualifications and would like to be considered. A pre-application virtual meeting (via Microsoft Teams) will be held on Tuesday, January 11, 2022 @ 10:30 a.m. CST. A dial-in option will be available.

The completed application is due no later than 5:00 p.m. on Tuesday, January 25, 2022. Thank you for your consideration.

Sincerely,

Heidi Ritchie
Interim Commissioner of Health

If you have questions about this material or need it in an alternative format, please contact the Health Department at 612-673-2301 or email health@minneapolismn.gov. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-263-6850.
Para asistencia, llame al 612-673-2700 - Rau kev pab 612-673-2800 - Hadii aad Caawimaad u baahantahay 612-673-3500.

Program Overview:

The Minneapolis Health Department (MHD) is releasing a request for proposal (RFP) to participate in the 2022 cohort of the “Blueprint Approved Institute” (BPAI) Fellowship. The intent of the BPAI Fellowship is to build the capacity of agencies and individuals working in violence prevention through training on topics such as budgeting, grant development or fundraising, organizational structure, evaluation, use of evidence-based programs, etc.

The BPAI Fellowship supports a select number of agencies to build additional capacity through group and individual training sessions, individualized capacity-building, and with a micro-award to be used on violence prevention programming. Selected agencies will be eligible to send up to two individuals to participate in the cohort. The cohort will run from February until the end of September 2022 (see specific dates later in this document).

Key Dates

RFP Released	Tuesday, January 4, 2022
Pre-application conference call	Tuesday, January 11, 2022; 10:30 a.m.
Questions regarding the RFP submit	Friday, January 21, 2022; 5 p.m.
RFP Applications due	Tuesday, January 25, 2022; 5 p.m.
Award Recipients Announced on or Before	Friday, January 28, 2022 by 5 p.m.
Initial Cohort Meeting/Orientation/Training (additional training dates/topics are listed later in this document)	Thursday, February 10, 2022; 9 a.m. -11:30 a.m.

PRE-APPLICATION CONFERENCE CALL: A pre-application conference call will be held at 10:30 a.m. on Tuesday, January 11, 2022. To access the meeting, [you can use this link](#). You can also call into the meeting (audio only) at 612-276-6670 (conference ID number: 857 526 233#.) We encourage you to join the meeting a few minutes early to ensure you’re connected on time. While participation in the meeting is not required, it is encouraged for all organizations considering responding to this RFP. It will be the only opportunity to ask questions directly of staff.

Questions about this request for proposals (RFP) can be submitted via e-mail to health@minneapolismn.gov with “BPAI RFP Question” noted in the subject line.

PROGRAM DETAILS

Background

BPAI is a capacity building initiative aimed at strengthening community-based agencies' ability to deliver effective and community-driven violence prevention work. This is achieved through trainings, demonstration project funding, hands-on technical support, and establishment of a peer network. The long-term vision of this practice is to reduce rates of violence and decrease existing racial and economic disparities within Minneapolis.

The institute is overseen by the Minneapolis Health Department Office of Violence Prevention, with the belief that building the capacity of agencies and individuals working in violence prevention is an important task to increase the effectiveness of Minneapolis communities and residents to prevent and respond to violence. We believe the programming provided by community-based agencies is critical and provides residents with opportunities to engage in safe and peaceful prosocial activities.

Eligibility

For-profit and non-profit organizations, neighborhood associations, faith-based organizations, business associations, and any other agency or individual that serves Minneapolis residents, adheres to the program requirements and meets City of Minneapolis contract requirements are eligible to apply.

These requirements also include meeting the City's insurance requirements, which may include Worker's Compensation insurance and auto insurance (if applicable). ***Proof of Commercial General Liability insurance is required at the time of contracting.*** To be eligible to apply, agencies must also:

- Not have been a prior BPAI participant (unless there is significant leadership turnover)
- Have an operating budget of less than \$100,000 a year (per program)
- Have violence prevention as a focus area of work
- Require additional capacity building to meet community needs
- Serve Minneapolis residents at greatest risk of perpetration or victimization of violence

Geographic Requirements

Applicants selected to participate in the BPAI Fellowship will be identified by geographic region of "south" or "north" Minneapolis. Agencies can self-identify as south or north based on their geographic location and/or based on primary population served. Please see the see neighborhood definitions and map below to determine your location for the purposes of this RFP. Up to eight agencies/individuals will be awarded under each category.

South = Nokomis, Southwest, Powderhorn, Longfellow, Phillips, and Calhoun-Isles

North = Central, University, Near North, Northeast, and Camden



Requirements

If accepted to participate in the cohort, agencies will complete eight sessions (plus an additional orientation meeting), practicing skills with other similar organizations to build capacity around organization development and programmatic skills (e.g. grant writing skills, budget planning, program evaluation). As a condition of the grant, each agency will be required to attend these sessions each month and can send up to two representatives as attendees. Throughout the Institute, agencies will receive technical assistance related to designing their activity and/or program. Participants will also be engaged in a peer network with their fellow participants.

2022 Institute Schedule

Date	Milestone
February 10	Orientation and Contracting Requirements
March 17	Introduction to Training Topics, Self-Care and Leadership, Telling Your Story Materials, and Fellow Community Building
April 7	Training topic: Storytelling and Grant Writing Tools
April 28	Training topic: Program Building and Evaluation
May 19	Training topic: Budget Building
June 9	Training Topic: Leadership Styles - Deep Dive or 501c3
July 7	Media/Marketing /Mini Clinic – Strategic Planning
August 11	Violence Prevention Best Practices /Mini Clinic – 501c3 or Leadership Styles - Deep Dive
September 1	Review summer programing/data interpretation/Celebration

Meeting Times, COVID Precautions, and Training Topics

As of now, meetings will be held virtually with an option to move to in-person meetings as COVID-19 guidance allows. Sessions will be held every three weeks on Thursday mornings and will run for 3 hours (9:00 am-12:00 pm with a 15-minute break). Materials will be provided electronically and via US Postal Service. Topics are subject to change based on group interest and emerging needs expressed in site visits.

Site Visits

Site visits are a new component to the BPAI Fellowship. Participating agencies will have an opportunity to participate in a virtual site visit with the Institute Facilitator to set focus/goals for the Institute, receive individual coaching/support and evaluation of progress at the end of the Institute. Site visits are encouraged, but not a required part of the program. Initial site visit meetings will be conducted in February and early March.

Funding

Agencies will receive a total award amount of up to \$6,000. This award will be broken down into two installments: up to \$3,000 will be paid for capacity-building work (which can be invoiced for at the completion of the training component) and up to \$3,000 will be a micro-award to fund violence prevention programming.

Capacity Building funds:

- May include (but is not limited to): conferences, trainings, professional development, and consultant work;
- Subject matter can build on trainings or topics relevant to the agency;
- Capacity building must enhance agency’s ability to provide quality violence prevention programming;
- Must be approved by City staff

Funds paid out for the violence prevention micro-award may be used for:

- Supplies and/or materials
- Printing and/or copies
- Healthy food and/or clothing
- Educational activities or tools
- Salaries, stipends, honorariums, and/or outreach expenses
- Other violence prevention-related items agreed to by City staff

Ineligible costs include: purchase of equipment like computers, monitors, printers, fax machines, telephones, or similar equipment; activities that occur before the execution or after the expiration of the program; or any activity that does not serve to further the goal of BPAI while positively engaging with Minneapolis residents.

All funding provided for projects will be given as a reimbursement for actual costs and expenses incurred in the conduct of the agency’s project. All costs must be documented and accounted for by the agency. Agencies receiving funding must be able to provide the City with receipts for all purchases made with award funds as well as evidence of staff time requested under this application.

Application Instructions

The application can be accessed and completed electronically at the following link:

[Blueprint Approved Institute 2022 Request for Proposals](#)

If you need the application in an alternative format, please contact the Health Department at 612-673-2301 or email health@minneapolismn.gov.

Completed Blueprint Approved Institute applications are due no later **January 25, 2022** at 5:00 P.M.

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