

# Request for Application

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City of Minneapolis  
Health Department

**2020 Neighborhood/  
Community-Specific  
Violence Prevention Fund**

March 06, 2020

**Proposals Due by: 11:59 p.m. (CST)  
on Thursday, April 2, 2020**

March 6, 2020

To prospective applicants,

Attached is a Request for Applications (RFA) for the Minneapolis Health Department's 2020 Neighborhood/Community-Specific Violence Prevention Fund (N/CSVPF). The N/CSVPF is intended to invest in community-led strategies that address violence in Minneapolis. Projects can focus on violence prevention in single neighborhoods or within specific communities. A separate Request for Applications for the General Violence Prevention Fund is being released for larger-scale projects that must serve a larger portion of the City

Eligible agencies for this opportunity include neighborhood organizations, cultural organizations, non-profit organizations, businesses, places of worship/fait'h organizations, individuals, or others. Local, regional, or state government entities are not eligible for funding under this RFA. Applicants may apply for up to \$25,000 for violence prevention activities to take place between May 25, 2020 and December 31, 2020. Applicant eligibility and funding amounts depend on which category of funding applicants apply for; more information on the categories is included in the RFA. Existing activities, expansion activities, and new activities will all be considered for this funding. For more information about eligibility, available funding, project scope and activities, and other details please refer to the RFA.

The completed application is due no later than 11:59 p.m. (Minneapolis time) on Thursday, April 2, 2020.

Thank you for your consideration.

Sincerely,



Gretchen Musicant  
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](mailto:health@minneapolismn.gov). People who are deaf or hard of hearing may use a relay service to call 311 agents at 612-673-3000. TTY users may call 612-673-2157 or 612-673-2626.

Para asistencia 612-673-2700 - Yog xav tau kev pab, hu 612-673-2800 - Hadio aad Caawimaad u baahantahay 612-673-3500.

**Program Overview:**

The burden of violence in Minneapolis can fall disproportionately on certain neighborhoods and communities. The impact of some types of violence may be more strongly felt during specific parts of the year. Community-driven approaches that focus more intently on those neighborhoods and/or communities or that are implemented during more focused periods can be effective not only toward reducing the inequitable burden of violence but also in reducing violence in the City as a whole. This Request for Applications (RFA) provides an opportunity for individuals and organizations to seek funding for smaller-scale projects that will address violence within specific neighborhoods or communities over more focused implementation periods. While these projects can be smaller-scale in terms of reach and duration, there is no limit to the number of neighborhoods/communities a project can reach or the duration of the project (provided projects are completed by 12/31/20).

Applicants may apply for up to \$25,000 for Category A or \$10,000 for Category B violence prevention activities. All projects must take place between May 25, 2020 and December 31, 2020. Existing activities, expansion activities, and new activities will all be considered for this funding. More information about eligibility, available funding, project scope and activities, and other details is below.

Projects can be focused on prevention of one or more forms of violence. The intent of the GVPF is to support community-led strategies. With that in mind, applicants are encouraged to propose activities that reflect their own expertise, experience, and knowledge and that have the potential for tangible violence prevention impact on the specific issues identified within the intended project areas or communities.

**Key Dates:**

RFA released	Friday, March 6, 2020
Notification of intent to apply (optional)	Friday, March 20, 2020
Questions due no later than (questions may be submitted earlier and responses to questions submitted earlier may have responses posted earlier on a rolling basis).	Sunday, March 29, 2020
Final responses to questions posted no later than (responses to some questions may be posted earlier on a rolling basis).	Tuesday, March 31, 2020
RFA applications due by 11:59 p.m. (Minneapolis time) to eSupplier portal website ( <a href="http://minneapolismn.gov/finance/procurement/eSupplier">http://minneapolismn.gov/finance/procurement/eSupplier</a> )	Thursday, April 2, 2020
Estimated notification for selected agencies	Friday, April 24, 2020
Estimated project start date	Monday, May 25, 2020

Projects completed by:	Thursday, December 31, 2020
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### **Questions About This RFA**

Questions about this RFA can be submitted via e-mail to [health@minneapolismn.gov](mailto:health@minneapolismn.gov) with the subject line "2020 Neighborhood/Community-Specific Violence Prevention Fund RFA." Please submit questions no later than 11:59 p.m. on Sunday, March 29, 2020. Questions that are received earlier may have responses posted earlier on a rolling basis. Final responses will be posted no later than Tuesday, March 31, 2020. Questions and responses will be posted to the eSupplier portal website (<http://minneapolismn.gov/finance/procurement/eSupplier>) and at <http://www.minneapolismn.gov/health/GrantsRFPs/index.htm>.

### **Notification of Intent to Apply**

If you plan to submit a proposal under this RFA, please send an email notification of intent to apply by Friday, March 20, 2020. Notification of intent to apply is **not required and non-binding** and is for the sole purpose of planning for enough proposal review panel members. Applications **will** be accepted from agencies who do not submit a notification of intent to apply. Please email notification of intent to apply to [Health@minneapolismn.gov](mailto:Health@minneapolismn.gov) with the subject line "2020 Neighborhood/Community-Specific Violence Prevention Fund Intent to Apply."

### **Background**

In late 2018, the Minneapolis City Council approved creation of an Office of Violence Prevention (OVP) within the Minneapolis Health Department (MHD). The OVP coordinates violence prevention work across the City enterprise, convenes and coordinates jurisdictional partners, and supports partner efforts.

To coincide with the creation of the OVP, the 2019 City budget called for establishment of a Violence Prevention Fund intended to invest in community-led strategies that address violence in the City. In 2019, the Health Department issued competitive solicitations for Violence Prevention Fund projects and awarded funds to agencies to conduct violence prevention activities. Building on the success of the Violence Prevention Fund initiative in 2019, the OVP is again making fund awards available in 2020.

Through this) RFA, the MHD seeks to fund agencies to conduct violence prevention work beginning May 25, 2020 through December 31, 2020. Details about eligibility, project scope and activities, process, and other aspects are below.

A separate RFA for the General Violence Prevention Fund is being released for projects that can be larger-scale and that focus on two more neighborhoods and/or serve two or more communities across the City. Applicants are allowed to apply for both the General Violence Prevention Fund RFA and the Neighborhood/Community-specific Violence Prevention Fund RFA. However, funding decisions will take into account a need to ensure a diverse group of recipients across both RFAs. For more information about the Neighborhood/Community-specific Violence Prevention RFA, please visit the eSupplier portal at <http://minneapolismn.gov/finance/procurement/eSupplier> or the MHD website's RFA page at <http://www.minneapolismn.gov/health/GrantsRFPs/index.htm>.

**Eligibility**

Organizations eligible for funding must meet the following criteria:

- Have a history of serving people in Minneapolis;
- Show reliable fiscal agency;
- Have headquarters located in the City of Minneapolis and/or primarily serve residents in Minneapolis.

Eligible organizations must also meet City of Minneapolis contract requirements, including meeting the City’s insurance requirements, such as Worker’s Compensation insurance, Commercial General Liability insurance, and auto insurance (if applicable).

Local, regional, or state government entities are not eligible for funding under this RFA.

Eligible agencies for this opportunity depend on the category of application.

Under Category A, applicants can include neighborhood organizations, cultural organizations, non-profit organizations, businesses, places of worship/faith organizations, or others. Individuals are excluded from applying under category A.

Under Category B, applicants can include individuals or any of the Category A categories (neighborhood organizations, cultural organizations, non-profit organizations, businesses, places of worship/faith organizations, or others).

Existing activities, expansion activities, and new activities will all be considered for this funding.

**Funding Available**

Category A applicants can apply for up to \$25,000. Category B applicants can apply for up to \$10,000.

Up to \$175,000 is expected to be available for projects funded under this RFA. Final amount of award funding is dependent on availability of funds.

The number of proposals that receive funding will depend on the number of proposals received and the quality of the proposals. The Minneapolis Health Department expects to make a minimum of five Category A awards and five Category B awards but reserves the right to negotiate with agencies selected for funding, to make fewer or more awards, and/or to make awards at funding levels different than requested by agencies. Final amount of award funding is dependent on availability of funds.

**Applicant Categories**

	<b>N/CSVPF Category A</b>	<b>N/CSVPF Category B</b>
<b>Total Expected Available</b>	\$125,000	\$50,000
<b>Award Amount</b>	Up to \$25,000 each	Up to \$10,000 each

<b>Eligibility</b>	No individuals; includes neighborhood organizations, cultural organizations, non-profit organizations, businesses, places of worship/faith organizations, or others	Can include individuals in addition to neighborhood organizations, cultural organizations, non-profit organizations, businesses, places of worship/faith organizations, or others
<b>Project Limitations</b>	<ul style="list-style-type: none"> <li>- Projects activities should last for at least one month. There is no maximum duration except that projects must be completed by 12/31/20</li> <li>- Projects can focus on one or more neighborhoods or communities in the City</li> <li>- No more than 35% of the project budget can be used on a single event (e.g. block party, resource fair, etc.). Projects can include a series of events, but no single event can account for more than 35% of the budget.</li> </ul>	<ul style="list-style-type: none"> <li>- There is no minimum expected duration for project activities. There is no maximum duration except that projects must be completed by 12/31/20.</li> <li>- Projects can focus on one or more neighborhoods or communities in the City</li> </ul>
<b># of Awards Expected</b>	Up to 5 expected; up to \$25,000 each; \$125,000 expected total	Up to 5 expected; up to \$10,000 each; \$50,000 expected total

**Project Area and Audience**

Projects must take place in Minneapolis. Projects can focus on a single neighborhood and/or community or on multiple neighborhoods and/or communities.

**Project Focus**

There are many forms of violence, including youth violence, peer and community violence (which often includes gun violence and gang/group violence), bullying, child maltreatment, intimate partner violence (physical, sexual, or psychological harm by a current or former partner), sexual violence (any sexual activity without consent), suicide, elder abuse, structural violence, state violence, and others.

Projects can be focused on prevention of one or more forms of violence. However, proposed projects should reflect specific problems or issues present in areas/communities of focus. Applicants must describe the specific problem or issue related to violence the project is intended to address and why that problem needs attention. Importance can be based on data, needs assessment information, community and resident feedback, media sources, or other justification.

**Project Activities**

There are many different types of activities that can reduce violence in the community.

The intent of the N/CSVPF is to support community-led strategies. With that in mind, applicants are encouraged to propose activities that reflect their own expertise, experience, and knowledge and that have

the potential for tangible violence prevention impact on the specific issues identified within the intended project areas or communities.

To encourage community-led strategies, there are only limited restrictions on the types of activities applicants can propose. Those restrictions are:

- Activities must take place in Minneapolis.
- For Category A, no more than 35% of the project budget can be used on a single event (e.g. block party, resource fair, etc.). Projects can include a series of events, but no single event can account for more than 35% of the budget. This restriction does not apply to Category B. (Note that your project does not need to include any events.)
- Activities should be designed to reduce violence immediately, in the future, or both.
- Funded activities cannot include fundraising, electoral campaigning, or professional lobbying.

Here are a few examples of strategies or activities that could be proposed:

- Outreach, violence interrupters, peacekeeper patrols, and/or community guardians
- Crime Prevention Through Environmental Design - vacant lot clean-up, community gardens, neighborhood fix-it teams, graffiti removal, murals or other public art, park revitalization, etc.
- Activation/placemaking
- Increased access to social services
- Youth mentoring opportunities
- Community and police dialogues or other activities to strengthen relationships between policy and community
- Employment, certification, education, and trade opportunities
- Civic engagement opportunities
- Recreational and outdoor offerings (e.g. midnight basketball, community bike rides, etc.)
- Offering trainings/capacity building activities
- Building, supporting, and/or sustaining community networks
- Community events
- Healing circles
- Others

**Note that applicants are not required to submit proposals that incorporate one or more of these strategies of activities.** These activities and strategies are provided as examples. Applicants are welcome to incorporate one or more of these approaches but are encouraged to propose projects that reflect community need and applicant expertise.

### **Budget**

Category A applicants may apply for up to \$25,000. Category B applicants may apply for up to \$10,000.

Neighborhood/Community-Specific Violence Prevention Funds may be used for:

- supplies and/or materials
- printing and/or copies
- healthy food and/or clothing
- education and informational campaigns/outreach materials
- salaries/wages
- other violence prevention-related items agreed to by MHD staff

Ineligible costs include: purchase of equipment like computers, monitors, printers, telephones, vehicles, 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 violence prevention.

For Category A applicants, no more than 35% of a project's budget can be used for a single event (e.g. block party, resource fair, etc.). Projects can include a series of events that in total account for more than 35% of the budget, but no single event can account for more than 35% of the budget. Note that your project does not need to include any events. This restriction does not apply for Category B applicants.

No more than 15% of a project's budget can be used for administrative/overhead expenses, *including* staffing costs for work not directly provided in the community (e.g. executive director or project manager time that isn't spent on direct service).

All funding provided for projects will be given as a reimbursement for actual costs and expenses incurred in the conduct of the organization's project. All costs must be documented and accounted for by the organization. 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 if requested by MHD.

A budget template is included as Attachment C – Budget Template. Use of the provided budget template is optional. If you choose to use your own format, please ensure it includes sufficient detail, including individual line items for each type of expense, calculations for requested amounts, and separate line items for each personnel cost. You may include a budget narrative to ensure that your budget includes the necessary amount of detail.

### **Project Evaluation**

All recipients will be expected to participate in MHD-requested evaluation activities.

All recipients will be asked to provide basic summary and project output activity reports to MHD. These reports will include information such as number of individuals reached, number of project activities or events completed, an account of the use of funds, a description of accomplishments, and a description of challenges and issues encountered. Recipients will also be asked to provide any relevant sign-in sheets, participant rosters, and project documentation (photo, video, etc.) as appropriate. Final requirements will be determined by MHD for each recipient on a case-by-case basis dependent on the nature of the project.

Additionally, recipients may be asked to co-develop a data and evaluation plan in partnership with MHD staff.

Initial proposals regarding anticipated available measures, data cycles, and outcomes are welcome in your proposal but not required.



## **Proposal Review Process**

Proposals will be reviewed by an evaluation team made up of City of Minneapolis staff and external community reviewers. The recommendation(s) of the external reviewers will be considered by MHD staff. MHD staff will make a recommendation to the Commissioner of Health. Following that, selections will be submitted to City Council for final approval to contract.

Evaluation will be based on the following criteria:

### *Problem definition*

- The organization has clearly identified a problem or issue related to violence in Minneapolis that needs to be addressed and has provided justification for why that problem/issue is important

### *Project Plan*

- The organization has laid out a clear and specific proposal to address the identified issue
- The organization has successfully articulated why the specific activity/activities was/were chosen to address the issue
- The organization has clearly described why they think the chosen activity/activities will work

### *Organizational Capacity*

- The organization demonstrates a history of fiscal responsibility and/or ability to meet City's fiscal responsibility standards
- The organization demonstrates experience, expertise, knowledge, and/or credible community connections around providing services that can help prevent violence

### *Impact*

- The organization has clearly articulated what a successful project will look like
- The organization has described how they will measure success
- The organization has identified potential barriers to success and has articulated a strategy to overcome them

### *Budget*

- The budget is clear, sufficiently detailed, reasonable, and fits the stated intent of the project.
- The budget complies with the specific requirements outlined in the budget section of the RFA

At any time during the process, MHD may elect to contact selected applicant agencies with requests for missing information or clarification, an interview with organization personnel, or a presentation on the proposed project to aid in the selection process, or other reasons.

Final decisions may also be based on additional factors such as diversity of geographic location or service

population, current and past grantee performance (outcomes, timeliness of reporting, etc.) and coordination with other funding.

### **Rejection of Proposals**

The City reserves the right to reject all proposals or any organization’s proposal on the basis of the proposal submitted or the other factors cited above under proposal review process.

### **Changes to the RFA**

If any addendum is issued for this RFA it will be posted at on the eSupplier portal website (<http://minneapolismn.gov/finance/procurement/eSupplier>) and at: <http://www.minneapolismn.gov/health/GrantsRFPs/index.htm>. The City reserves the right to cancel or amend this RFA at any time.

### **Application Submission Instructions**

Completed applications will consist of three components:

- Cover Sheet (Attachment A)
- Application Questions (Attachment B)
- Budget (Attachment C)

A maximum of ten (10) pages, single-spaced using 12-point font, can be submitted for review by the City of Minneapolis. The cover sheet and supplemental materials will **not** be counted toward the page limit.

Completed 2020 Neighborhood/Community-Specific Violence Prevention Fund applications are due no later 11:59 p.m. on Thursday, April 2, 2020.

**All proposals must now be submitted electronically through the eSupplier Portal.** To access the eSupplier Portal, visit <http://minneapolismn.gov/finance/procurement/eSupplier> and click or tap on the “Use The Portal” link:



If you are not already a city supplier, you will need to first register as a bidder to access the RFA and apply. You can do this by following the “Use the Portal” link described above and then clicking or tapping on the “Bidder Registration” tile to register:



If you are already a City Supplier, you should have received an email containing your eSupplier User ID and Password. If you do not remember your password, click on the “Forgot Password” tile to enter your User ID and a new password will be emailed to you.

If you need help with registering to use the eSupplier portal, accessing the RFA, submitting an application, or anything else related to the eSupplier portal, you can find written and video instructions at <http://minneapolismn.gov/finance/procurement/eSupplier> by clicking or tapping on the “Portal Instructions Written or Video Link”:



If you need further assistance with eSupplier, please send an email to [eProcurement@minneapolismn.gov](mailto:eProcurement@minneapolismn.gov) with “eSupplier help” in the subject line or call 612-673-2311.

**Paper and mailed applications will not be accepted; please do not mail or drop them off to the City of Minneapolis Health Department. They will not be accepted.**

**Proposals received after the deadline may not be considered.**

**Attachment A – Cover Sheet**

<b>Agency and Project Information</b>	
<b>Name of organization:</b>	
<b>Name of project:</b>	
<b>Category A or Category B:</b>	
<b>Agency address:</b>	
<b>Agency phone:</b>	
<b>Agency website, if applicable:</b>	
<b>Project primary contact person name:</b>	
<b>Project primary contact person title:</b>	
<b>Project primary contact person phone:</b>	
<b>Project primary contact person email Address:</b>	
<b>Total amount requested:</b>	

## **Attachment B – Application Questions**

*[note: the questions refer to “activities” instead of “activity”. Your proposal can include multiple activities, but proposals are not required to include more than one activity.]*

1. What type(s) of violence does your project address? [note all that apply]
  - Youth violence
  - Peer and community violence (which often includes gun violence and gang/group violence)
  - Bullying
  - Child maltreatment
  - Intimate partner violence (physical, sexual, or psychological harm by a current or former partner)
  - Sexual violence (any sexual activity without consent)
  - Suicide
  - Elder abuse
  - Other (please describe)
  
2. What specific problem or issue related to violence in Minneapolis is your project intended to address. Why is that issue important? Please include specific justification. Justification can come from data, information gathered from needs assessments, community/resident or participant feedback, media sources, or other sources.
  
3. What do you propose to do about the problem or issue you described? In your description of your project activities, please make sure to include the following information:
  - a. Audience of focus
  - b. How many people you expect to engage/reach
  - c. How many staff/volunteers/partners will be involved and what they will do?
  - d. Are the proposed activities part of an ongoing effort, an expansion of an existing effort, or a new project?
    - i. If an existing ongoing effort, why are these funds necessary?
    - ii. If an expansion of an existing effort, what is new and different about this project?
    - iii. If a new project, how do you expect to recruit participants/engage new project areas/etc.?
  
4. Why did you choose the specific activities you are proposing, and why do you think they will work?
  
5. What makes you/your organization qualified to do this project? In your answer, please include the following
  - a. Any experience serving the neighborhoods/communities of focus

- b. Demonstration of past responsible fiscal responsibility and/or elements in place to ensure ability to meet City's fiscal responsibility standards
  - c. Any experience, expertise, and knowledge around providing services that can help prevent violence
  - d. Any relevant existing partnerships/collaborations your organization could leverage for this project
6. How will you know if your project has worked? In your answer, please consider the following questions:
- a. What does success look like/what goals do you hope to meet?
  - b. How will you measure success?
7. What do you expect the challenges to be, and how do you plan to overcome them?
8. Who else, if anyone, do you plan to collaborate with?
9. How do you see your project having continued impact beyond the funding period?

**Attachment C – Budget Template**

PERSONNEL	Role on project	Base salary or annual wage	% time on project	Salary/wages charged to project	Other funding source or in-kind
Name 1 (or “to be named”)					
Name 2					
Name 3					
TOTAL SALARY/WAGES					
FRINGE BENEFITS					
<b><u>TOTAL PERSONNEL COSTS</u></b>					
OTHER EXPENSES <i>[categories below may be modified as needed]</i>					
Supplies					
Printing					
Other (specify)					
Other (specify)					
<b><u>TOTAL OTHER EXPENSES</u></b>					
<b><u>TOTAL DIRECT COSTS</u></b>		(sum of Total Personnel, Total Other Expenses, and Total Contractual)			
<b><u>ADMINISTRATIVE COSTS</u></b>		(not to exceed 15% of Total Direct Costs)			
<b><u>TOTAL PROJECT COSTS</u></b> (sum of Total Direct Costs and Administrative Costs)					

**Required detail**

**Personnel (salary/wages)**

Provide for all individuals funded by the GVPF funding. Include salary/wage, description of their role on the project, and their qualifications for their role. Justify the time allocated to the project for each individual. When requesting funds for non-direct staff time (e.g. executive director, project director, etc.), keep in mind that no more than 15% of a project’s budget can be used for administrative/overhead expenses, *including* staffing costs for work not directly provided in the community (e.g. executive director or project

manager time not spent on direct service).

### **Fringe benefits**

For the amount provided in the table, indicate whether the calculation was based on an across the board fringe benefits rate used by your agency (e.g., 20% of salary) or whether it was computed based on actual fringe costs for each individual.

### **Other expenses**

These are examples of some potential other expense categories. Not all of these will necessarily be applicable for your project, or you may have additional categories not listed. Please modify subheads to match subheads used in budget table)

- *Mileage*: describe the purpose for the travel; provide the numbers of miles and mileage rate used
- *Supplies*: describe the types of supplies and their applicability to the project
- *Printing*: estimate costs for printing or photocopying and explain how the amount was derived
- *Incentives/program costs*:
- *Other (specify)*: add an explanation for any other categories identified in the budget table

### **Administrative Costs**

Specify the rate used and indicate what the agency costs are that are covered by the rate. no more than 15% of a project's budget can be used for administrative/overhead expenses, *including* staffing costs for work not directly provided in the community (e.g. executive director or project manager time not spent on direct service).

#### Notes:

- You may use your own form instead of this template. If you choose to use your own format, please ensure it includes sufficient detail, including individual line items for each type of expense, calculations for requested amounts, and separate line items for each personnel cost
- You must include the required detail listed above. You can include it within a budget table or as a separate budget narrative, but you are responsible for ensuring that your budget includes the necessary amount of detail.
- You can add or delete lines/columns as needed
- If project includes funding from another source, please identify the source of the funding and the specific line items for which it will be used

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](mailto:health@minneapolismn.gov). People who are deaf or hard of hearing may use a relay service to call 311 agents at 612-673-3000. TTY users may call 612-673-2157 or 612-673-2626.

Para asistencia 612-673-2700 - Yog xav tau kev pab, hu 612-673-2800 - Hadii aad Caawimaad u baahantahay 612-673-3500.



