Transforming Safety- Grand Junction
Request for Proposal Worksheet

RFP responses should be submitted through the Latino Coalition for Community Leadership's electronic submission platform: https://latinocoalition.submittable.com/submit

Section 1. Proposer Contact Information		
1.1	Organization Name	
1.2	Employer Identification Number (EIN)	
1.3	Contact Person	
1.4	Address	
1.5	City, State, Zip	
1.6	Telephone #	
1.7	E-Mail Address	
1.8	Program Name	
Section 2. Funding Request & Priority Area Selection		
2.1	Total Amount of Funds Requested	$
2.2	# of Anticipated Participants Served	

2.3	Selected Priority Area- <u>Only One.</u> <u>SEE RFP FOR TARGET GROUP & OUTCOME MEASURES DETAILS FOR EACH PRIORITY AREA</u>	☐1. Decrease adult recidivism through employment, housing support, basic needs and mental health support. ☐ 2. Increase access to services and opportunities to support academic engagement, educational achievement, and post-secondary/vocational training to decrease youth involvement with the criminal justice system. ☐ 3. Help youth (up to age 25) develop the skills and resilience to avoid, reduce, or stop high-risk behavior by increasing access to services that address root causes of involvement with the criminal justice system. ☐ 4. Improve community-based supports to reduce violence and neglect in families.

Section 3. Proposer General Organizational Information

3.1	Eligible Organization Type	☐ Non-Profit Community Based ☐ Unit of Government ☐ School
3.2	Year Established	
3.3	Annual Operating Budget	
3.4	Organizational Mission	
3.5	Organizational Development Level	Which best describes your current organizational development level? ☐ Novice – Loosely defined organization structure with few written policies ☐ Moderate – Defined organizational structure with basic written policies ☐ High – Clearly defined organizational structure with comprehensive written policies
3.6	Organizational Website Address	

Section 4. Required Screening Questions

4.1	Is your organization willing to participate in technical assistance/capacity building/training activities provided by the LCCL? ☐ Yes ☐ No
4.2	Is your organization willing to be accountable to performance standards, implementing procedures related to program eligibility, tracking of participation information and performance outcomes? ☐ Yes ☐ No

4.3	Is your organization willing to utilize it's own data system or have the LCCL customize one to adequately track specific data for the funded Transforming Safety program? ☐ Yes ☐ No
4.4	Is your organization willing to utilize the LCCL online fiscal accounting system for grant expenditures and in-kind contributions (if any)? ☐ Yes ☐ No
4.5	Is your organization willing to participate in a partnership development process that results in linkages with other Transforming Safety grantees? ☐ Yes ☐ No

Proposal Narrative **Please be sure your response can be clearly and fully responsive to the question posed.**	
	Section 5. Demonstrated History In Serving The Target Population (15 Points) This category will evaluate the Proposer's experience in providing services to the target population or similar group of people. This may include demonstrated experience as an organization, individual, group of individuals or any combination thereof.
5.1	Describe your organizational/ individual/group of individual's history working in the community and with the target population you propose to serve.

5.2	Describe your organization's current relationship, linkages, collaboration or partnerships with community entities (i.e. describe well established and newly formed relationships with local community and faith based organizations, training providers, law enforcement, corrections, parole, schools/higher education, local workforce investment boards, etc.) that demonstrate a connection to and focus on serving your target population.
5.3	Describe the life experience, qualifications and/or experience of key staff, volunteers or contractors that will be involved in your program design.
5.4	If any of the employees, contractors or volunteers proposed under this grant have previous criminal justice involvement please state who and describe the strengths and benefits you believe this kind of experience will add to the program (if you don't please clearly state so).
5.5	Have you ever had any grants or contracts for the same or similar services you are proposing here revoked, not renewed or otherwise terminated for lack of performance or mismanagement? If yes, please explain. If no, clearly state so.
	Section 6. Program Design (40 Points) This category will evaluate how clearly, thoroughly and persuasively the proposal explains how the program design addresses the objectives of the chosen priority area. Given the flexibility each priority area offers, Proposers should articulate how the services/activities/strategies offered will help engage the target population and achieve the desired results with respect to the outcome measures. In addition to the specific program design, the proposal should describe strategies for collaboration and service delivery coordination with existing community resources. Overall, the program design should speak to the program reach (where the services will be delivered/accessed), the target population (who you will specifically be targeting for primary services), the outputs/activity/services (what specifically your program design will be offering) and how the program design will produce the desired change result (the outcome/impact that addresses the required performance outcome at a minimum) and how you plan to collect program data.

6.1	Describe the reasons you chose the priority area you are seeking to address (i.e. why do think this is needed in your community and why are you specifically interested in addressing this issue?)
6.2	Describe in detail the services/activities/events and strategies you are proposing for this program. It will be important to describe the program design's "flow" and how the things you are proposing work together in promoting the desired change(s) (i.e. "paint the picture" so the reviewer has a clear sense of how the program works).
6.3	Describe in detail how the response provide in 6.2 above promotes the attainment of outcome measures of the chosen priority area. Clearly tie together how what you are doing impacts the attainment of the outcome(s).
6.4	Describe in detail program operations related to the location(s) where services will be delivered and/or accessed, hours of operation, staffing patterns, and resources available.
6.5	Describe in detail key organizations/entities/stakeholders for collaboration and service coordination integral to the success of your program design (This question should focus on the organizations or collaborative partners that can "make or break" the program you are proposing).

Section 7. Data Collection & Performance Management (15 Points)

This category will evaluate the details concerning the Proposer's strategy for collecting basic client data (i.e. name, address, demographics, assessments), recording of outputs/activities/services, and tracking of achievements and outcome(s). Please be thoughtful in sharing details about the how/when/frequency/who of collecting program data. If the Proposer has an existing data system please describe it and share what updates may or may not be needed to capture such basic information. If the Proposer does not have a data system, respond

	to the questions as if you were designing a system needed for this project. Overall, provide specifics and clarity regarding how you will effectively administer and document the needs, status, progress and results of the activities and services being provided to participants enrolled in the program. If the Proposer offers case management as part of the program design, please describe the case management philosophy and the ways in which it will promote success among the people enrolled in the program.
7.1	Describe in detail your process or plan for collecting basic client data and tracking information such as activities, services, inputs (i.e. supportive services, transportation assistance, etc.) for the program you are proposing (the how/when/frequency/who of collecting program data)?
7.2	Describe in general the current data system you plan on using (i.e. name of software, basic information about it's capability) for this program. If you do not have a data system please describe your past experience working with data systems and your willingness to engage in the development and design of a data system for this specific program.
7.3	If case management will be part of the program design, please describe the case management philosophy and the ways in which it will promote success among the people enrolled in the program.
7.4	Describe in detail how you currently use data (information you collect about the people you serve) to improve program performance. If you do not currently have a data system please share how you would plan to use that information to improve program performance.
7.5	Describe in detail how you currently use fiscal information/reports (i.e. cash flow, cash forecasting, program expense forecasting, budget reallocations/modifications) to maintain and/or improve program performance.
7.6	Describe the areas you think you would need most help (i.e. technical assistance and capacity building) from the LCCL when implementing the program you are proposing.
	Section 8. Community Attachment/Target Population Competency (20 Points)
	This category will evaluate the accessibility of proposed programs and the Proposer's experience working with the target or similar populations in the community. The Proposer should identify strategies for engaging the target population and explain the community attachment, cultural and/or lived experience competencies that will be deployed to effectively engage with people enrolled in the program. Proposer should describe the location and accessibility of activities/services/events, outreach and program enrollment strategies, and the depth of current attachment to the community as an organization, individual, group of individuals or any combination thereof. Overall, the Proposer should demonstrate an attachment to the community as opposed to that of an organization wishing to serve the Grand Junction Transforming Safety boundary area for the first time.
8.1	Describe in detail how your organization reflects the community and target population you intend to serve (i.e. is there a particular expertise, common life experience, experience with similar challenges you are working to address, etc.)
8.2	Describe in detail how accessible the services are to the target group you are proposing to serve (i.e. locations, transportation, hours, in-person/online, special arrangements for accessibility, etc.).
8.3	Describe in detail how you will conduct outreach and awareness of the services you plan to offer to the target group you are proposing to serve.
8.4	Describe any other cultural/target group competency your organization possesses relevant to promoting successful engagement and outcomes.
	Section 9. Program Costs (10 points maximum): This category will evaluate the cost of the proposed program to determine if it is fair and reasonable based on program services and/or historical data, and the degree to which expenditure of funds relates to performance measures. Budgets will be reviewed for accuracy and completeness. Additionally, all proposals will be reviewed for costs that are

	reasonable, allowable, necessary, fully justified, and competitive as measured by the review of the line-item budget, the program design, and comparison to proposals similar in target area or scope.
9.1	What is the average cost per participant? $ (Total funds requested divided by the total number of planned participants).
9.2	Please provide an explanation and justification of any unusual costs or any anticipated special equipment needs, if applicable.
9.3	Please make sure that all proposed activities are adequately funded in the budget submitted. If necessary, please explain any special arrangements or circumstances affecting costs (i.e. co-enrollment with another organization that is providing transportation support so the participant can attend your proposed program services).

	Section 10. COVID Addendum (0 points maximum): This category is optional and provides space for proposers to describe operational adjustments that may be necessary in response to the pandemic related shutdowns.
10.1	Please describe in general terms any operational, staffing, or program design adjustments that would need to be made in response to COVID-19 shutdown.

CERTIFICATION OF PROPOSAL CONTENT BY
AUTHORIZED REPRESENTATIVE

The proposal organization's official certifies that he/she is a duly authorized representative of the proposing organization and is fully authorized to submit and sign proposals; that the data contained herein are accurate, complete and current; that any revisions to price or cost information cannot change without written agreement from the Latino Coalition for Community Leadership; that the organization is fully capable of fulfilling its obligations under this proposal as stated herein.

_____

Organization

_____

Name & Title of Authorized Representative

_____

Signature   Date