

# NACCHO

National Association of County & City Health Officials

**REQUEST FOR PROPOSALS**

**Youth and Community Violence Prevention Action Teams (VPAT)**

**National Association of County and City Health Officials (NACCHO)**

**Date of Release: November 6, 2023**

**\*Applications are due by: December 8, 2023, by 5:00 pm ET**

## SUMMARY INFORMATION

**Project Title:** Youth and Community Violence Prevention Action Teams (VPAT)

**Application Due Date and Time:** December 8<sup>th</sup>, 2023, by 5:00pm ET

**Selection Announcement Date:** On or around December 8, 2023

**Source of Funding:** CDC cooperative agreement, Strengthening Public Health Systems and Services through National Partnerships to Improve and Protect the Nation's Health.

**NOA Award No.:** 6 NU38OT000306-05-06

**Maximum Funding Amount:** up to \$30,000 per award for participating action teams; up to \$50,000 total for action team serving as host site for in-person meeting

**Estimated Period of Performance:** January 1, 2024 – July 31<sup>st</sup>, 2024

**Point of Contact for Questions Regarding this Application:** Injury and Violence Prevention team; [ivp@naccho.org](mailto:ivp@naccho.org)

**Application Form:** Applications must be submitted online [here](#). Applicants without an existing account will be prompted to create a free naccho.org account.

**Special condition of this award:** see Appendix A

## OVERVIEW

NACCHO is the voice of the approximately 2,800 local health departments (LHDs) across the country. These city, county, metropolitan, district, and Tribal departments work to protect and improve the health of all people and all communities. NACCHO provides resources to help LHD leaders develop public health policies and programs to ensure that communities have access to the vital programs and services people need to keep them protected from disease and disaster. Additionally, NACCHO advocates on behalf of LHDs with federal policymakers for adequate resources, appropriate public health legislation, and sensible policies to address the myriad of challenges facing communities.

With support from the Centers for Disease Control and Prevention (CDC), NACCHO is pleased to offer a funding opportunity for the Youth and Community Violence Prevention Action Teams (VPAT) project. **Up to eight (8) awards will be made. Up to 7 violence prevention action teams will be awarded up to \$30,000 to participate in the action planning process. One (1) additional action team will be awarded a total of up to \$50,000 to participate in the action planning process alongside the other teams, as well as serve as the "host site" for the in-person meeting held within the project period.** Applying for additional funding to be the host site is optional, with details and requirements specified in the description of the scope of work that follows.

Selections will be made on or around December 18, 2023, and the project period will run from the date of Notice of Award (NOA) to July 31, 2024. Applications must be submitted no later than December 8<sup>th</sup>, 2023, by 5:00 PM Eastern Time. **This will be a fixed-price, deliverables-based contract.** All necessary information regarding the project and application process may be found in this Request for Proposal (RFP). Applicants may pose individual questions to NACCHO at any point during the application process by e-mailing the Injury Violence Prevention team at [ivp@naccho.org](mailto:ivp@naccho.org). Applications must be submitted online [here](#). Applicants without an existing account will be prompted to create a free naccho.org account.

## **BACKGROUND**

In recent years, youth and community violence has increased at alarming rates, creating a public health crisis and a lasting legacy of trauma. Systemic and structural racism drive disparate health outcomes, disproportionately affecting youth and racial and ethnic minority groups. The CDC defines youth violence as young people (ages 10-24 years old) intentionally using physical force or harm against others; and similarly defines community violence as interpersonal violence generally occurring outside the home between people who are unrelated, with youth and young adults (ages 10-34) in communities of color being disproportionately affected. In 2020, homicide was the [second leading cause of death](#) for teens and young adults aged 15-24, more than 92% of which were by firearm.

Gun violence, in particular, poses a serious threat to our communities. CDC's provisional data from 2022 indicates that an estimated [48,117 people died from a firearm related incident](#), an average of approximately 132 Americans each day. Although this data indicate the firearm homicide rate may have decreased slightly from 2021, there were [19,637 gun homicides in 2022](#). Despite this decrease, the rate of firearm homicide remains significantly higher than that of 2019, particularly among Black (34.1% increase), Hispanic (44.7% increase), and American Indian or Alaska Native (45.3% increase) persons. The firearm mortality rate among children and teens has [increased 87% between 2011 to 2021](#), with guns remaining as the leading cause of death for children and teens aged 1 to 19 years old. Black youth in particular were [20 times more likely to die by firearm homicide](#) than their white counterparts.

These staggering trends demonstrate the dire need to center comprehensive, cross-sector approaches to dismantle systems of structural violence and racism. A [public health approach](#) to preventing violence leads with the importance of assuring the conditions necessary for optimal health, safety and well-being. While there are many approaches that communities can take to prevent violence, local health departments can support this work through activities such as convening government agencies, community-based organizations and members of the community including those with lived experiences to create safe, stable, nurturing relationships and environments. Local health departments are the stewards of public health within their communities and are uniquely positioned to serve as a neutral convener connecting partners for prevention efforts, as well as ensuring that there is longevity and continuity in violence prevention strategies.

A public health approach also considers a broad array of prevention efforts, inclusive of both upstream and downstream approaches and across the levels of the [social-ecological model](#):

- Primary prevention strategies which focus on addressing risk factors that might lead to violence, or creating/enhancing protective factors (e.g., preschool enrichment and family engagement, family relationship programs, adverse childhood experiences training);
- Secondary prevention strategies that provide short-term and often immediate support and services in the aftermath of violence (e.g., violence interruption, hospital-based violence prevention programs, addressing school climate and safety); and
- Tertiary prevention strategies that provide longer-term support and services in the aftermath of violence (e.g., treatment to lessen harms of violence exposure).

This RFP will use the language “violence prevention” to encompass all of these approaches, including those that may also be described as “violence intervention.”

## **PURPOSE OF THE CURRENT FUNDING OPPORTUNITY**

This funding opportunity is open to jurisdictions with a **high burden of youth and community violence, particularly firearm homicide, disproportionately affecting communities of color**. The current funding opportunity aims to support multisector violence prevention efforts by forming Youth and Community Violence Prevention Action Teams, hereafter referred to as “action teams”. The project aims to support **new or existing action teams** to develop plans that **1) build capacity to implement evidence-based/evidence-informed violence prevention and intervention strategies and 2) reframe youth and community violence as a public health issue within their community**. Ultimately, the goal of this work is to leverage multisector partnerships to enhance, not duplicate or run counter to, existing violence prevention efforts in the selected communities.

NACCHO and their partners will coordinate and provide technical assistance to up to eight (8) action teams that leverage cross-sector partnerships among public health leaders, elected city and county officials, local government agencies and executive offices, youth representatives, and other partners such as community-based organizations. By the end of this project, participating action teams should have:

- Strengthened relationships with cross-sector partners in their community;
- Received technical assistance to strengthen capacity in violence prevention based on their identified needs;
- Developed a customized action plan with clear goals and steps for implementation, with a focus on meaningful youth engagement, along with recommendations and resources from NACCHO and partners;
- Connected with peers from other action teams in the cohort; and
- Increased their ability to reframe youth and community violence as a public health issue, to support community awareness, understanding, and resource allocation for cross-sector violence prevention efforts.

Funding for this RFP is supported by the CDC cooperative agreement 6 NU38OT000306-05-06 entitled Strengthening Public Health Systems and Services through National Partnerships to Improve and Protect the Nation’s Health.

## **ELIGIBILITY AND CONTRACT TERMS**

**The project is intended for cities and counties that have already identified and engaged potential members of a violence prevention action team. Jurisdictions that are proposing new or leveraging existing action teams (or coalitions) are both eligible to apply.** The action teams are designed to have strong involvement and leadership from public health and local government to encourage sustainability and continuity of the violence prevention efforts. However, NACCHO and their partners recognize the critical role that community partners play in this work and strongly encourage applying action teams to engage and uplift the voices of youth and community members who are disproportionately affected by violence, and who may be leading existing violence prevention efforts.

At a minimum, applicants must identify a **“core” action team to participate in project activities which should consist of up to 6 members and include:**

- **Public health representative** (required)
- **Local elected government official representative** (required)

- **Local government agency representatives** (at least 2 required, and representation from multiple agencies is encouraged)
- **Community-based organization(s)** (preferred, but not required)
- **Youth and young adult representative(s)** (preferred, but not required)

Applicants may propose additional members to serve on the broader action team as part of their application to demonstrate multi-sector representation. Applicants selected for this award will not have a limit on the number of participants who can participate on their broader action-planning team.

The violence prevention **action teams are meant to have a local public health lead of the team.** If you intend to have another public health representative (e.g. state health department) serve on the action team, please provide sufficient explanation as to why you were not able to identify a LHD representative and how the alternate representative is connected to the local community. If local health departments will participate but not lead the action team, including requests to contract with entities on the action team other than the local health department, please provide sufficient explanation in your submitted application. These will be determined on a case-by-case basis.

While both cities and counties may apply, if the contracting entity represents a multi-county or regional jurisdiction, they must specify their targeted geographic population of focus (e.g., city, town, county, zip codes) for this action team and associated violence prevention efforts.

To prevent duplication of existing CDC-funded projects, organizations/agencies receiving funding through [PREVAYL](#) are **not** eligible to apply unless they can clearly demonstrate how their proposal would not duplicate existing efforts funded through PREVAYL. For communities that are receiving PREVAYL funding for their county and would like to submit an application for their city and vice versa, please be in touch with NACCHO at [ivp@naccho.org](mailto:ivp@naccho.org) to discuss how your proposal would not duplicate existing efforts. If you have any other questions related to PREVAYL-related funding restriction, please reach out to NACCHO at the email above.

Selected applicants will enter into an agreement with NACCHO using the [NACCHO standard contract \(terms and conditions\)](#). Agreement with majority of NACCHO standard contract terms and conditions is a requirement and as part of the application, the contractor will be asked to verify that they have read NACCHO's standard contract language and confirmed in agreement with the terms and conditions.

Should your organization need to propose any changes to the terms and conditions, please upload those requested revisions along with your application; however, NACCHO reserves the right to accept or decline such changes. Significant changes, which could affect the agreement's timely execution, may impact your selection as a successful applicant. Agreeing to NACCHO's Resolution of Disputes and Governing Law is expected and aside from those two clauses, limited **modifications to the terms or contract language may be accommodated. Contractors that cannot agree to the majority of NACCHO's contract language should not apply for this initiative.** If you are an applicant from Florida or Texas, please contact NACCHO immediately for a copy of the Florida or Texas standard contract.

NACCHO invites interested applicants to review the RFP and reach out to NACCHO with any questions: [ivp@naccho.org](mailto:ivp@naccho.org). Questions received will be added to our frequently asked questions ([FAQ](#)) document, which will be updated at a minimum, weekly on Fridays throughout the application period.

## SCHEDULE OF EVENTS

Please note the following deadlines and events for this application:

Event	Date/Time
<b>Submission Deadline</b>	December 8, 2023 at 5pm ET
<b>Award Notification Date</b>	On or around December 28, 2023
<b>Anticipated Contract Start Date</b>	January 1, 2024
<b>Anticipated Contract End Date</b>	July 31, 2024

## PROJECT ACTIVITIES

### Action Teams

Each of the eight (8) participating core action teams will be expected to complete the following during the project period with support from NACCHO, CDC, National League of Cities (NLC), and other project partners:

Action Team Requirements	NACCHO and Partner Support
<b>Kick-Off Meeting:</b> Participate in a kick-off call with NACCHO. This kick-off meeting will be scheduled after NOAs are sent to the selected teams.	
Action team will: <ul style="list-style-type: none"> <li>Attend the meeting and relay important information to anyone from the action team unable to attend. It is of particular importance that lead(s) of the team and (if different) representative(s) from the entity with whom NACCHO is contracting attend.</li> </ul>	NACCHO and partners will: <ul style="list-style-type: none"> <li>Discuss project goals and expectations at the outset of the project to onboard participating action teams.</li> </ul>
<b>Needs Assessment:</b> At the beginning of the project period, work together to complete the assessment to identify strengths, existing assets, priorities, and anticipated challenges related to youth and community violence prevention.	
Action team will:	NACCHO and partners will: <ul style="list-style-type: none"> <li>Provide needs assessment.</li> </ul>

<ul style="list-style-type: none"> <li>• Complete the assessment in collaboration with all members of the core action team.</li> </ul>	<ul style="list-style-type: none"> <li>• Guide discussions with core action team around results.</li> </ul>
<p><b>In-Person Meeting:</b> Attend a two-day in-person meeting with NACCHO, partnering consultants, and other participating jurisdictions in April 2024 (subject to change). The specific dates and location are to be determined after selection of the host site. The purpose of this meeting will be to (1) showcase existing violence prevention initiatives by a member of the VPAT cohort; (2) build readiness and energy for action planning; (3) provide opportunity for shared learning on effective strategies; (4) provide education and technical assistance on violence prevention strategies with the best available evidence; and (5) begin/continue action planning.</p>	
<p>Action team will:</p> <ul style="list-style-type: none"> <li>• Send up to 6 members of the core action team to attend.</li> <li>• Complete a meeting evaluation to share feedback and recommendations for future in-person meetings.</li> </ul>	<p>NACCHO and partners will:</p> <ul style="list-style-type: none"> <li>• Coordinate and plan the in-person meeting in conjunction with the host site (as detailed below)</li> <li>• <b>Pay separately for the associated travel and lodging costs for up to six core action team members.</b> Therefore, the travel costs for these six attendees <u>should not</u> be included in the site’s proposed budget. If sites want to send additional members, this will be considered on a case-by-case basis depending on room capacity of the meeting location.</li> </ul>
<p><b>Individual TA Calls (Virtual):</b> Engage in at least three (3) virtual individual TA sessions (which will range, on average, between 1-2 hours) during the project period to allow for more intensive discussion as it pertains specifically to the identified needs of the site and the action-planning process.</p>	
<p>Action team will:</p> <ul style="list-style-type: none"> <li>• Attend and participate in individual TA calls (expected participation from core action team).</li> </ul>	<p>NACCHO and partners will:</p> <ul style="list-style-type: none"> <li>• Design and lead these sessions to support each action team based on their capacity, needs, and program(s)/strategy(s) of focus.</li> </ul>
<p><b>Group-Based TA (Virtual):</b> These virtual sessions will be provided to the VPAT cohort based on identified areas and topics from the needs assessment and individual TA sessions.</p>	
<p>Action team will:</p> <ul style="list-style-type: none"> <li>• Attend and participate in group TA calls (optional participation from core action team but strongly encouraged depending on topic).</li> </ul>	<p>NACCHO and partners will:</p> <ul style="list-style-type: none"> <li>• Design and lead these sessions to support the cohort of action teams on cross-cutting needs.</li> </ul>
<p><b>Action Planning:</b> Develop a plan highlighting goals and action steps (which may include short-term goals/steps, long-term goals/steps, and planning for sustainability) teams can commit to accomplishing within their communities to prevent youth and community violence (e.g., strengthening infrastructure or capacity, implementing evidence-based/evidence-informed programs and strategies, assessing impact of current policies/procedures, etc.). Final action plans should include activities with meaningful youth engagement and empowerment.</p>	

<p>Action team will:</p> <ul style="list-style-type: none"> <li>• Begin action planning on a rolling basis, as they build relationships and develop consensus around project goals. At the latest, this will begin at the April in-person meeting (subject to change).</li> <li>• Develop draft action plan. This is expected to require additional time from the action team outside of scheduled TA calls.</li> <li>• Submit final action plan.</li> </ul>	<p>NACCHO and partners will:</p> <ul style="list-style-type: none"> <li>• Provide a template and instructions for action planning early in the project period, with an initial focus of reaching consensus for the action plan’s goals/objectives.</li> <li>• Facilitate action planning virtually, if needed. Action planning may also be completed independently, depending on each VPAT awardee’s preference and needs.</li> <li>• Hold individual calls with each action team to assess progress. (The frequency of these calls will be based on needs and TA team capacity).</li> <li>• Review draft action plans and provide feedback for consideration for each action team.</li> <li>• Develop customized recommendations report and repository of tools/resources for each action team.</li> </ul>
<p><b>End-of-Project Evaluation:</b> After completion of all TA activities, participating jurisdictions will complete a final project evaluation (e.g., survey or interview) to provide feedback on satisfaction with the TA delivered and to assess changes in capacity resulting from project participation.</p>	
<p>Action team will:</p> <ul style="list-style-type: none"> <li>• Participate in the required project evaluation activities (specific format to be determined).</li> </ul>	<p>NACCHO and partners will:</p> <ul style="list-style-type: none"> <li>• Design and coordinate the project evaluation activities along with NACCHO’s Research &amp; Evaluation team.</li> </ul>

**Host Site (Optional)**

Interested action teams may also apply to serve as the host site for the in-person meeting to be held in April 2024 (subject to change). In addition to the activities listed above in the action team requirements, the host site will also be expected to complete the following:

Host Site Requirements	NACCHO and Partner Support
<p><b>Host Site:</b> Coordinate with NACCHO and their partners to plan and execute this meeting within their jurisdiction for all participating action teams to attend.</p>	
<p>The selected host site will:</p> <ul style="list-style-type: none"> <li>• Secure meeting space with audio visual capability to hold the two-day in-person meeting. This space should be large enough to comfortably hold up to 65 people, and ideally have at least 2-3 additional breakout rooms to allow action teams to meet with one another (i.e. sufficient space for 1 to 2 action teams only per breakout room). This</li> </ul>	<p>NACCHO and partners will:</p> <ul style="list-style-type: none"> <li>• Coordinate travel logistics for attendees. This will include securing a hotel block for lodging and paying for travel costs of up to 6 attendees per action team.</li> <li>• Organize and monitor registration of attendees.</li> </ul>



<p>meeting space could include that from a local government building, university, community center, library, or others.</p> <ul style="list-style-type: none"><li>• <b><i>Please note: due to the high costs of hotel contracts and associated expenses, NACCHO does not wish to host this meeting in a hotel.</i></b></li><li>• Provide necessary audiovisual equipment including laptops, microphones, projectors, screens, etc.</li><li>• Construct a session/tour that highlights their community's partnerships and work in community/youth violence prevention.</li><li>• Participate in calls with NACCHO and their partners to support the planning and coordination of the in-person meeting.</li><li>• Complete a meeting planning checklist throughout the planning process.</li></ul>	<ul style="list-style-type: none"><li>• Develop the final meeting agenda in conjunction with the host site; plan and facilitate other sessions.</li><li>• Procure and ship meeting supplies, signage, and printed materials for all meeting participants.</li><li>• Provide food and beverage during the meeting.</li></ul>
---	---

**Schedule of Deliverables – VPAT Participant (up to \$30,000)**

Primary Task/ Deliverable	Documentation	Estimated Timeline	Payment Schedule	
			% of Award	Due Dates
1. Kick-Off Call	Kick-Off Call attendance sheet	January - March 2024	5%	<b>Invoice #1</b> due by or before April 15 <sup>th</sup> , 2024 (30% of funding)
2. Needs Assessment	Final needs assessment		10%	
3. Individual TA Sessions (Jan - March)	Summary and attendance list for any TA sessions attended from January to March 2024		15%	
4. Individual TA Sessions (April - June)	Summary and attendance list for any TA sessions attended from April to June 2024	April - June 2024	15%	<b>Invoice #2</b> due by or before June 15 <sup>th</sup> , 2024 (50% of funding)
5. In-Person Meeting	Attendance list and submitted meeting evaluation		20%	
6. Draft Action Plan	Submission of draft action plan		15%	
7. Final Action Plan	Submission of finalized action plan	July 2024	15%	<b>Invoice #3</b> due by or before July 31 <sup>st</sup> , 2024 (20% of funding)
8. End-of-Project Evaluation	Completion date of end-of-project evaluation		5%	

**Schedule of Deliverables – VPAT Participant and Meeting Host (up to \$50,000)**

Primary Task/ Deliverable	Documentation	Estimated Timeline	Payment Schedule	
			% of Award	Due Dates
1. In-Person Meeting Session Outline	Draft outline for the section of the meeting (tour or presentation) being led by the host site	January- February 2024	5%	<b>Invoice #1</b> due by or before February 28 <sup>th</sup> , 2024 (15% of funding)
2. Meeting Planning	Meeting planning checklist updates (progress to date)		10%	
3. Kick-Off Call	Kick-Off Call attendance sheet	January - March 2024	3%	<b>Invoice #2</b> due by or before April 15 <sup>th</sup> , 2024 (28% of funding)
4. Needs Assessment	Final needs assessment		6%	
5. Individual TA Sessions (Jan - March)	Summary and attendance list for any TA sessions attended from January to March 2024		9%	
6. Meeting Planning	Final meeting planning checklist		10%	
7. Individual TA Sessions (April - June)	Summary and attendance list for any TA sessions attended from April to June 2024	April - June 2024	9%	<b>Invoice #3</b> due by or before June 15 <sup>th</sup> , 2024 (39% of funding)
8. In-Person Meeting	Final materials for host site-led session, attendance list, and submitted meeting evaluation		15%	
9. Draft Action Plan	Submission of draft action plan		15%	
10. Final Action Plan	Submission of finalized action plan	July 2024	15%	<b>Invoice #4</b> due by or before July 31 <sup>st</sup> , 2024 (18% of funding)
11. End-of-Project Evaluation	Completion date of end-of-project evaluation		3%	

## **METHOD OF PAYMENT**

NACCHO will pay the contracted entity in installments upon receipt of deliverables per the payment schedule identified in the Scope of Work above. Please note that NACCHO reserves the right to make changes to the project timeline and payment schedule if necessary.

## **PROPOSAL RESPONSE FORMAT AND SCORING SYSTEM**

The proposal narrative must include the following content:

1. **Contact Information:** Please provide all necessary contact information as specified by the online application portal.
2. **Community Context (30% overall; each subsection is worth 10% and is scored independently):** This section will be scored based on the completeness of the information provided, the extent of your understanding of your community, and demonstration of need in your community. Each of the following components must be addressed:
  - a. **Prevalence of Violence (10%; 1500 characters, including spaces)**

Describe the burden of youth and community violence within your community as compared to state/national data, citing key statistics and their sources. Below are suggestions of what applicants could consider including, however applicants are not expected to include all of these points, nor are they expected to have access to every data point. Additionally, applicants may choose to use data reflecting trends, rates, prevalence of the general population, or a subset of that population, as appropriate. Applicants should use reasonably available local data to describe the burden of violence, and, if available, segment this data by age group. If local-level data is not available, describe limitations, gaps, or challenges experienced with data.

    - i. Rates of firearm homicide (Required, if available. If this data is not available at the local level, please describe the limitations or challenges in collecting this information)
    - ii. Rates of fatal and nonfatal injury (including rates of fatalities by firearm, aggravated assaults, and other penetrating injury, such as stabbing)
    - iii. Rates of nonfatal injury (including firearm, assaults, and other penetrating injury)
    - iv. Prevalence of adverse childhood experiences (ACEs). Proxy measures for childhood trauma or adversity are acceptable.
    - v. Data related to access to care and services for opportunity youth and/or justice-involved youth
  - b. **Community Impact (10%; 1500 characters, including spaces)**

Share how youth and community violence has impacted the dynamics in your jurisdiction. This is broadly open to interpretation, but applicants can consider answers that include details such as: collective wellbeing of neighborhoods; changes in behaviors, relationships, and trust; framing of the dominant narrative around violence; etc.
  - c. **Leveraging Strengths (10%; 2000 characters, including spaces)**

Describe what you see as the community's greatest strengths in youth and community

violence prevention. This is broadly open to interpretation, but applicants can consider answers that include details such as: community resilience, community cohesion, broad coalitions of support that are led by members of impacted communities, existing programming, support from key champions in government and/or the community, etc.

**3. Health Equity (20% overall; each subsection is worth 10% and is scored independently):**

Describe how the team is committed to centering health equity in their approach, including addressing health disparities and considering social determinants of health.

**a. Intended Populations of Focus (10%; 2000 characters, including spaces)**

Identify populations of focus who you would seek to center in the action planning process that could most benefit from enhanced youth and community violence prevention efforts.

**b. Root Cause of Violence (10%; 2000 characters, including spaces)**

Describe the root causes of youth and community violence in your community.

**4. Current Work (20%; each subsection is worth 10% and is scored independently):**

Each of the following components must be addressed and it is encouraged that the potential growth section is responsive to the barriers and challenges identified in the existing landscape section:

**a. Existing landscape (10%; 1500 characters, including spaces)**

Describe the programs and services currently offered related to youth and community violence prevention and intervention. Identify programs and services that are being developed or scaled up. Discuss the current barriers and challenges to your programs and services.

Do you have an existing community/youth violence prevention coalition, action-planning team, or other similar team? If yes, please describe **(500 characters, including spaces)** any anticipated overlap or plans to liaise between the proposed VPAT and the existing coalition/team/group through this work. **Note: The existence of another team in a community does not impact the score, rather the focus of this question is to ensure that there are not duplicate efforts happening in communities.**

**b. Potential growth (10%; 1500 characters, including spaces)**

Describe how participating in this project will enhance the violence prevention efforts currently underway in your community. Identify if participation in this project presents a particular window of opportunity.

**5. Proposed Action Team Composition (30%; see required action planning team member information form):**

This section will be scored based on whether the proposed action team contains sufficient detail and allocates appropriate personnel to demonstrate capacity to participate in action planning teams. **Each core action team member must complete an action [team member information form](#).**

Applicants should identify up to 6 people who will serve as the core action team and will be expected to participate in project activities including attendance at the in-person meeting. See below for additional detail about each required and priority action team member. Action teams may also include additional members for the purpose of demonstrating support from and engagement of a broad multi-sector coalition in the application.

**Required as part of the core action team:**

- a. Public health representative (required): Priority consideration will be given to applications with local health department (LHD) representatives serving as a lead for the action team. If an application has another public health representative (e.g. state health department) they will be asked to briefly **(500 characters, including spaces)** describe why they were not able to identify a LHD representative and how the alternate representative is connected to the local community. If public health will participate but not lead the action team, including requests to contract with entities on the action team other than the public health agency, please provide sufficient explanation in your submitted application.
- b. Local elected government official representative (required): This can be broadly defined, but must be an elected official at the local level for the identified community or a staff member of their office with an appropriate level of authority (e.g. mayor, city council member, county board commissioner, etc. or their relevant staff persons).
- c. Local government agency representatives (minimum additional 2 required, from separate agencies): This can be broadly defined but should represent local agencies that currently or may in the future have a programmatic or policy impact on youth and community violence. (I.e. Neighborhood Services; Public Safety; Housing; Youth Services; Workforce Development; Arts & Culture, etc.)

**Optional as part of the core action team, but teams with these representatives will be given priority consideration:**

- d. Youth and young adult representative(s) (priority, but optional): Priority consideration will be given to applications that include a youth/young adult representative from communities that are disproportionately affected by youth/community violence, as identified in the applicant's proposal. This perspective may be represented by the involvement of existing youth steering committees, youth delegates, etc. who serve in a capacity to share their lived experience with youth/community violence.
- e. Community-based organizations (priority, but optional): Priority consideration will be given to applicants that include representatives from community-based organization(s) in their action teams. If an applicant elects to include community-based organization(s) in their proposal, they should center:
  - i. those that provide direct services to prevent or respond in the aftermath of violence; and/or
  - ii. those that provide direct services in communities that are disproportionately affected by youth/community violence as identified in the applicant's proposal.
- f. Other (optional): If a proposed member does not fall into an above category, they may be included as long as they complete an action planning [team member information form](#).

**Optional, part of the broader action team:** Applicants may propose additional team members to serve on the broader action team. The roles and responsibilities of these action team

members may vary based on the team’s preferences and needs. NACCHO is only able to pay for travel expenses for the six core action team members to attend the in-person meeting. For each additional member, they must provide the name, organization, and type of team member (public health, elected official, local agency, youth/young adult, community-based organization, other), and answer the following prompts:

- g. Please explain why this proposed member would be important to the success of the action team. This could include a brief description of their experience, relationship with other action team members, or perspective that they contribute. **(500 characters, including spaces)**
- h. Please describe the action team member’s anticipated role throughout the project period. **(500 characters, including spaces)**

Within the application, please let NACCHO staff members (IVP@naccho.org) if you require more spaces to add additional members of the action team beyond those provided in the “Proposed Action Team Composition Pt. 2” section.

- 6. Jurisdictional Characteristics (not scored, this is for internal planning purposes):** Please provide a brief overview of the jurisdiction by selecting the appropriate option for each jurisdictional characteristic.

<b>Jurisdiction served</b>	<ul style="list-style-type: none"> <li>• City or town</li> <li>• County</li> <li>• Multi-county</li> <li>• Other</li> </ul>
<b>Size of population served</b>	<ul style="list-style-type: none"> <li>• Small: &lt;50,000</li> <li>• Medium: 50,000-500,000</li> <li>• Large: 500,000+</li> </ul>
<b>Geographic region</b>	<ul style="list-style-type: none"> <li>• New England</li> <li>• Mid-Atlantic</li> <li>• East North Central</li> <li>• West North Central</li> <li>• South Atlantic</li> <li>• East South Central</li> <li>• West South Central</li> <li>• Mountain</li> <li>• Pacific</li> </ul>
<b>Degree of urbanization</b>	<ul style="list-style-type: none"> <li>• Urban</li> <li>• Suburban</li> <li>• Rural</li> <li>• Urban/Suburban</li> <li>• Suburban/Rural</li> </ul>

- 7. In-Person Meeting Host Site (Optional):** There will be one in-person meeting for sites during the project period. If interested in hosting this meeting, applicants may choose to apply as the host site, in addition to a VPAT participant. Those who choose to apply to serve as a host site are eligible for an additional \$20,000, for a total of up to \$50,000 in their award. Applying to also serve as a host site is entirely optional and will be scored separately from the rest of the

application. If you are not awarded to host the in-person meeting, you may still be selected as a regular VPAT participant, however selection as host site may give applicant preference over others only applying as a VPAT participant if applications receive similar scores.

The host site will be responsible for developing a session or tour highlighting their youth/community violence prevention and community partnerships. This section will be scored based on the applicant's ability to secure appropriate meeting space and highlight their work. If your site would like to be considered, please include the following information:

**a. Meeting Space (50%, 2000 characters, including spaces)**

Description of the proposed meeting space (e.g., local university, library, community center, governmental building, etc.) for the on-site visit with the criteria below. **Please note that due to the high costs associated with hotel contracts and associated expenses including AV, food, and beverage, NACCHO does not wish hotels to be proposed.** If you are able to provide additional documentation, please upload this in one combined document (floorplans, pictures, list of similarly sized meetings that have been held in the space, etc.) at the point of submitting the proposal, however this is optional. NACCHO may reach out to applicants during the review process to ask for additional information about proposed meeting spaces.

- i. Large ADA compliant meeting space (holds up to 65 people) with audio visual capabilities.
- ii. 2-3 additional small discussion spaces to serve as places that 1-2 action teams at a time can use concurrently for action planning. Traditionally, these would be breakout rooms, but we would accept creative solutions (e.g. neighboring local government building, spaces that can be repurposed for the duration of the meeting, etc.).

**b. Featured Work (50%, 2000 characters, including spaces)**

Provide a brief description outlining the community/youth violence prevention work and community partnerships that you would like to highlight within the session or tour. Answer the following:

- i. Why does your team want to host the in-person meeting?
- ii. What do you think that other teams could learn/benefit from by traveling to your community and learning about your work?

**8. Budget Proposal**

Refer to the [budget](#) and [budget narrative](#) templates. Each applicant may request up to \$30,000 (VPAT participant) or \$50,000 (VPAT participant and host site) to support project activities.

**Proposed budgets should not include travel expenses for attendees at the in-person meeting. NACCHO will be paying for travel costs for up to 6 attendees per team separately from the site's budget.** Please note that the final budget amount cannot be changed after submission.

- A. A complete [budget](#) is required for complete application submissions but will not be included in the scoring criteria. NACCHO strongly encourages proposed budgets that reflect compensation of action team members or their organizations who may otherwise not be compensated for their participation. Preference will not be given to applicants that submit budgets under the full eligible amount. Revisions to the budget

may be requested as a condition of award, and a final budget must be approved to proceed with contract execution.

- Budgets will be reviewed and approved based on:
    1. Reasonableness of costs
    2. Cost allowability
    3. Sufficient staffing to support project activities
    4. Sufficient justification of costs
  - Items that may be included in the request for funds include, but are not limited to:
    - Staff salaries and fringe benefits,
    - Subcontracts for participating partners,
    - Supplies,
    - Professional development or training of participating staff and/or partners, and
    - Indirect costs to support the completion of the deliverables within the project period.
- B. **Include a [budget narrative](#)** (one page or less) to explain each line-item and how the amounts were derived. See detailed guidance below (one page or less) to explain each line-item and how the amounts were derived. See detailed guidance below.
- Personnel: List all staff positions by title (both current and proposed). Give the annual salary or hourly rate of each position, the percentage of each position's time devoted to the project, and the activities you anticipate these staff persons to conduct.
  - If you wish to include incentives in your project, please include them in your budget and specify the type being requested (e.g. gift cards), along with a [justification form](#) for how this is necessary to support your project's goals in the budget narrative.
  - Fringe Benefits: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, etc. We require a copy of your federally approved rate for our records. If your rate isn't federally approved, please provide a signed letter on letterhead that provides a detailed breakdown and allocation for expenses incorporated as the indirect rate in your budget.
  - Supplies: Identify supplies in the detailed budget and the intended use for these supplies (i.e., what activities will the supplies support).
  - Contractual: Identify each proposed contract and specify its purpose, estimated cost, and cost breakdown.
  - Other: Identify any other proposed costs and specify their purpose, estimated cost, and cost breakdown.
- C. Activities supported directly by project funding will be constrained by allowable costs under CDC guidelines. Funds may not be used for equipment purchases. Please see Appendix A for a list of unallowable costs.
- D. Respond to the following three questions on the online application portal:
- Do you have prior experience in Federal Contracting?
  - Have you completed a Single Audit?



- When researching contractors, vendors, or supplies, was a reasonable inquiry used to ensure that contractors or vendors are compliant with Section 889 of the National Defense Authorization Act?

## 9. Attachments

- Required: Complete and submit the [Budget](#) and [Budget Narrative](#) templates
- Required: Complete and submit the [Vendor Information Form](#)
- Required: Complete and submit the [Certification of Non-Debarment](#)
- Required: Submit a [W-9](#)
- Required: Proof of active registration with SAM.gov in accordance with active DUNS number
- Required: Action Team Member Information Form from each proposed core action team member.
- Required: [FFATA data collection form](#)

## SUBMISSION INSTRUCTIONS

Applicants for the Youth and Community Violence Prevention Action Teams (VPAT) project should:

1. Review the requirements and expectations outlined in this RFP.
2. Read [NACCHO standard contract \(terms and conditions\)](#) and provide a copy to the individual with signing authority for the LHD (or entity that would be contracting with NACCHO, e.g., city government), including any relevant financial or legal offices for advanced consideration. Selected LHDs must agree to the contract language and be able to sign and return a contract to NACCHO within approximately 30 days of receiving it. No modifications will be made. *Do not sign or send back the contract with the application.*
3. Submit the application to NACCHO by **December 8<sup>th</sup>, 2023, at 5:00pm ET**. Submissions after this deadline will not be considered. **Please submit your application using [NACCHO's online portal](#).** Please note that to gain access to the submission portal, applicants will need to create a free NACCHO.org account, if they do not already have one.
4. The submitted application must include the following items to be deemed complete (please refer to inclusion criteria under *Proposal Response Format* of this document):
  - a. Narrative sections addressing the following domains: Community Context, Health Equity, Current Work, Proposed Action Team, and (optional) Host Site Application.
  - b. Anticipated budget (template provided) and budget narrative.
  - c. The applicant must be registered with the System for Award Management (SAM) and its SAM number. **For applicants without a SAM number, please note that it takes about 14 business days to receive a number after registration. Please plan accordingly to ensure an active SAM number at the time of submission.**

Applicants will be notified of their selection status by e-mail to the project point-of-contact on or around **December 18, 2023**. The selected applicant will be required to confirm participation and agreement with the contract scope of work after receiving a notification. The designated point-of-contact for selection must be available to receive and respond to the notification in a timely manner.

Appendix A – List of unallowable costs

# APPENDICES

## APPENDIX A

### Unallowable Cost Guidelines

Recipients may use funds only for reasonable program purposes, including personnel, travel, supplies, and services. NACCHO reserves the right to request a revised cost proposal, should NACCHO and CDC determine applicant's proposed cost as unallowable. Restrictions that must be considered while planning the programs and writing the budget:

- Naloxone/Narcan and syringes
- HIV/HCV/other STD/STI testing
- Drug disposal programs and supplies. This includes implementing or expanding drug disposal programs or drug take-back programs, drug drop box, drug disposal bags.
- The provision of medical/clinical care.
- Wastewater analysis, including testing vendors, sewage testing and wastewater testing
- Direct funding or expanding the provision of substance abuse treatment.
- Recipients may not use funds for research.
- Development of educational materials on safe injection.
- Participant costs, including food and beverage as well as incentives for participation will be approved on a case-by-case basis and will require the submission of further documentation.
- Prohibition on certain telecommunications and video surveillance services or equipment (Pub. L. 115-232, section 889): Recipients and subrecipients are prohibited from obligating or expending grant funds (to include direct and indirect expenditures as well as cost share and program funds) to:
  - Procure or obtain,
  - Extend or renew a contract to procure or obtain; or
  - Enter into a contract (or extend or renew contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
    - For the purpose of public safety, security of government facilities, physical surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
    - Telecommunications or video surveillance services provided by such entities or using such equipment.
    - Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise, connected to the government of a covered foreign country. President's Emergency Plan for AIDS Relief (PEPFAR) funding is exempt from the prohibition under Pub. L. 115-232, section 889 until September 30, 2022. During the exemption

period, PEPFAR recipients are expected to work toward implementation of the requirements

- Generally, recipients may not use funds to purchase furniture or equipment, including motor vehicles. Any such proposed spending must be clearly identified in the budget.
- Travel Costs – Hotel, meals and incidentals generally are unallowable if they exceed on a daily basis the Federal Travel Per Diem Rates published by the General Services Administration. There are many rules and exceptions in applying this rule. Please contact NACCHO with specific questions about these exceptions.
- Reimbursement of pre-award costs generally is not allowed unless the CDC provides written approval to the recipient.
- Other than for normal and recognized executive-legislative relationships, no funds may be used for
  - publicity or propaganda purposes,
  - for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
  - the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body
- See Additional Requirement (AR) 12 for detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients.
- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project outcomes and not merely serve as a conduit for an award to another party or provider who is ineligible.
- In accordance with the United States Protecting Life in Global Health Assistance policy, all non-governmental organization (NGO) applicants acknowledge that foreign NGOs that receive funds provided through this award, either as a prime recipient or subrecipient, are strictly prohibited, regardless of the source of funds, from performing abortions as a method of family planning or engaging in any activity that promotes abortion as a method of family planning, or to provide financial support to any other foreign non-governmental organization that conducts such activities.