

REQUEST FOR FUNDING
FY23 Communities Partnering 4 Peace

	Data Field	
1.	Awarding Agency Name:	Metropolitan Family Services
2.	Agency Contact:	Edith Lule Director of Operations Metropolitan Family Services 101 N. Wacker, 17 th Fl. Chicago, IL 60606 (312) 848- 7900
3.	Announcement Type:	<input checked="" type="checkbox"/> Initial announcement <input type="checkbox"/> Modification of a previous announcement
4.	Type of Assistance Instrument:	Grant
5.	Anticipated Number of Awards:	Up to 3 awards
6.	Estimated Total Program Funding:	\$1,200,000
7.	Award Range	\$300,000 - \$450,000 per award
8.	Source of Funding:	Bureau of Justice Assistance, U.S. Dept. of Justice
9.	Target Areas:	Auburn Gresham, Englewood, West Englewood & Woodlawn
10.	Cost Sharing or Matching Requirement:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
11.	Indirect Costs Allowed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
12.	Posted Date:	April 15, 2023
13.	Application Range:	April 15, 2023 – May 15, 2023
14.	Technical Assistance Session:	Session Offered: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Request for Funding (RFP)
Communities Partnering 4 Peace

A. Program Description

Metropolitan Family Services (MFS) is a community based non-profit corporation with 165 years of history of providing innovative quality social services to residents of the Chicago Metropolitan area from diverse ethnic, cultural, and economic backgrounds. MFS is recognized as an exempt organization under section 501(c)(3) of the Internal Revenue Code, and is recognized by the Illinois Attorney General's office as a Charitable Trust. With a mission to *provide and mobilize the services needed to strengthen families and communities*, MFS is one of the largest and most respected not for profits in Illinois. The agency has extensive knowledge and experience in providing violence prevention services, trauma-informed and restorative justice services, collaborative relationships with systems partners, and a successful history of skill-building and education through a learning collaborative model and standardized curriculum. MFS also continues to demonstrate growth and stability despite significant events that have placed a number of social service agencies at risk. MFS uses a community-centered service deliver model and has worked and invested in under-resourced communities throughout its history. MFS staff reflect the communities and populations served, allowing for a deeper connection and understanding of community needs. Furthermore, MFS invests in its employees, paying competitive wages and investing in their career mobility. MFS seven community centers and satellite sites serve more than 70 geographies across the Chicago Metropolitan Area

The Metropolitan Peace Initiative (MPI) is a division of the larger MFS not-for-profit organization and is the administrative, operations and supportive services coordinator for Communities Partnering 4 Peace (CP4P), which convenes community-based and citywide organizations to help heal Chicago communities experiencing the highest level of gun violence. CP4P is a network of CBOs that are hyper-local and experienced in the delivery of violence intervention and prevention work whose mission (as convened by MFS MPI) is a framework that provides a comprehensive, long-term approach to reducing violence and gang activity among the individuals and communities it serves.

Since 2016, MFS MPI/ CP4P has provided a targeted and holistic multi-tiered approach to confront gun violence in Chicago which partners with hyper-local CBOs who are skilled in peace, trauma, victim services, wraparound supports and have capable trained Outreach Workers who live and work within these communities. These CBOs are fully integrated within their neighborhoods allowing them to establish authentic relationships so they can be responsive to incidences of gun violence, and to the needs of the victims. MFS MPI is responsible for managing, funding, and monitoring sub-award grantees who are implementing intervention strategies under this model. MPI's mission is to coordinate, support and sustain a cross-agency infrastructure made up of local community-based and citywide organizations that delivers a comprehensive set of services to heal communities at the highest risk for violence. CP4P's mission is to engage and build trusting relationships with individuals and groups most vulnerable to gun violence and provide them with a comprehensive set of services that lead to their healing and the healing of our communities. The vision is to live in

an equitable Chicago that is free of violence where all children, youth and families live happy and fulfilled lives.

MFS and all successful applicants must comply with all applicable provisions of local, state, and federal laws and regulations pertaining to nondiscrimination, sexual harassment, and equal employment opportunity, including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), the United States Civil Rights Act of 1964 (as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), the Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), the Age Discrimination Act (42 USC 6101 et seq.), and the Chicago Human Rights Ordinance, s2-160-010 et seq. of the Municipal Code of Chicago, as amended.

1. Purpose. The purpose of this RFP is to fund agencies to provide outreach, to mediate and intervene with conflicts, and to provide other supports to high need communities with high incidences of shooting and homicides, so as to reduce shootings and killings in the target communities.

2. Program Design. The required program design includes the following elements:

CP4P elevates the role of community-based organizations (CBOs) and engages residents to participate in the solution to gun violence while forging closer partnerships with public agencies and the police department. Multi-tiered strategies for MPI/ CP4P include:

- Intensive intervention services with trained outreach workers who will engage and target the highest-risk perpetrators and victims of gun violence.
- Proactive prevention services to provide high-risk populations, not at imminent risk, prevention supports including case management, restorative justice strategies, and linkages to legal supports, workforce development, education and family supports provided by MFS MPI.
- Victim advocacy services are provided by trained Victim Advocates who are members of CBO Response Teams to provide confidential, individualized and trauma-informed services across a continuum to include - crisis intervention, safety planning, emotional support, resource and referrals, education and information about victims rights and protections, victim compensation, navigation supports with medical providers and criminal justice system; as well as third party advocacy to intervene on behalf of victims with external stakeholders (such as landlords and employers) to help victims recover from the impact of their victimization.
- Re-entry services to provide supportive case management to help individuals incarcerated and or previously incarcerated so to ensure their successful family re-unification and return to the community.

3. Program Requirements. Successful applicants must incorporate the following program requirements and program participant criteria into their programs:

Programs must:

- Ensure fidelity to the CP4P model.

- Distribute public education materials within the community to provide information and resources on community resources and violent behavior.
- Provide general office and meeting space, space for having confidential conversations with program partners, and access to a telephone for all outreach staff.
- Have regular communication with MFS Metropolitan Peace Initiative (MPI) staff who will assist with the following: ensure model fidelity, identify training needs, facilitate coaching and training, problem solve, and monitor sites to identify program strengths and challenges.
- Provide timely (in advance, where possible) notice of press coverage.
- Provide email notice of changes in funded staff, including staff vacancies.
- Alert MFS immediately for life threatening incidents and within 48 hours for serious and/or troubling incidents. Email communication is acceptable, as long as, electronic communications adhere to HIPPA guidelines.
- Alert MFS of any service interruption that requires temporary or permanent changes in service location or staff availability (exceeding 24 hours).
- Notify MFS in writing of suspensions, administrative leaves or terminations of staff paid by this RFP within 48 hours of any employee's change of status.

Selection Criteria for Participants

Our goal is to reach and serve the highest risk individuals of shooting or being shot. To be a participant, individuals must meet four of the primary risk factors:

Primary Risk Factors

- High probability to shoot someone, participate in violence, or be a victim of violence
- Victim of violence or shooting or someone close/retaliatory
- Gang/group/cliq/crew involved
- Key individual in street organizations
- Prior criminal history/repeated offender
- Recently released from jail/prison
- Weapons carrier
- History of street conflicts

Associated Risk Factors

- Family member with a history of violence and/or street involvement
- Alcohol/substance involved
- Between the ages of 18 and 49 years
- Homeless
- Frequently participates and/or leads high risk behavior
- Not on track for high school or GED completion
- Show aggressive/violent online behaviors

4. Goals, Objectives, and Performance Metrics. Funded programs will be required to submit monthly progress reports that will include, at a minimum, the following information based on the objectives the applicant agencies propose in their response to this solicitation.

Goal 1: To ensure the provision of comprehensive and effective street outreach services for persons at the highest risk of violence and/or victims of crime.	
Process Objectives	Performance Measures
Outreach workers comply with caseload objectives (maintain a pre-participant caseload of 5 individuals with whom they have a minimum of 4 contacts monthly totaling 3 hours of contact monthly).	<ul style="list-style-type: none"> ➤ Caseload per Outreach Worker ➤ Hours spent in each contact per “key individual” ➤ Number of contacts per “key individual”
Case managers comply with caseload objectives (maintain a participant caseload of 10 participants with whom they have a minimum of 4 contacts monthly totaling 3 hours of contact monthly).	<ul style="list-style-type: none"> ➤ Caseload per Case Manager ➤ Hours spent in each contact per participant ➤ Number of contacts per participant
Outreach workers respond to notifications of critical incidents within 24 hours of initial notification in coordination with victim advocates.	<ul style="list-style-type: none"> ➤ Number of situations identified ➤ Number of responses ➤ Number of connections with victim advocates
Outreach workers document mediation activities within 24 hours.	<ul style="list-style-type: none"> ➤ Number of mediations documented within 24 hours
<p>Case managers make an average of two referrals per participants, including services such as:</p> <ul style="list-style-type: none"> • Mental health services • Benefits eligibility and enrollment (e.g. Medicaid, SNAP/Link, etc.) • Trauma-informed services for young children and youth • Housing assistance • Food assistance • Transportation to medical appointments • Employment 	<ul style="list-style-type: none"> ➤ Referrals per participant
Case managers and outreach workers provide support to individuals and families during court visits or trials.	<ul style="list-style-type: none"> ➤ Number of reported court visits or trials ➤ Number of reported court visits or trials with support
Case managers refer victims, families and OW staff to MFS behavioral health staff (or other provider) for trauma-informed counseling, as needed.	<ul style="list-style-type: none"> ➤ Number of referrals to MFS behavioral health staff/other competent provider
Victim Advocates make referrals to crime victims based upon need, including	<ul style="list-style-type: none"> ➤ Referrals per participant

<p>services such as:</p> <ul style="list-style-type: none"> • Mental health services • Benefits eligibility and enrollment (e.g. Medicaid, SNAP/Link, etc.) • Victim Compensation • Trauma-informed services for crime victims • Housing assistance • Food assistance • Funeral assistance 	
<p>Victim Advocates refer victims, families to MFS behavioral health staff (or other provider) for trauma-informed counseling, as needed.</p>	<ul style="list-style-type: none"> ➤ Number of referrals to MFS behavioral health staff/other competent provider
<p>Goal 2: To ensure that the lead organization and key partners are supported and able to sustain high level programming.</p>	
<p>Process Objectives</p>	<p>Performance Measures</p>
<p>Participate in evaluation activities to establish the impact of the program.</p>	<ul style="list-style-type: none"> ➤ 100% compliance with data submission frequency to be determined
<p>Develop and ensure compliance with protocol for the management of serious incidents involving staff and clients/participants.</p>	<ul style="list-style-type: none"> ➤ Development of protocol for each organization ➤ 100% compliance with protocol

B. Funding Information

This award is utilizing federal funds awarded by the US Department of Justice Office of Justice Programs FY22 Community Based Violence Intervention and Prevention Initiative.

1. Award period

Grant awards resulting from this opportunity will have a target period of performance of June 1, 2023 thru September 30, 2025. Total funding for the grant program under this RFP will not exceed 28 months.

2. Available Funds

A total of \$1,200,000 in funding is available through this solicitation. The minimum amount for each award is \$300,000. The maximum amount of each award is \$450,000.

Agreements that result from this funding opportunity are contingent upon and subject to the availability of sufficient funds. MFS, may terminate or suspend any Agreement resulting from this RFP, in whole or in part, without penalty or further payment being

required, if (i) sufficient funds are not available to MFS by DOJ (ii) DOJ or MFS determines that funds will not or may not be available for payment. MFS will provide notice, in writing, to the Grantee of any such funding failure and its election to terminate or suspend the agreement as soon as practicable. Any suspension or termination pursuant to this Section will be effective upon the date of the written notice unless otherwise indicated.

Applications must include an Implementation Schedule that describes how the program activities will be carried out. The Implementation Schedule must include information that will allow MFS to assess grant activity relative to planned project performance.

C. Eligibility Information

All applicants must be pre-qualified in order to be eligible to submit an application. Pre-qualification including having a 501(c)(3), Unique Entity Identifier (UEI) number, a current SAM.gov registration, a certificate of good standing from the Illinois Secretary of State and not being debarred from receiving federal grants.

1. Eligible Applicants.

Eligibility determination aligns with the RFP purpose and expectations of the work to be supported. Applicants must have a history of and experience working within their targeted communities in order to have the capacity to provide evidence-based practices that require a hyper local response and understanding of the communities with which they serve.

Applicants must meet the following requirements:

- Be a 501(c)(3) non-profit organization;
- Have 3 years of experience providing 1) community mobilization, 2) community education, and 3) outreach to high-risk community members in one or more of the 4 target communities; and
- MFS strongly prefers applicant organizations to be physically located in the communities they are proposing to serve.

2. Cost Sharing or Matching. No cost sharing is required under this RFP.

3. Indirect Cost Rate. In order to charge indirect costs to a grant, the applicant must have an annually negotiated indirect cost rate agreement (NICRA). There are three types of NICRAs:

(a) Federally Negotiated Rate. Organizations that receive direct federal funding, may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. MFS will accept the federally negotiated rate. *The organization must provide a copy of the federal NICRA letter at time of application.*

(b) State Negotiated Rate. The organization may negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate. If an organization has not previously established an indirect cost rate, an indirect cost rate proposal must be submitted through the State of Illinois' centralized indirect cost rate system no later than three months after receipt of a Notice of State Award (NOSA). If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through CARS within the earlier of: six (6) months after the close of the grantee's fiscal year; and three (3) months of the notice of award.

(c) De Minimis Rate. An organization that has never negotiated an indirect cost rate with the Federal Government or the State of Illinois is eligible to elect a de minimis rate of 10% of modified total direct cost (MTDC). Once established, the De Minimis Rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the De Minimis Rate.

All grantees must complete an indirect cost rate negotiation or elect the De Minimis Rate to claim indirect costs. Indirect costs claimed without a negotiated rate or a De Minimis Rate election on record in the State of Illinois' centralized indirect cost rate system may be subject to disallowance. It is the organization's responsibility to ensure that any indirect cost rate utilized is properly registered in the GATA Portal. Failure to register the rate properly may restrict an organization from charging indirect costs to a grant.

Grantees have discretion and can elect to waive payment for indirect costs. Grantees that elect to waive payments for indirect costs cannot be reimbursed for indirect costs. The organization must record an election to "Waive Indirect Costs" into the State of Illinois' centralized indirect cost rate system.

D. Application and Submission Information

1. Address to Request Application Package.

Applications must be obtained at <https://www.metrofamily.org> or by emailing saferschicagoproposal@metrofamily.org. Paper copies of the application materials may be requested from Edith Lule by: calling (312) 848-7900; or mailing Metropolitan Family Services, Attn: Edith Lule, 101 N. Wacker, 17th Fl., Chicago, IL 60606. Applications, however, may only be submitted via email.

2. Content and Form of Application Submission.

(a). Notice of Intent. Not Applicable.

(b). Forms and Formatting. The application must be emailed to saferschicagoproposal@metrofamily.org. The applicant agency name should appear in the Subject line of the email. Each document attached to the email must be submitted in the manner and method described below. Applications will be rejected if any

documents are missing. The applicant is responsible for ensuring that documents adhere to the instructions provided.

(c). Narrative Formatting. Program Narrative may not exceed 8 pages and must be written in Times New Roman, 12 FONT, Single Spaced.

(d). Application Package. The application package must be submitted as one email with TWO attachment files: (1) PDF file that includes the following, and (2) a separate Budget/Budget Narrative in Excel form:

- 1) PDF:
 - a) Application Cover Sheet with signature.
 - b) Program Narrative (not to exceed 8 pages).
 - c) 501(c)(3) IRS Letter, dated within the past 5 years
 - d) Letter of Good Standing from the Illinois Secretary of State
 - e) Federal Negotiated Indirect Cost Rate Agreement Letter, if budgeting for indirect costs.
- 2) Budget/Budget Narrative in Excel format
- 3) MFS also requires a programmatic risk assessment to be submitted prior to the execution of an agreement. This will be sent to successful applicants.

3. Unique Entity Identifier (UEI) Number and System for Award Management (SAM).

Each applicant is required to:

(a). Be registered in SAM before submitting its application. To establish a SAM registration, go to www.SAM.gov and/or utilize this instructional link: [How to Register in SAM from the \[www.grants.illinois.gov\]\(http://www.grants.illinois.gov\) Resource Links tab.](#)

(b). The new Unique Entity Identifier (UEI) is now the primary means of identifying entities registered for federal awards government-wide in the System for Award Management (SAM). If your entity is already registered in SAM, it has been assigned a UEI. To view your UEI, the Federal Service Desk has posted instructions for finding the UEI in SAM. While the UEI is assigned by and viewable within SAM, Grants.gov users can also find it listed under their organization profile in Grants.gov

(c). Continue to maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by a Federal or State awarding agency. MFS may not make a State award to an applicant until the applicant has complied with all applicable UEI and SAM requirements and, if an applicant has not fully complied with the requirements by the time MFS is ready to make an award, MFS may determine that the applicant is not qualified to receive an award, and may use that determination as a basis for making an award to another applicant.

4. Submission Dates, Times, and Method.

(a). **All required application materials must be emailed to saferchicagoproposal@metrofamily.org by 11:59 p.m. on May 15, 2023, to be considered for funding. Proposals will not be accepted by mail, fax, or in-person. Incomplete applications or those sent to another email address will not be reviewed. Late submissions will not be reviewed.** If the due date falls on a Saturday, Sunday, or Federal or State holiday, the reporting package is due the next business day.

(b). Applicants are encouraged to submit their applications 72 hours in advance of the deadline. Technical difficulties experienced at any point during the process should be reported immediately to MFS by calling Edith Lule at (312) 848-7900 or emailing saferchicagoproposal@metrofamily.org.

(c). Applicants will receive an automatic reply to their email submission. Applicants that do not receive an automatic reply to their submission email should immediately contact Edith Lule at 312-848-7900 or saferchicagoproposal@metrofamily.org.

5. Application Questions. Questions may be submitted via email at saferchicagoproposal@metrofamily.org. The deadline for submitted questions is 11:59 p.m. on **May 7, 2023 (3 weeks post start)**.

6. Funding Restrictions.

(a). Federal Financial Guide. Applicants must follow the current edition of the Department of Justice Grants Financial Guide which details allowable and unallowable costs is available at: https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf. Costs may be determined to be unallowable even if not expressly prohibited in the Federal Financial Guide.

(b). Prohibited Uses. The following is a non-exhaustive list of services, activities, goods, and other costs that cannot be supported through this NOFO:

- land acquisition;
- new construction;
- a renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- minor renovation or remodeling of a property either (a) listed or eligible for listing on the National Register of Historic Places or (b) located within a 100-year flood plain; and
- implementation of a new program involving the use of chemicals;
- capital expenditures;
- fundraising activities;

- alcohol costs; and
- lobbying.

(c). Allowable expenses. The following is a non-exhaustive list of services, activities, goods, and other costs that can be supported through this RFP:

- Salaries and fringe benefits for direct service, supervisory, or administrative staff to implement the program
- Transportation expenses
- Trainings costs for staff and program participants
- Technology needs to implement the program
- Client assistance
- Rent and utilities

(d). Pre-Award Costs. **No costs incurred before the start date of the grant agreement may be charged to awards resulting from this funding opportunity.**

(e). Pre-approvals. Prior approvals may affect project timelines. In efforts to ensure the reasonableness, necessity and allowability of proposed uses of funds, MFS may require prior approval of the following, among other things:

- i. out-of-state travel;
- ii. equipment over \$5,000;
- iii. certain Requests for Proposals and sub-contracts; and
- iv. conference, meeting, and training costs for grant recipients.

Submission of materials for MFS approval should be incorporated into the application Implementation Schedules.

(f). State Travel Guidelines. travel costs charged must conform to State Travel Guidelines, found here:

<https://www2.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx>.

Out-of-state hotel rates are based on the General Service Administration (GSA) guidelines found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

Applicant agencies with lower cost travel guidelines than the State of Illinois must use those lower rates.

(g). Supplanting. Supplanting does not apply to state funds.

E. Application Review Information

1. Criteria.

Application materials must address all components of this RFP and demonstrate both a need for the program and an ability to successfully implement the program. Reviewers will score applications based on completeness, clear and detailed responses to program narrative

questions, and inclusion of all mandatory program elements as well as consideration of past performance history and/or financial standing with MFS. The applicant must demonstrate that costs are reasonable, necessary, and allowable.

See Attachment A for Program Narrative Questions.

The total number of points available is 100. **The minimum score is 70.**

Scoring Criteria		Possible Points
Description of Issue & Need:		25
<ul style="list-style-type: none"> Demonstrated agency need for capacity support 		
Organizational Capacity and Staff Experience		35
<ul style="list-style-type: none"> Supervisory staff is experienced in providing all of the required program elements 		
<ul style="list-style-type: none"> Organization has the fiscal and administrative capacity to implement the proposed program 		
Evaluation and Data Collection		20
<ul style="list-style-type: none"> Organization has the capacity to complete data collection. 		
Budget Detail:		10
<ul style="list-style-type: none"> Budget is complete. 		
<ul style="list-style-type: none"> Costs are allowable. 		
<ul style="list-style-type: none"> Budgeted items are cost-effective in relation to the proposed activities. 		
Budget Narrative:		10
<ul style="list-style-type: none"> Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts. 		
Total Possible Points		100

2. Review and Selection Process.

All applications will be screened for completeness. Applications will be reviewed by MFS staff with knowledge of the program model. Selection of proposals that pass the screening process will be based on scoring of the criteria listed above and the proposed service area.

MFS reserves the right to reject any or all incomplete proposals, proposals including unallowable activities, proposals that fail to meet eligibility or program requirements, or proposals that are otherwise deemed to be unsatisfactory. MFS also reserves the right to invite applicants to answer clarifying questions and modify budgets that include unallowable or unreasonable costs.

Successful applicants whose applications contained unallowable or unreasonable costs will have their award reduced by the total amount of those costs. Applicants will be notified electronically with an award or declination letter.

3. Programmatic Risk Assessment. All applicant agencies recommended for funding will be required to submit a completed MFS Programmatic Risk Assessment (PRA). This assessment will identify elements of fiscal and administrative risk at the program level and will be used to determine required specific conditions to the interagency agreement. The PRA must be completed for the program agency. PRAs completed for other state agencies will not be accepted by MFS.

4. Anticipated Announcement and State Award Dates.

Task	Date
NOFO posted	April 15, 2023
NOFO question submission deadline	May 7, 2023
Applications due	11:59 p.m., MAY 15, 2023
Program start date	June 1, 2023

F. Award Administration Information

1. Award Notices. Not applicable.

2. Administrative and National Policy Requirements. In addition to implementing the funded project consistent with the approved project proposal and budget, applicants selected for funding must comply with applicable grant terms and conditions and other legal requirements, including, but not limited to the Grant Accountability and Transparency Act which will be included in the award documents and incorporated into the award by reference. Additional programmatic and administrative special conditions may be required.

3. Reporting. Recipients must submit periodic financial reports, progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the 2 CFR Part 200 Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

G. Metropolitan Family Services Contact(s)

For questions and technical assistance regarding application submission, contact:

Edith Lule
 Metropolitan Family Services
saferchicagoproposal@metrofamily.org

ATTACHMENT A

Narrative Questions: Program Narrative may not exceed 8 pages and must be written in Times New Roman, 12 FONT, Single Spaced.

1. Description of Issue and Need

- a. Demonstrate a thorough understanding of Communities Partnering 4 Peace (CP4P) Model.
- b. Describe the challenges your community faces in implementing the Communities Partnering 4 Peace Model. What is your target community? What are the gaps and assets within your community for implementing the CP4P model?
- c. Describe the challenges and gaps as it relates to your agency's capacity to implement the Communities Partnering 4 Peace Model. What are the areas of support your agency needs to help implement the CP4P model and how do you identify and assess these needs?

2. Organizational Capacity and Staff Experience

- a. Describe your organization's history and experience within the target community?
- b. Describe your staffing model for implementing CP4P and the expected experience and roles for staff providing services.
- c. Provide a detailed timeline/ project plan with deliverables, timeframe, and role responsible for completion.
- d. Describe any partners that your organization works with when bring these services to your community.
- e. Describe your fiscal and administrative capacities to implement the funding requirements for this program.
- f. Describe how your organization will partner with Metropolitan Family Services/ Metropolitan Peace Initiative for implementing the CP4P model.

3. Evaluation and Data Collection

- a. Describe the process for which your organization measures project performance.
- b. Identify what data will be collected, who will be responsible for collecting and reporting the data, who is responsible for ensuring accuracy, how the data will be stored, and protected for client confidentiality.