

## AUTHORIZED AGENCY CONTACT PERSON

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### SECTION I - TIMETABLE

#### **A. Release Date of this Request for Proposals:** April 23rd, 2024

All questions and requests for additional information concerning this RFP should be directed to Nikola Pavelic at:

**E-Mail Address:** [BIDSRFPS@DANY.NYC](mailto:BIDSRFPS@DANY.NYC) with a copy to [PavelicN@dany.nyc.gov](mailto:PavelicN@dany.nyc.gov)

DANY will respond to questions regarding the Gun Violence Prevention Initiative RFP. Questions must be submitted by Friday, May 3rd, 2024, at 11:59 p.m. EST. Answers to received questions will be made available as an addendum to this RFP on or about May 10th, 2024.

#### **B. Proposal:**

- Length: No more than 5 typed double-spaced pages using Times New Roman 12-point font with 1-inch margins.
- Due date: Friday May 17<sup>th</sup>, 2024
- Time: 2:59 p.m. EST
- Location: Proposals should be in an electronic PDF format and be emailed to [BIDSRFPS@DANY.NYC](mailto:BIDSRFPS@DANY.NYC)

Failure to submit a proposal by the due date and time may result in the proposal being considered non-responsive to this RFP and not considered for award. Unless an addendum to this RFP is issued extending the due date and time, all proposals must be submitted prior to the time and date set forth above.

Applicants may be contacted to schedule a meeting with the selection committee to discuss and answer questions on their proposal.

**Anticipated Award Announcement:** June 2024

**Anticipated Contract Dates:** July 15<sup>th</sup>- October 15<sup>th</sup>, 2024

## **SECTION II – SUMMARY OF THE REQUEST FOR PROPOSALS**

The Manhattan District Attorney’s Office (DANY) has committed to investing funds through its Criminal Justice Investment Initiative (CJII) to support projects that improve public safety and fairness in the New York City criminal justice system. DANY is accepting proposals from qualified community-based organizations for \$20,000 gun violence prevention awards.

### **A. Gun Violence Prevention Initiative Project Goals**

To respond to the gun violence crisis facing New York City during the summer, when gun violence has historically spiked, this initiative seeks to provide community-based organizations with additional funds and capacity to work within Manhattan communities most impacted by gun violence by forging positive connections with young people to prevent violence. Community-based violence prevention is critical because we know that law enforcement alone does not create lasting public safety. Enduring public safety is achieved by integrating people who are at risk of involvement in violence into positive, stabilizing, and supportive social networks in their own communities.

The initiative will provide community-based organizations (CBOs) funding to support incentivizing youth and young adults who are at high risk of committing and/or falling victim to gun violence to participate in meaningful programming. Funding will be awarded to CBOs that employ a credible messenger model, or a similar approach, and who have a demonstrated track record of engaging young people at risk for gun violence.<sup>1</sup> The initiative will focus on programs working in the Manhattan neighborhoods (listed below) that are the most impacted by gun violence and where engagement and programmatic resources could prevent future violence this Summer and Fall among at-risk youth. These are also the communities in Manhattan experiencing high rates of domestic violence.

### **B. Project Scope**

Grants will be administered to organizations that specifically focus on gun violence prevention and who operate in and/or can demonstrate the ability to identify and successfully engage young people at risk of gun violence in one or more of the following areas: Washington Heights/Inwood, Harlem/East Harlem, Lower East Side as well as young people residing in or around NYCHA developments including Douglas, Amsterdam, and Eisenhower developments.

Community-based organizations can apply to receive a one-time award of \$20,000 to offer stipends to young people aged 14-26 for engagement in meaningful programming for three months between July 15<sup>th</sup> – October 15<sup>th</sup>, 2024. The initiative will target youth residing in or having a strong connection to an applicant’s defined catchment area(s). A catchment area may include areas

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<sup>1</sup> [Rod Martinez, Mari McGilton, Romel Shuler, Mel Langness, Lauren Farrell, Helen Skipper, Davon Woodley, Azhar Gulaid, and Janean Buck Willison, “New York City’s Wounded Healers: Findings from a Study of Credible Messengers,”](https://www.urban.org/sites/default/files/2022-Credible%20messenger%20are%20people%20who%20have%20experience%20in%20the%20criminal%20legal%20system%20and%20have%20transformed%20their%20lives%20to%20become%20agents%20of%20change%20in%20their%20communities.%20Credible%20messenger%20models%20have%20demonstrated%20success%20working%20with%20youth%20that%20are%20at-risk%20or%20involved%20with%20the%20criminal%20legal%20system.) Urban Institute, [https://www.urban.org/sites/default/files/2022-Credible messengers are people who have experience in the criminal legal system and have transformed their lives to become agents of change in their communities. Credible messenger models have demonstrated success working with youth that are at-risk or involved with the criminal legal system.](https://www.urban.org/sites/default/files/2022-Credible%20messenger%20are%20people%20who%20have%20experience%20in%20the%20criminal%20legal%20system%20and%20have%20transformed%20their%20lives%20to%20become%20agents%20of%20change%20in%20their%20communities.%20Credible%20messenger%20models%20have%20demonstrated%20success%20working%20with%20youth%20that%20are%20at-risk%20or%20involved%20with%20the%20criminal%20legal%20system.)

within one of the designated priority precincts or PSAs, such as specified blocks within a neighborhood or specific NYCHA housing development(s). Any focus area(s) should be detailed in the applicant's proposal.

Awarded CBOs will provide meaningful programming for participants that may include pro-social activities, cognitive behavioral therapy, or other therapeutic interventions, restorative practices, civic engagement, community enhancement projects, creative activities, job trainings, or education services. Were possible, applicants may propose intergenerational approaches to programming and activity design.

Recognizing the dangerous intersection between guns and domestic and gender-based violence,<sup>2</sup> proposed programming may include domestic violence and gender-based violence prevention programming geared to the youth and young adult population.

Applicants may propose to pay young people to participate in a space enhancement project, which would improve the visibility, functionality, and/or aesthetic of a public space. Research shows that "beautifying hot spots" can lead to a reduction in violence.<sup>3</sup> For example, an applicant could propose to plant a garden in an empty lot, cut shrubbery that obscures visibility, or paint a mural on a hot spot corner.

Selected grantees must commit to providing warm hand-off referrals to internal or external programs that offer wraparound supports to participants following the end of the three-month programming.

Selected organizations may use up to 25% (\$5,000) of funding for supplemental costs such as program materials, temporary staff time, participant sustenance, or recruitment materials. Awardees may **not** use funds for office furniture/equipment, costs (e.g., rent, insurance, and/or utilities), general administration fees, or unrelated programming. The remaining 75% of the total award must be used to provide stipends for participants, or a combination of stipends and materials needed for a community beautification project (paint, gardening materials, etc.) depending on the proposed approach.

### **C. Anticipated Contract Term and Specifications:**

DANY anticipates issuing up to seven (7) Gun Violence Prevention Initiative awards and reserves the right to award fewer awards than anticipated. Additionally, DANY will ensure that awards are appropriately distributed with a preference to the focus neighborhoods listed above. One (1) contract will be awarded per applicant organization.

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<sup>2</sup> Jacquelyn C. Campbell et al., "Risk Factors for Femicide in Abusive Relationships: Results from a Multisite Case Control Study," *American Journal of Public Health* 93, no. 7 (July 2003): 1089–97, <https://doi.org/10.2105/AJPH.93.7.1089> (finding Abusers with firearms are five times more likely to kill their female victims).

<sup>3</sup> Charles C. Branas, Michelle C. Kondo, Sean M. Murphy, Eugenia C. South, Daniel Polsky, and John M. MacDonald, 2016: [Urban Blight Remediation as a Cost-Beneficial Solution to Firearm Violence](https://doi.org/10.2105/AJPH.2016.303434) *American Journal of Public Health* 106, 2158–2164, <https://doi.org/10.2105/AJPH.2016.303434>.

The funds for these contracts will be administered by the Research Foundation of the City University of New York. DANY will provide technical and administrative support to awardees which will include communication with DANY's Community Partnership unit, including our Harlem and Washington Heights Offices, and our Strategic Investment unit who oversees our CJII portfolio.

#### **D. Program Deliverables:**

A representative from each awarded vendor will be required to participate in two DANY organized provider meetings with selected awardees, one DANY-organized site visit, and a final community engagement event with other selected awardees. The first provider meeting will serve as a kick-off during which grantees will meet one another, learn about each other's programming, go over program requirements such as key forms, data reporting, and plans for the culminating event. The second meeting will occur midway through the contract term to discuss successes and challenges of grantee initiatives and plans for participation in the final provider community engagement event. Dates and times for both meetings and the event are *TBD*. Awarded vendors will also be required to engage in a final close-out interview conducted by DANY to gain an understanding of how the program engaged youth during the initiative, including details of their outreach approach, program model and other outcomes. Lastly, vendors will submit photos, program participant testimonials, and a program-specific template of aggregate performance metrics to better understand the demographics of the population served, programming and referrals received by participants, and whether participants continued engagement in services. *DANY will provide the program-specific template and will **not** collect or ask for identifiable information about individual participants or individuals referred for programming. However, the names of participants receiving stipends will have to be recorded for auditing and fiscal control purposes.*

### **SECTION III – APPLICATION REQUIREMENTS**

#### **A. Eligible Organizations**

Organizations that meet the following criteria may apply for Gun Violence Prevention Initiative funding:

- 501(c)(3) status non-profit organization.
- Physical presence in, and deep ties to, a catchment area in Manhattan that experiences disproportionate rates of gun violence: Washington Heights/Inwood, Harlem/East Harlem, Lower East Side, or NYCHA developments including but not limited to the Douglas, Amsterdam, and Eisenhower developments.
- Employ staff with relevant lived experience.
- Provide hyperlocal services to engage young people with direct ties to one or more of the identified focus areas.
- Demonstrate capacity to begin program outreach on July 15<sup>th</sup>, 2024.

#### **B. Proposal Instructions**

Applicants will submit a response to the below prompts. The Application should be no more

than 5 typed, double-spaced pages using Times New Roman 12-point font (with 1-inch margins.)

1. Describe the organization.
  - a. When was the organization established?
  - b. Describe the organization's mission and the services it provides.
  - c. Describe the population the organization serves.
  - d. Where is the organization located?
  - e. What neighborhood or catchment area will the organization serve? Detail the applicant's catchment boundaries e.g., neighborhood blocks or NYCHA housing complex(es) that are intended to be served by this program. Specify experience, programming, and relationships the organization has within the selected catchment area.
  - f. How is the organization uniquely positioned to serve youth in the proposed community?
  - g. Describe the organization's experience providing programming utilizing a credible messenger or violence interruption model. Describe any relationships with NYC Office to Prevent Gun Violence's Crisis Management System.
  - h. What is the organization's capacity? Please include the annual operating budget and the staffing structure.
  - i. What staff will provide services to young people under this initiative?
2. Please describe your proposed approach to the Gun Violence Prevention Initiative.
  - a. How will you identify and engage young people who are at risk of committing or falling victim to gun violence within the chosen areas?
  - b. Please describe the proposed programming that participants will engage in to earn stipends.
  - c. Please describe a plan for engaging participants in programming—either within your organization, with a partner provider, or both—following the three-month contract period.
  - d. If applicable, describe the hot spot location where violence has occurred in the recent past that you plan to beautify or enhance. Describe the changes that you plan to make to the location, and how those changes will curb future violence in the location. How will young people contribute to the project?
  - e. How is your organization poised to begin programming on day one of the contract term, proposed as July 15<sup>th</sup>, 2024?
3. Describe how the \$20,000 award will be allocated (see Attachment A). Include a budget narrative explaining how many participants will be served and how the stipends will be allocated. Please provide a breakdown of the payment structure.

*Example: Organization A plans to engage ten young people over three months and will offer stipends to participants on a weekly basis. Participants who attend two 90-minute CBT sessions in a week will receive \$150. Each participant will be eligible to receive up to \$1,800 over twelve weeks. In total, Organization A will allocate \$18,000 for stipends during the contract period. Organization A plans to provide a warm hand-off referral for the ten participants who will receive a \$200 milestone-based payment based on the participant's*

*connection to their referral, totaling \$2,000.*

The following document(s) should be completed by proposer:

- Budget Template (Attachment A)
- Doing Business Form (Attachment B)
- Tax Affirmation Page (Attachment C)
- Iran Divestment Certification (Attachment D)
- Macbride Provisions (Attachment E)

DANY will finalize the contract payment terms during contract negotiations. DANY reserves the right to select a payment structure that is the most advantageous to the City. Funds disbursed pursuant to this solicitation and subsequent award, will be paid based on the following terms.

Funds will be distributed at three intervals during the 90-day contract period. Awardees will receive a 25% upfront advance payment at the start of the contract term. After three weeks, awardees will confirm compliance with the terms of the contract, certifying that they are meaningfully engaging with the proposed number of participants and paying them stipends. Upon certification, vendors will receive an additional 50% of the award. The final payment will be issued at the end of the grant period, upon submission of the final program interview.

### **C. Basis for Contract Award**

Contracts will be awarded to responsible proposers whose proposal is determined to be the most advantageous to the City, taking into consideration the proposer's demonstrated organizational capability and the best interests of the City. DANY shall also consider appropriate geographic distribution in the focus neighborhoods or catchment area(s) and may elect to fund multiple proposers within a neighborhood or catchment area or may skip a particular neighborhood or catchment area.

### **Compliance with Local Law 34 of 2007**

Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City established a computerized database containing the names of any "person" that has "business dealings with the city" as such terms are defined in the Local Law. For the purposes of the database, proposers are required to complete the attached Doing Business Data Form and return it with this *proposal* and should do so in a separate envelope. (If the proposer is a proposed joint venture, the entities that comprise the proposed joint venture must each complete a Data Form.) If the City determines that a proposer has failed to submit a Data Form or has submitted a Data Form that is not complete, the proposer will be notified by the Agency and will be given four Four (4) calendar days from receipt of notification to cure the specified deficiencies and return a complete Data Form to the Agency. Failure to do so will result in a determination that the *proposal* is non-responsive. Receipt of notification is defined as the day notice is e-mailed or faxed (if the proposer has provided an e-mail address or fax number), or no later than five (5)

days from the date of mailing or upon delivery, if delivered.

## ATTACHMENT A

### Line-Item Budget

The line item includes a presentation of the proposer's total budget of \$20,000 for the contract term. Supplemental costs such as program materials, temporary staff time, participant sustenance, or recruitment materials should not exceed 25% (\$5,000) of total budget this excludes beautification supplies if proposing a program involving a combination of beautification and stipends.

The line-item budget should include the relevant categories, below and a short budget narrative.

- **Stipends** List the breakdown of participant stipends (number of paid hours across number of young people, stipend rate per activity)
- **Temporary staff or overtime pay**– each staff person must be listed separately, with rate of pay.
- **Supplies** – list of supplies needed to fulfill the Scope of Services through the proposed contracting period. *Please indicate program supplies and beautification supplies, if applicable.*