



Power-Building Partnerships for Community Violence Prevention Pilot: Engaging Community Violence Prevention Organizations, Community Based Organizations, and Local Public Health Departments.

Request for Proposals

CDC Foundation

Emergency Preparedness & Response Program

Date Issued: November 30, 2022

Date Response Due: December 21, 2022

CDC Foundation

The CDC Foundation helps the Centers for Disease Control and Prevention (CDC) save and improve lives by unleashing the power of collaboration between CDC, philanthropies, corporations, organizations, and individuals to protect the health, safety and security of America and the world. The CDC Foundation is the go-to nonprofit authorized by Congress to mobilize philanthropic partners and private-sector resources to support CDC's critical health protection mission. Since 1995, the CDC Foundation has raised over \$1.6 billion and launched more than 1,200 programs impacting a variety of health threats from chronic disease conditions including cardiovascular disease and cancer, to infectious diseases like rotavirus and HIV, to emergency responses, including COVID-19 and Ebola. The CDC Foundation managed hundreds of programs in the United States and in more than 160 countries last year.

CDC FOUNDATION CONTACT

Dorothy Evans, Program Manger

devans@cdcfoundation.org

Summary of Request

For over 25 years, the CDC Foundation has implemented and managed thousands of partnerships between public and private sectors by building a network of individuals and organizations committed to supporting the Centers for Disease Control and Prevention (CDC) and public health. While the COVID-19 pandemic required CDC Foundation to rapidly scale emergency response efforts, it also revealed critical needs and opportunities to strengthen community partnerships and public health awareness within communities across diverse settings. Thus, the CDC Foundation increased relationships with more than 2,000 Community Based Organizations (CBOs) since March 2020. This record of successful relationships has strengthened the CDC Foundation's experience engaging non-profit and philanthropic organizations creating pathways for the organizations to support public health goals through resource mobilization, strategy development and quality program management.

The CDC Foundation seeks to co-create a scalable model of Power-Building Partnerships for Community Violence Prevention, alongside community-based organizations and local health departments. Through the development of this scalable model, there will be a shared understanding of health equity and community power-building strategies as well as how best to center the voices and experiences of the communities that are most impacted by community violence. An outcome is that this model and the community's experiences can be collectively used to identify, select and implement appropriate interventions, programs, and practices.

The partners identified for the Power-Building Partnerships for Community Violence Prevention project will serve three distinct roles:

1. **Power-Building Partnerships Model Partner:** The CDC Foundation will award a single organization to provide training and guidance to partners on the Power-Building Partnerships for Health Model.
2. **Landscape Assessment, Community Convenings, and Scalable Model Partner:** The CDC Foundation will award a single organization to conduct a landscape assessment, facilitate four convenings, and develop a scalable model for Power-Building Partnerships for community violence prevention organizations.
3. **Meeting Facilities Partner:** The CDC Foundation will award a single award to one partner to coordinate the meeting facilities, audio/visual, parking, food and beverage supplies for at least four convenings.

This Request for Proposals (RFP) is for the **Landscape Assessment, Community Convenings, and Scalable Model Partner** and seeks applications from organizations with expertise in conducting landscape assessments or environmental scans, facilitating listening sessions and convenings for community organizations and health departments, and has interest and capacity to develop a scalable Power-Building Partnerships for Community Violence Prevention Model based on findings from the landscape assessment and community convenings. Successful applicants will have existing connections with or knowledge of community violence prevention organizations, community-based organizations, and local health departments.

Background and Need

Community violence impacts millions of people, and their families, schools, and communities every year. Community violence can cause significant physical injuries and mental health conditions such as depression, anxiety, and post-traumatic stress disorder (PTSD). Living in a community experiencing violence is also associated with increased risk of developing chronic diseases. Concerns about violence may prevent some people from engaging in healthy behaviors, such as walking, bicycling, using parks and recreational spaces, and accessing healthy food outlets. Violence scares people out of participating in neighborhood activities, limits business growth and prosperity, strains education, justice, and medical systems; and slows community progress¹.

Community violence is preventable. Community leaders can work collaboratively with community residents and those impacted by violence, such as young people with lived experience of violence, to develop violence prevention efforts. Partnering with community members to select, implement, and monitor prevention activities helps ensure that the efforts are community driven and effective at preventing and reducing community violence ².

Scope of Work: Activities, Outputs/Deliverables, Process Measures, and Outcomes

This request for proposal (RFP) is to identify and fund a **Landscape Assessment, Community Convenings, and Scalable Model Partner** that will conduct a landscape assessment, facilitate at least four convenings, and develop a scalable model for Power-Building Partnerships for community violence prevention organizations.

Project Approach – The overall project approach includes the following activities, outputs, performance measures, and budget period outcomes as detailed below.

4.1 Program Activities – Applicants for the **Landscape Assessment, Community Convenings, and Scalable Model Partner** will be evaluated based on their capacity to implement proposed activities including working with community members, community-based organizations, and local health departments, landscape assessments and analysis, knowledge of community violence prevention strategies and organizations. The following activities are supported under the Power-Building Partnerships for Community Violence Prevention

¹ Community violence prevention | Violence prevention | Injury Center | CDC. Centers for Disease Control and Prevention. <https://www.cdc.gov/violenceprevention/communityviolence/index.html>. Published June 8, 2022. Accessed November 10, 2022.

² Community violence prevention | Violence prevention | Injury Center | CDC. Centers for Disease Control and Prevention. <https://www.cdc.gov/violenceprevention/communityviolence/index.html>. Published June 8, 2022. Accessed November 10, 2022.

<p>Conduct a landscape assessment</p>	<p>Conduct a landscape assessment of current community violence prevention organizations, community violence prevention strategies, their partnership with local public health, and existing successful models that integrate community voice into violence prevention.</p> <p>Foster relationships between community violence prevention, community-based organizations and local public health departments.</p> <p>Coordinate with the Power-Building Partnerships Model Partner to receive training and educational opportunities to learn about the Model in order to develop a scalable model for Power-Building Partnerships for Community Violence Prevention.</p>
<p>Facilitate four convenings</p>	<p>Facilitate four regional convenings, with approximately 20 attendees at each convening, to provide an opportunity to listen and learn from community violence prevention organizations, community-based organizations, community partners, voices of those who are most impacted by community violence, and local health departments about readiness and fit for applying a power-building partnerships model to community violence prevention.</p> <p>The CDC Foundation will support the travel, lodging, and per diem for up to 80 community members (approximately 20 per convening) traveling to the regional convening.</p> <p>Foster relationships between community violence prevention, community-based organizations and local public health departments.</p>
<p>Develop a scalable model</p>	<p>Develop a scalable power-building partnership model based on the landscape assessment and community input findings</p> <p>Develop communications materials about the scalable model and implementation of the model</p>

4.2 Process Measures – CDC Foundation will use the following indicators to measure the extent of which activities above have been accomplished:

- Conduct a landscape assessment of current community violence prevention organizations, community violence prevention strategies, their partnership with local public health, and existing successful models that integrate community voice into violence prevention
 - The number of items included in the environmental scan
 - The number of community violence prevention organizations, community leaders, community-based organizations, and local health departments engaged in the project
- Facilitate four convenings
 - The number of community violence prevention organizations, community leaders, community-based organizations, and local health departments attending the convenings
 - The number of convenings held

4.3 Deliverables – The Subrecipient will be expected to complete the following activities and deliverables below:

Activity	Deliverable/Output	Date
Fully executed agreement		
Attend kick-off meeting to discuss project scope, coordination of logistics, and communications with CDC and CDC Foundation staff. Discuss the initial proposal details, staffing, partnerships, and reach.	<ul style="list-style-type: none"> • Communications and project management plan developed 	Within 10 business days of fully executed agreement
Programmatic and financial monitoring	<ul style="list-style-type: none"> • Progress reports on program and partnership activities, implementation status of project in a format as requested by the CDC Foundation. • Financial report and invoices in a format requested by CDC Foundation. 	Monthly
Conduct a landscape assessment of current community violence prevention organizations, community violence prevention strategies, their partnership with local public health, and existing successful models that integrate community voice into	<ul style="list-style-type: none"> • With the project partners, CDC, and CDC Foundation, identify four geographic locations to focus the landscape assessment on and to host the convenings. Locations should include communities that are impacted by community 	Within 2 months of the fully executed agreement

<p>violence prevention</p>	<p>violence.</p> <ul style="list-style-type: none"> • Conduct a landscape assessment/environmental scan of community violence prevention organizations, community violence prevention strategies, their partnership with local public health, and existing successful models that integrate community voice into violence prevention in each of the four selected communities. • Provide an executive summary and presentation slides of the results of the landscape assessment to the project partners 	
<p>Facilitate four regional convenings to provide an opportunity to listen and learn from community violence prevention organizations, community-based organizations, community partners, voices of those who are most impacted by community violence, and local health departments about readiness, capacity, and fit for applying a power-building partnerships model to community violence prevention.</p>	<ul style="list-style-type: none"> • Attendee recruitment and engagement plan for each location • Meeting facilitation plan/approach, facilitators agendas, participant agendas and participant lists for each of the four convenings • Notetaking plan for each of the convenings and transcripts • Executive summary and presentation slides outlining community input findings that includes major themes, differences, barriers, opportunities, alignment, capacity, and readiness for applying Power-Building Partnerships to Community Violence Prevention strategies and Programs 	<p>Within 5 months of the fully executed agreement</p>
<p>Develop a scalable Power-Building Partnerships Model for Community Violence Prevention based on the landscape assessment and community input findings</p>	<ul style="list-style-type: none"> • Scalable model • Suite of communications materials that includes a social media and partner toolkit to share about the model (including PowerPoint 	<p>Within 5 months of the fully executed agreement</p>

	presentation slides and customizable templates)	
Final programmatic and financial closeout.	<ul style="list-style-type: none"> • Final programmatic progress in a format as requested by the CDC Foundation. • Final financial report and invoice in a format requested by the CDC Foundation 	July 14, 2023.

Outcomes –The following results or changes are expected to be realized related to this program’s intervention:

- Improved capacity to establish and maintain partnerships within and across sectors to create a shared vision of health
- Increased knowledge of how community-based organizations successfully build/share power and link to local public health
- Use data to inform public health action
- Increase support to community-based organizations to leverage their power and experience to advance community violence prevention from a public health perspective
- Deeper trust and understanding between community violence prevention organizations and local public health departments

KEY REQUIREMENTS

5.1 ELIGIBILITY

Applicants must meet all the following eligibility criteria:

- Currently prioritize working within the areas reflected in this request and within the areas proposed for project activities,
- Be recognized as tax-exempt under section 501(c)(3) of the Internal Revenue Code,
- Be in good financial standing and have sustainable operations,
- Be an equal opportunity employer with all-inclusive membership that does not discriminate on the basis of gender, race/ethnicity, color, sex, sexual orientation, country of national origin or nationality, age, religion, intellectual or physical disabilities and military or veteran status in its activities or operations, and
- Availability to provide services from **January 2023 to July 2023**.

5.2. Funds Available

CDC Foundation intends to make one (1) award of **\$200,000** for the **Landscape Assessment, Community Convenings, and Scalable Model Partner** to complete activities listed above. The final award amount is contingent on submission of a detailed and reasonable budget to be approved by the CDC Foundation.

5.3. Funding Source

This project is supported by the Cooperative Agreement number 6 NU38OT000288-04-02 CFDA 93.421 awarded to the CDC Foundation, funded by the Centers for Disease Control and Prevention of the U.S. Department of Health and Human Services (HHS) as part of a financial

assistance award totaling \$2,300,000 with awards 100 percent funded by CDC/HHS. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by CDC/HHS, or the U.S. Government. The CDC Foundation anticipates that award(s) resulting from this solicitation will meet the criteria of “contractor” as defined by 2 CFR 200.331; a final determination will be made at the time of award.

5.4 Place of Performance

The **Landscape Assessment, Community Convenings, and Scalable Model Partner** will carry out tasks at their offices and work with the CDC Foundation, CDC, and other partners virtually. The four convenings will be held in-person and the **Landscape Assessment, Community Convenings, and Scalable Model Partner** is required to attend and facilitate each convening in-person.

5.5 Performance Monitoring

The performance will be monitored in line with the agreed project plan, monthly progress reports, detailed financial reports on expenditures and through scheduled check-ins. The contractor will be expected to work in close collaboration and consultation with the CDC Foundation and the CDC National Center for Injury Control and Prevention. The plan for each deliverable will be an important part of the overall project plan.

Payment

CDC Foundation will pay the **Landscape Assessment, Community Convenings, and Scalable Model Partner** a fee not to exceed a Maximum Payable Amount (MPA) or ceiling price. The MPA will be based on the fee proposed and awarded and will be negotiated as part of the resulting contract.

CDC Foundation anticipates paying the **Landscape Assessment, Community Convenings, and Scalable Model Partner** on a cost reimbursement basis. An invoice template will be provided after the contract is awarded.

Instructions to Applicants

Applicants should follow the instructions set forth below in the submission of their proposal to the CDC Foundation.

CDC Foundation will not be responsible for any proposal which does not follow the instructions in this RFP, and may, at its discretion, reject any such non-compliant proposal.

6.1. Communications during the RFP Period

Applicants may submit questions related to this RFP **by 5:00pm ET on December 15, 2022**, via email to Dorothy Evans at devans@cdcfoundation.org. Please write "RFP: Power-Building Partnerships for Community Violence Prevention" in the Subject line.

6.2. Submission of Proposals

Please click the following link to complete the RFP by **11:59pm ET on December 21, 2022**. Submissions after this date and time may not be considered. The CDC Foundation is committed to providing accessibility for people with disabilities and is working towards making our materials more accessible. If this document presents accessibility challenges, please email Dorothy Evans at devans@cdcfoundation.org with the subject line "Accessibility assistance." We will gladly work with you on providing the information in a different format.

RFP Link: [CLICK TO SUBMIT APPLICATION](#)

The following information should be inputted directly into fields on the online proposal submission form:

<ul style="list-style-type: none">• Legal Organization Name• Abbreviated Name• Street Address• City, State, Zip Code• Website• Mission• Year Established• Federal Tax Identification (ID) Number/ Employer Identification Number (EIN)• Data Universal al Number System (DUNS) number• Business Classifications	<ul style="list-style-type: none">• Eligibility Criteria:<ul style="list-style-type: none">○ Confirmation of federal tax-exempt status [tax-exempt under IRS code 501(c)(3) or under an IRS code other than 501(c)(3)]○ Confirmation of being in good financial standing / having sustainable operations○ Confirmation of being an equal opportunity employer with an all-inclusive membership that does not discriminate on the basis of gender, race/ethnicity, color, sex, sexual orientation, country of national origin or nationality, age, religion, intellectual or physical disabilities and military or veteran status in its activities or operations.
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Project Plan

Each applicant's Project Plan should address the below points and use the following template: [Attachment A: Project Plan Template \(Word Document\)](#)

Project Description
<ul style="list-style-type: none">• Provide project title and problem statement• Identify project objectives• Describe the following:<ul style="list-style-type: none">○ Approach to conducting the work○ Strategies for project implementation○ Activities with timeline for implementation○ Partnerships and engagement of community members, community violence prevention and community-based organizations, local health departments
Deliverables
<ul style="list-style-type: none">• Identify expected deliverables, outputs, outcomes and impact of the project• Estimate number of individuals who will be reached by the proposed activities• Describe changes anticipated to occur in people or conditions because of the implemented activities and outputs by the end of the grant term
Past Performance, Experience and Capabilities
<ul style="list-style-type: none">• Demonstrate organizational capacity to implement proposed project plan and describe experiences in the following key areas including:<ul style="list-style-type: none">○ Community violence prevention and interventions○ Conducting landscape assessments○ Conducting community engagement sessions and convening meetings○ Compiling and analyzing community feedback○ Developing public health programs and interventions

Budget and Budget Narrative

Applicants must provide a detailed budget and budget narrative for all anticipated project costs using the following templates:

[Attachment B: Budget Narrative Template \(Word document\)](#)

[Attachment C: Budget Template \(Excel sheet\)](#)

Budgets should clearly demonstrate how funding will be used to implement proposed project activities and achieve desired impact. Budgets must **not exceed** \$200,000 and should reflect an **implementation period of 6 months** (est. January 2023 – July 2023).

Submitting a Proposal

Application materials should be submitted by **11:59 pm ET on Wednesday, December 21, 2022**. Proposals will not be accepted after this date and time.

Proposals must be submitted electronically. [CLICK TO SUBMIT APPLICATION](#)

6.3. Anticipated Timeline*

Date	Description
November 30, 2022	RFP Release
December 15, 2022	Question Submission Deadline
December 21, 2022, 11:59pm EDT	Proposal Submission Deadline
January 6, 2023	Anticipated Selection Notification
January 2023 –July 14, 2023	Implementation Period

*Please note dates are subject to change

7. SELECTION PROCESS AND REVIEW CRITERIA

The CDC Foundation will award grants to applicants based on the following multi-stage review process outlined below.

Level 1 Internal Review:

CDC Foundation will evaluate all applicants for completeness and minimum requirements. Basic requirements include timely receipt of application and submission of all required attachments. Applications with omissions of any required documentation will be subject to disqualification.

The CDC Foundation also reserves the right to conduct financial and due diligence reviews. As a public entity, the CDC Foundation has a responsibility to the public to ensure that the organizations that receive grant funds are financially stable and to evaluate each applicant's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring, per program year. Further written materials to assess risk may be requested during or prior to the review.

Level 2 Programmatic Review:

Applicants that pass Level 1 review will proceed to Level 2 review. A panel of reviewers will review and score written proposals. Reviewers will score applicants in accordance with evaluation criteria. The following table outlines the criteria that reviewers will use to guide their evaluation of each written proposal. (The CDC Foundation reserves the right to interview final candidates prior to selection.)

The following table provides an outline of the selection criteria and scoring details for how proposals will be evaluated:

Project Description	35%
<p>Proposed project aligns with goals of funding opportunity. Project is anticipated to:</p> <ul style="list-style-type: none"> • Conduct landscape assessment • Facilitate four convenings • Develop a scalable model and accompanying communications materials. <p>Project should describe strategies for engaging in the work.</p> <p>Proposed project activities are anticipated to produce direct, tangible results. Community engagement approach is well-defined, demonstrates deep existing connections and is anticipated to facilitate achievement of project objectives. Proposed methods are feasible, sound and anticipated to effectively engage with the target audience.</p> <p>Timeline for project implementation is appropriate and feasible. High likelihood of success anticipated in completing proposed activities/outputs and demonstrating progress towards intended project outcomes within proposed project term (up to 6 months).</p>	
Deliverables	35%
<p>Applicant provides clear outputs, outcomes and impact. Deliverables are specific to the proposed project. Anticipated results of proposed activities are direct, tangible and realistic.</p>	
Past Performance, Experience and Capabilities	30%
<p>Demonstrate organizational capacity to implement proposed project plan and describe experiences in the following key areas including:</p> <ul style="list-style-type: none"> • Community violence prevention and interventions • Conducting landscape assessments • Conducting community engagement sessions and convening meetings • Compiling and analyzing community feedback • Developing public health programs and interventions 	

The selected applicant will receive a notification that their proposal was selected for funding. The CDC Foundation may not provide scores or specific review feedback to unsuccessful applicants.