



Request For Applications

Safer Communities Project

Implementing Nonprofit Hospital-Based Violence Intervention Programs (HVIPs) to Reduce Trauma in Communities Impacted by Gun Violence

Issued by:
Millersville University of Pennsylvania

Publication Date: July 19, 2024

Completed applications must be submitted as a .pdf document and must be received by Millersville University at safer.communities@millersville.edu .

Safer Communities Project RFP

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Section I General Information

I.1 General Statement

This Request for Applications (RFA) provides interested applicants with sufficient information to prepare and submit applications for consideration by Millersville University of Pennsylvania (hereinafter University) for implementing and having evaluated a community violence intervention (CVI) program focusing on peer-to-peer mental health support services.

I.2 Issuing Office

This RFA is being issued by the Issuing Office listed below. The Issuing Office is the sole point of contact for this RFA. Please refer all inquiries to:

Safer Communities, Division of University Relations and Strategic Initiatives
safer.communities@millersville.edu .

From the Publication Date of this RFA until a determination is made regarding the selection of applications, all contacts concerning this RFA must be made through the Issuing Office. Only information supplied by the Issuing Office, including responses to questions regarding the RFA, should be used in preparing proposals.

I.3 Calendar of Events

Description	Date
Publication Date	July 19, 2024
Submission Final Date/Time Deadline	Aug. 9, 2024; 4:00 P.M. EDT

I.4 Description of the Organization

- A. The [State System of Higher Education](#) (State System) was established by statute on July 1, 1983.
- B. In accordance with Title 62, Commonwealth Procurement Code, the State System facilitates a competitive bidding and contracting process and is responsible for identifying strategic contracting opportunities and establishing best value contracts in partnership with its Offerors.

I.5 Instructions for Application Preparation

A. Applications

1. Applications must be emailed as a pdf to safer.communities@millersville.edu and include the hospital's name, mailing address, and hospital-based violence intervention program website with the proposal.
2. Applications should be written in 12-point font and not exceed 20 pages single spaced including budget table and budget justification.
3. Applications must consist of a complete response to the requirements outlined herein and shall be submitted to the Issuing Office no later than the required proposal Submission Date/Time listed above. Late proposal submissions will not be permitted.

4. Applicants should include a link to the organization's nonprofit notation (e.g., Guidestar profile) or supporting documentation demonstrating registered 501c3 status.
 5. Application contents may become contractual obligations if and when a contract is executed.
 6. The applications, as submitted, must remain valid during the entire solicitation, award, and contract finalization process.
- B. **Questions.** Applicants may email questions regarding the RFA to safer.communities@millersville.edu. Responses to questions will be posted as an addendum to the RFA and will become part of this RFA.
- C. **Addenda.** If it becomes necessary to revise any part of the RFA, addenda will be posted at Millersville University's Safer Communities Project Grant Information webpage at [Safer Communities Project - Grant Information | Millersville University](#). Information contained at this website is current and accurate. It is the applicant's responsibility to check this website periodically to obtain any changes to the solicitation. Applicants must acknowledge all addenda in their proposal response. Applicants who fail to submit a complete application will be deemed nonresponsive.
- D. **Incurring Costs.** The University is not liable for and will not reimburse any costs or expenses incurred by Applicants in the preparation or submission of their proposals or for attendance at any conferences or meetings in preparation for this RFA.
- E. **News Releases.** News releases or public statements or promotions of any kind pertaining to this RFA or any resulting contract may not be made without the State System's prior written approval, and then only in coordination with the Issuing Office.
- F. **Contractor integrity Provisions.** As part of any resulting contract, successful applicants will agree to abide by the Commonwealth's Contractor Integrity Provisions. It is essential that those who seek to contract with the Commonwealth of Pennsylvania (Commonwealth) observe high standards of honesty and integrity. They must conduct themselves in a manner that fosters public confidence in the integrity of the Commonwealth contracting and procurement process.
- G. **Contractor Responsibility Program.** Organizations currently under suspension or debarment by the Commonwealth of Pennsylvania, any other state, or the federal government are not eligible. Additionally, organizations that are tax delinquent with either the Pennsylvania Department of Revenue or the Pennsylvania Department of Labor and Industry are not eligible. Applicants must acknowledge if they are currently under suspension or debarment, or if they owe delinquent taxes.

Section II Post Award

II.1 Contract Award

The University anticipates awarding 2 to 4 grantees whose applications best meet the financial, technical, and programmatic requirements of this grant.

II.2 Contract Terms

- A. An applicant selected through the competitive process will be required to sign a contract. Grantee terms and conditions may be included as an addendum.
- B. The University anticipates executing contracts in August 2024 with the term of the first year of the agreement expiring June 30, 2025. An amendment to extend the term may be viable subject to the availability of funds.

II.3 Disclosure of Proposal Contents and Open Records

- A. The proposals of a successful applicant may become part of the contract award resulting from this RFA.
- B. All responses to procurement opportunities and resulting contracts are subject to Pennsylvania's Right-to-Know Law, 65 P.S. §67.101 et seq. (Act 3 of 2008). The Right-to-Know Law permits requestors to inspect and/or copy any record prepared, received, or retained in connection with a transaction, business, or activity of a public office or agency that is not subject to the enumerated exemptions under the law.
- C. Should an applicant's response become the subject of a Pennsylvania Right-to-Know Law request, the Issuing Office will notify the Applicant to identify or confirm all trade secrets or confidential and proprietary information that is included in the Applicant's proposal. The University will then determine whether the claimed trade secret or confidential and proprietary information is subject to disclosure under applicable law and grant or deny the request accordingly. Should the request be denied and the requestor appeal that denial, the University will notify the Applicant of the appeal and the Applicant's opportunity to request to participate in the appeal as a party of interest. The University will not represent the interests of the Applicant in any appeal, nor will the University compensate or reimburse any expenses of the Applicant in connection with a request of information under the Right-to-Know Law.

Section III Work Statement and Description

III.1 Background and Purpose

The United States Department of Health and Human Services (HHS) has made provisions for an increase in partnering with nonprofit hospital and community-based violence prevention and intervention organizations to provide mental health support services to people who have been impacted by gun violence. Often, these organizations employ survivors of gun violence to provide peer-to-peer mental health support services. Pennsylvania convened a group of clinical mental health service providers together with community-based organizations to better understand the differences and needs of each group. This convening revealed that the organizations provide a variety of mental health-related support services to Pennsylvanians experiencing gun violence. These services are provided by peers, not clinical service providers. Furthermore, the organizations' peer-to-peer programs are not covered by Medicaid, which requires evidence of program outcomes.

The Commonwealth of Pennsylvania has placed a high priority on preventing gun violence and providing services to victims of gun violence and thus seeks to expand the Medicaid reimbursement criteria to include nonprofit violence prevention organizations implementing peer-to-peer mental health support services. Millersville University of Pennsylvania (University) was selected by the Pennsylvania Department of Human Services (DHS), Office of Mental Health and Substance Abuse (OMHSAS), to lead the Safer Communities Project (SCP). Through this project, the University will provide OMHSAS with recommendations for expanding Medicaid criteria to include services provided by nonprofit organizations to victims of gun violence using the evidence of programmatic outcomes and the services creating these results. This expansion in Medicaid will result in criteria for allowing nonprofit organizations to be reimbursed for these services. Several other states have these Medicaid services in place, and DHS seeks to expand the State's Medicaid program to also include these services.

Through a competitive RFA process, the University will identify, select, and grant awards to nonprofit hospitals implementing violence intervention programs (HVIPs) focused on peer-to-peer mental health support services to identify the outcomes from the programs to formulate recommendations to OMHSAS for expanding Medicaid criteria to include these services.

The University has contracted with an external, professional evaluation team to conduct the evaluation activities with grantees to identify the outcomes and services. The evaluation team will work with each grantee to gather information about their peer-to-peer mental health support services program's impact and communicate the outcomes for its clients, communities, partners, and the organization.

III.2 Grant Evaluation-Related Activities and Data Confidentiality

Grantees are the experts of their programs. To center this expertise, the external evaluation team will use a collaborative method called Collaborative Outcomes Reporting (COR). This method uses a participatory approach to support the organizations identifying their program outcomes and involves them in the process to document those outcomes. The collaborative process begins with the evaluation design and each grantee identifying a staff person to act as the Evaluation Liaison responsible for gathering and sharing existing program data with the external evaluation team and acting as a community liaison for the evaluation team. The grantee and their designated Evaluation Liaison will be involved in data collection:

Document and Data Review: The Evaluation Liaison will gather existing program data available from the grantee organization and share it with the evaluation team. For example: past reports, program materials and descriptions, number of clients served, a roster of client and staff contact information, demographics of past clients, past surveys or anecdotal data if available, contact information for partners, and other programmatic data that might be available.

Communication: The Evaluation Liaison will help notify clients and staff of the evaluation and the importance of participating. The external evaluation team will provide materials about the evaluation to share.

Interviews: The external evaluation team will select interviewees from grantee rosters and contact lists using a sampling method. The Evaluation Liaison and grantees will provide suggestions for locations and logistics to conduct interviews in their region. If needed, they will connect the evaluation team to translation or other resources.

Survey: The Evaluation Liaison will review and help disseminate a survey to all current and past participants once outcomes are refined through interviews. The survey will be distributed online and in-person (pen-and-paper or device at point of service).

Final Report: grantees will receive a copy of the final report.

The evaluation team will keep interview and survey data in an encrypted, password protected cloud storage system. Client and participant rosters shared with the evaluation team by grantees will be kept in the same protected cloud storage system. Only the members of the external evaluation team will have access to the data. The names of clients, participants, and staff taking part in interviews will be replaced by unique identity numbers generated by the evaluation team. Personal identifiers and unique identity codes will not be published or presented in reports. Individual and organizational data will be combined with other responses for the analysis. Grantees, the State, and Millersville University will not have access to the lists of interviewees. Participant rosters will be destroyed by the evaluation team at the completion of the project.

III.3 Mandatory In-person and Virtual Meetings

Grantees will be required to participate in all in-person and virtual meetings.

Grantees will review a 1.5 hour recorded Grantee Convening video once the awards have been made. **(August 2024)**

Grantees will participate in a one-day Outcomes Scoping Workshop held in-person at the Ware Center in Lancaster, PA to collaboratively develop the key evaluation questions and jointly

identify the outcomes common across organizations and the services they believe produce those outcomes. **(August 29, 2024)**

Grantees will participate in a one-day Summit Workshop held in-person in Lancaster, PA. Grantees will provide feedback and contribute to the interpretation of research findings. **(May 2025)**

III.4 Narrative Statement, Budget, and Budget Justification with Scoring Criteria

In order to be considered for an award, an applicant must respond to all sections of the narrative statement including completing the budget table and budget justification. Applicants will be scored and awarded based on completeness and quality of responses to each of the sections (A through E).

A. Governance Structure and Staffing Plan (25 points):

(1) Describe the hospital's governance structure and how the structure will ensure program deliverables will be achieved and funding requirements will be followed. (2) Describe the staffing plan for the Safer Communities Project. Specify the name, title, phone number, and email address for each staff member who will fill each of the following positions:

The **Project Manager** (10-20% FTE) manages the overall project including supervising staff, ensuring deliverables are achieved within the scope of the project, ensuring expenses are within budget, attending required meetings, and submitting quarterly programmatic reports.

The **Financial Manager** (10-15% FTE) manages financial records, tracks expenses, submits invoices, and ensures charged expenses are allowable and within the scope of the project.

The **Evaluation Liaison** (30-40% FTE) a staff member interested in learning how to assess program results, has experience with the organization's existing information systems and processes, and understands the peer-to-peer mental health support services program; their role will be to collaborate with the evaluation team on evaluation and capacity assessment-related activities.

The **Peer-to-Peer Support Worker(s)** (100% FTE) implements the program, scheduling and providing individual and/or small group mental health support services to people in the community who have been impacted by gun violence, and documenting services provided.

(2) Include in each listing the amount of time the person will devote to the project and include an explanation of how they will ensure their responsibilities are fulfilled. The Project Manager and the Financial Manager can be the same person or different people on staff. The Evaluation Liaison and the Peer-to-Peer Support Worker position should each be filled by other staff members.

B. Program Description (40 points).

(1) Describe the nonprofit, hospital-based community violence intervention (CVI) program focused on peer-to-peer mental health support services for victims of gun violence and the services that are provided. Programs may include screening and assessment services, individual and/or small group mental health support, crisis intervention, conflict mediation, and case management. ***Programs implemented by staff who can bill for Medicaid are ineligible; in the program description please specify that the staff who implement the program are currently ineligible to bill through Medicaid.*** (2) Specify if services are provided to individuals, small groups, or both and the frequency and duration that the individual or group accesses the services; (3) Describe how many clients on average are served on an annual basis; (4) Describe how people with lived experience of gun violence and trauma are selected to become peer-to-peer support workers; and (5) Describe if the program partners with other organizations, identify the other organizations, describe their roles, and describe the history of working together. If the program does not partner with other organizations, describe how the organization successfully implements its program independent from other organizations.

C. Program Connection with the Local Community (10 points)

Describe the community that is served through the HVIP focused on peer-to-peer mental health support services. Include (1) geographic information such as the city(ies), town(s), and/or neighborhood area(s) served; (2) demographic information of clients including age range, race and ethnicity, and language(s) spoken; (3) how the program focuses on individuals at highest risk of experiencing gun violence; and (4) how the program is culturally responsive to the specific needs of the community being served.

D. Demonstration of Community Need (15 points).

Provide data from multiple sources illustrating the prevalence of gun-related violence in the county and/or community(ies) being served by the peer-to-peer program. Homicide, suicide, and/or firearm-related violence data from sources such as the Pennsylvania Department of Health Vital Statistics ([EDDIE \(pa.gov\)](http://eddie.pa.gov)), [county-level firearm death rates](#), hospital firearm-related data, Uniform Crime Report (UCR) data, and other data sources can be used to demonstrate the community has a high rate of gun violence. Describe historic, recent, and current gun violence trends in the targeted area, noting if gun-related violence incidents have increased in recent years.

E. Budget Table and Budget Justification (10 points).

The University anticipates executing contracts in August 2024 with the term of the first year of the agreement expiring June 30, 2025. An amendment to extend the term may be viable subject to the availability of funds. An applicant may apply for a total budget of up to \$250,000 for the entire project but may not exceed \$150,000 in total expenses through June 30, 2025. Provide a narrative description of the proposed budget including an explanation of how the figures were calculated. Please also be sure to complete the required budget table listed below.

Budget Categories			Total Anticipated Budget
	Aug 2024 – June 2025	Jul 2025 - Dec 2025	Aug 2024 - Dec 2025
Personnel			
Project Manager % FTE	\$	\$	\$
Finance Manager % FTE	\$	\$	\$
Evaluation Liaison % FTE	\$	\$	\$
Peer-to-Peer Support Worker 100%	\$	\$	\$
Personnel Total	\$	\$	\$
Benefits (specify % benefits)			
Project Manager	\$	\$	\$
Finance Manager	\$	\$	\$
Evaluation Liaison	\$	\$	\$
Peer-to-Peer Support Worker	\$	\$	\$
Benefits Total	\$	\$	\$
Travel			
Mileage # of miles x \$0.67/mile	\$	\$	\$
Lodging # of rooms x # of nights x \$	\$	\$	\$
Per Diem	\$	\$	\$
Travel Total	\$	\$	\$
Other Direct Costs			
Subcontracts	\$	\$	\$
Incentives for evaluation participants	\$	\$	\$
Total Direct Costs (Personnel, Benefits, Travel, Subcontracts)	\$	\$	\$
Indirect Cost	\$	\$	\$
Total Budget (Total Direct and Indirect)	\$	\$	\$

Budget Justification

Personnel: Provide salary and percentage of time for Safer Communities Project staff being charged to this grant. Please note the following percentages of staff commitment to the project: Project Manager (10-20% FTE), Financial Manager (10-15% FTE), Evaluation Liaison (30-40% FTE), and Peer-to-Peer Support Worker(s) (100% FTE). These percentages of staff salaries may be charged to this grant or a separate funding source.

Benefits: Provide a description of calculation of staff benefits. Include percentage of benefits for each staff member based on percentage of staff time being charged to this grant.

Travel: Include separate line items for lodging, mileage, and per diem. Calculations should include per day travel expenses for the Project Manager, Evaluation Liaison, and Peer-to-Peer Support Worker to attend the one-day Outcomes Scoping Workshop and the one-day Summit Workshop in Lancaster, Pennsylvania. The project funding can also pay for lodging, mileage, and per diem expenses for one client to attend either or both one-day in-person meetings. Any travel expenses paid for through this grant must follow Pennsylvania State System of Higher Education (PASSHE) travel regulations. Mileage rate for a personal vehicle is \$0.67/mile. Per diem for meals when traveling to both one-day meetings is reimbursed as \$13 (breakfast), \$15 (lunch), and \$26 (dinner). If local mileage reimbursement is needed for the Peer-to-Peer Support Worker, include this calculation in the Budget Justification as well and include the amount in the travel line item of the budget.

Subcontracts: Grantees may establish subcontracts with partner organizations essential for conducting the HVIP focused on peer-to-peer mental health support services. If providing funds to a subcontractor provide a detailed description of services being paid to the subcontractor including the calculations for the budgeted amount. Services provided by subcontractors must not currently be eligible for billing through Medicaid.

Indirect: Grantees may allocate a reasonable amount of funds to cover indirect expenses such as janitorial, heating, and lighting expenses. Please include calculations for the determined indirect cost.

Section IV

Eligibility and Reporting Requirements

IV. To be eligible, applicants must meet the following criteria:

Be a 501c3 organization in good standing in the State of Pennsylvania.

Be a hospital that is a current provider of Hospital-Based Violence Intervention Program (HVIP) peer-to-peer individualized and/or small group mental health support services for survivors of gun violence that will be implemented continuously throughout the grant period.

Be able to allocate staff for project management, fiscal management, data stewardship, and program implementation.

Be ready and willing to actively participate in the evaluation as a collaborative partner and to submit timely, accurate programmatic and financial reports.

Be able to provide contact information for current and past staff, past clients, and partners of the program dating back at least one year.

Please note, programs implemented by staff who are already able to bill for Medicaid are not eligible.

Grantees will be required to submit quarterly programmatic reports to the University at safer.communities@millersville.edu . Grantees will email monthly or quarterly invoices with receipts for reimbursement of prior month or prior quarter to the University at safer.communities@millersville.edu and accounts.payable@millersville.edu .

Section V Selection of Applications

V. Selection of Applications

Applications will be reviewed and selected on a rolling basis, provided they meet all technical, financial, and programmatic requirements. Applications will be scored using an objective, scoring rubric with higher scoring eligible applicants being awarded as submissions are received. If a sufficient number of applicants have been reviewed and selected prior to the August 9, 2024 deadline, the University will cease receiving applications before August 9; applications will be reviewed and selected on a rolling basis.