

**Juvenile Court, Nashville**  
**Community Partnership Fund – Youth Violence Reduction Priority**  
**Request for Proposals**

The Community Partnership Fund (CPF) is a competitive grant program for non-profits serving residents of Nashville-Davidson County. CPF is a vehicle for delivering services to the community not provided by Metro Nashville Government, as well as services that enhance existing Metro programs.

The total recommended CPF budget for FY 2020 is \$1 million. The following priority areas will be funded: community health, domestic violence, economic prosperity, literacy, and youth violence reduction. Each priority is allotted \$200,000 and administered by a Metro Department.

Agencies are allowed to apply under multiple priority areas. An agency may apply for up to \$50,000 per priority area. An agency having multiple independent divisions may apply under one priority area, but the total amount awarded per agency may not exceed the total \$50,000 cap. The independent evaluation committee has discretion to award more than \$50,000 per non-profit in the event that an insufficient number of competitive proposals are received or selected to exhaust the \$200,000 budget for Youth Violence Reduction. Similarly, the evaluation committee can partially fund proposals. The coordinating Metro department will work with non-profits to revise the proposed scope of work accordingly.

Current FY19 CPF award recipients may apply for either program continuation or new program funding. Applications for program continuation must specifically address the currently funded program's rate of success in meeting identified FY19 outcome goals and objectives. Previously awarded applicants should understand that the experiences of the Court's grant compliance monitoring team with each awarded agency's compliance in submitting required information, reports, etc. will be presented to the application evaluation committee and will be a factor utilized by the committee in making final FY20 funding decisions.

**BACKGROUND**

**YOUTH VIOLENCE REDUCTION**

Youth violence is a significant public health problem that affects youth, families, schools, and communities. It is a leading cause of death and nonfatal injuries in the United States (Centers

for Disease Control and Prevention, 2016). Youth violence may include fights, bullying, threats with weapons, and gang-related violence. Youth can be involved with youth violence as a victim, offender, or witness.

The 2013 National Research Council reported that adolescents are less able to regulate their own behavior in emotionally charged contexts; are more sensitive to external influences; and less able to make informed decisions that require long term considerations. Arresting children increases the odds of future delinquency and criminal justice involvement, decreases educational opportunities, and can permanently damage a youth's sense of self. Furthermore, deterrence-oriented (Scared Straight, Boot Camps) programs have no effect on reducing recidivism and may actually increase it (Lipsey, 2009).

Therapeutic programming and services oriented toward facilitating constructive behavior change have shown positive effects – even for serious offenders (Lipsey & Cullen, 2007). The implementation of Risk Needs Assessment ([RNA](#)) tools to assess for specific needs of a youth and provide more individualized treatment and the use of evidence-based programs have been shown to effectively prevent and reduce delinquency and promote positive youth development.

According to the Robert F. Kennedy National Resource Center for Juvenile Justice, trauma-informed, culturally responsive, cognitive skill building and service learning activities have shown effective behavior change in adolescents and reductions in recidivism. Positive youth development centers on relationship building to decrease delinquent behaviors, increase job readiness skills for employment, provide assessment services to create individualize programming needs for children and families, and decrease antisocial behavior and gang resistance/involvement through impactful [evidence-based or promising](#) cognitive-behavioral therapeutic (CBT) programming. According to Mark Lipsey, PhD, Vanderbilt University, in most cognitive behavioral therapy programs, youth improve their social skills, means-ends problem solving, critical reasoning, moral reasoning, cognitive style, self-control, impulse management and self-efficacy. The efficacy of promising programs can be evaluated using the Standardized Program Evaluation Protocol ([SPEP](#)).

## **ELIGIBILITY:**

In order to be eligible to receive this CPF funding, an organization must meet the following criteria:

1. Applicants must be a non-profit organization serving residents of Nashville, Davidson County.
2. Applicants must have a 501(c) (3) designation of exemption from federal taxation from the Internal Revenue Service; or incorporation as a non-profit with registration

For all inquiries please contact Shelley Hudson at [Shelleyhudson@jis.nashville.org](mailto:Shelleyhudson@jis.nashville.org) (615) 862-8079

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identification number provided by the Secretary of State as a Charitable Organization or proof of such exemption as allowed.

3. Applicants must have been in existence for at least one full year by application due date.
4. Applicants must provide a copy of an audit conducted by a certified public accountant for latest complete fiscal year and be in compliance with contract requirements of grant awards from Metro in any previous years.
  - a. **This requirement may be waived for non-profits with annual budgets of less than \$50,000 and requests for grants of less than \$5,000, per Ordinance No. BL2013-578.**
5. Non-profits applying for direct appropriations from Metro are ineligible to submit proposals for CPF. Non-profits interested in requesting direct appropriations for FY 2019 can find information on how to apply on the [Direct Appropriation Resources webpage](#).

### APPLICATION PROCESS

#### Call for Proposals Released:

January 22, 2019 on the [Juvenile Court Website](#)

#### Email Intent to Apply:

On or by February 22, 2019 to [shelleyhudson@jis.nashville.org](mailto:shelleyhudson@jis.nashville.org)

#### Application Due Date:

Application due date is **March 4, 2019**. Submit an electronic application in PDF format along with any attachments to the attention of [shelleyhudson@jis.nashville.org](mailto:shelleyhudson@jis.nashville.org) **Subject line should read:** CPF FY 2020 Youth Violence Reduction Priority.

#### Training and Information Session:

Juvenile Court will host a technical assistance workshop **from 1:00 pm – 3:00 pm at Juvenile Court located at 100 Woodland Street on February 7, 2019 in the Foster Care Review Board Room**. All agencies interested in applying for the CPF-Youth Violence Reduction priority area are encouraged to attend. During this training, we will go over the application process, including the format for agency presentations.

Agency applications and presentations will be evaluated by an independent review panel, which will make grant award recommendations for inclusion in the Mayor's FY2020 budget. Metro Council will consider the recommended CPF grant awards during the budget process. Agencies selected to receive CPF awards will complete a contract with Juvenile Court on or around July 2020. Agencies selected to receive CPF awards will be required to register as a Metro Vendor

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<https://www.nashville.gov/Finance/Procurement/Purchasing-and-Contracts-Office/How-To-Do-Business-With-Metro/Registration.aspx>

#### **APPLICATION SUBMISSION REQUIREMENTS**

- Cover Sheet
- Completed application narrative submitted in PDF format
- Budget and budget Justification
- Appendices: Applicant documentation of eligibility (see eligibility requirements above)
  - Proof of 501(c)(3) Status
  - Years in existence
  - Copy of an audit conducted by a CPA for the latest complete fiscal year (if applicable).
  - Be in compliance with contract requirements of grant awards from Metro
- Documentation that supports the eligibility requirements listed above
- Appendices – any additional materials (not included in the application narrative) that help explain the proposed activities (e.g., educational materials, reports, tools/instruments, etc.).

#### **Cover Sheet:**

- Required Title: “Community Partnership Fund FY 2020 – Youth Violence Reduction Priority Application.”
- Required Names, titles, organization, telephone number(s), and email address(s) for the primary author and primary point of contact during the application process.

#### **Application Narrative:**

Applicants should adhere to the following guidelines while developing application materials:

- Respond to each of the application questions in order;
- Identify and label responses to each item;
- Include page numbers in the application document;
- Submit the electronic document in PDF format to the attention of [shelleyhudson@jis.nashville.org](mailto:shelleyhudson@jis.nashville.org);
- **Subject line should read:** CPF FY 2020 Youth Violence Reduction Priority.

#### **Proposal Presentation:**

All applications that meet the eligibility requirements will be required to give a presentation of their proposed project. The presentation should not exceed **15 minutes**. Presentations will be scheduled during the month of March 2019.

**Reporting Requirements:**

Interim reports will be bi-annual and a final report will be due within 30 days following the end of the grant funding period. Reporting will be based on the program’s scope and purpose submitted and approved by Metro Government.

**Budget and Spending Plan:**

Funds may be used to support project activities such as costs related to salaries and wages, benefits and taxes, professional fees, supplies, communications, postage and shipping, occupancy, equipment rental and maintenance, printing and publications, travel/conference(s), insurance, specific assistance to individuals (i.e., interpretation fee), and other non-personnel costs. **Funding may not be used for activities that are not directly related to the proposed initiative. Funding may not be used for indirect costs. Funding is for residents of Nashville, Davidson County only.**

**YOUTH VIOLENCE REDUCTION PRIORITY**

**Minimal Requirements for Program Solicitation:**

1. This CPF priority area will fund services for at risk youth ages 12 – 17.
2. Funded programs under the Youth Violence Reduction priority area are required to provide **two or more** of the below positive youth development services:
  - a) Cognitive behavior aligned intervention programming grounded in a therapeutic philosophy (Positive Youth Development) rather than a control philosophy.
  - b) Employability skills or education training (social, academic, vocational),
  - c) Mentoring; and/or,
  - d) Service learning.
3. Funded agencies are required to provide interpretation services for persons with Limited English Proficiency in their program.
4. Funded programs are required to partner with Juvenile Court for referrals.

**APPLICATION QUESTIONS:**

**Organizational Experience and Capacity (15 Points)**

1. Describe your Agency’s:
  - a. Mission,
  - b. Vision,

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- c. Values, and
  - d. Goals.
2. Length of time/history your agency has provided services to the target population.
  3. Briefly list and describe the backgrounds, roles, and experiences of key program staff.
  4. Will key program staff complete a background check?
  5. How does your agency use trauma-informed care practices when providing services to the target population?

### **Target Population: (15 points)**

1. What target population will your agency serve?
2. Describe any relevant geographic indicators for your target population, including data sources for this information.
3. What is the projected number of clients that will benefit from your services?
4. How will your target population benefit from these services?
5. How will your agency provide interpretation services for clients with Limited English Proficiency?
6. Does your agency have the ability to measure a client's risk level? Briefly describe.

### **Program Design: (25 points)**

1. Describe all of the below program characteristics:
  - a. Dosage and duration of program.
  - b. Will your program have a written manual or listed protocol describing the intended services and how they are to be delivered? Briefly describe.
  - c. Will delivery staff be trained to deliver the program service? Briefly describe.
  - d. Will your program have organizing procedures to monitor the quality of program service delivery? Briefly describe.

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- e. Will your program have organizing procedures to take corrective action to program service deliver? Briefly describe.
2. Briefly describe what services and/or activities will be provided to the program's target population.
3. Briefly describe a typical day in the program.

### **Budget: (20 points)**

1. Describe the budget and budget detail. This includes in-kind contributions and resources including partners.
2. Describe how your agency will continue this program should the level of funding change.

### **Data Integrity: (15 points)**

1. List up to three primary measurable outcomes for the target population being served.
2. Describe the agency's ability to gather and analyze data for services provided to the target population.
3. Describe the indicators that will be tracked to demonstrate that outcomes have been achieved.
4. Describe how you plan to document and present evidence of completed services to Juvenile Court.

### **Collaboration and Sustainability (10 points):**

1. Describe collaborative relationships your agency currently has or will have with other community agencies that will enable you to be successful with the proposed program.
2. Describe how the project will result in sustainable changes including your sustainability plan.

**DEFINITIONS:**

**Cognitive-behavioral therapy (CBT):** Psycho-social intervention(s) that use evidenced-based practice to reduce recidivisms. Programming focuses on patterns of thinking and the beliefs, attitudes, and values that underlie thinking.

**Employability:** A variety of work preparation activities to increase a youth’s employability. (e.g., work shadowing, direct hire, experience work through project-based employment, internships, other classroom based activities).

**Evidence-based programs:** Have a clear and consistent model that is researched-based, rigorously evaluated, and shown to work.

**Mentorship:** Facilitating a youth’s growth by sharing resources and networks, focusing on positive youth development, and creating a safe learning environment.

**Persons with Limited English Proficiency:** Federal laws, particularly Title VI and Executive Order 13166 issued in 2000, entitle people who do not speak English as a primary language—or have limited ability to speak, read, write, or understand English—to certain types of language assistance with local and state services, benefits, and encounters. Limited English Proficiency (**LEP**) is defined as a person who is not fluent in the English language, often because it is not their native language. LEP assistance provides people with meaningful access to service that are consistent with but not unduly burdensome to the fundamental mission of the agency or department.

**Positive Youth Development (PYD):** Is based on a body of research suggesting that certain “protective factors” or positive influences (skills training, education, service-learning, and mentoring) can help young people succeed and keep them from having problems. Positive youth development activities favor leadership and skill-building opportunities under the guidance of caring adults. PYD Programming views youth as assets to be developed and gives them the means to build successful futures.

**Promising Programs:** Programs that have completed the SPEP process or where there is a plan for the program to go through the SPEP process by the end of the life of the grant.

**Risk Needs Assessment (RNA) Tools:** Standardized tools that help practitioners make informed and guided decisions about Juvenile recidivating.

**Service Learning and Community Engagement:** An educational approach that combines learning objectives with community services in order to provide a pragmatic, progressive learning experience. Service learning and community engagement involves students applying classroom knowledge to effect positive change in the community.

**Standardized Program Evaluation Protocol (SPEP)**: An assessment tool derived from meta-analytic research on the effectiveness of juvenile justice interventions. The tool is designed to compare existing intervention services, as implemented in the field, to characteristics of the most effective intervention services found in research. Characteristics of juvenile programs that have been shown to predict reduced youth recidivism include the following: service type, dosage, quality of service, and risk levels of youth. The SPEP creates a metric by assigning points to programs according to how closely their characteristics match those associated with the best recidivism outcomes for similar programs. SPEP also provides guidance with respect to program areas that need improving in order to achieve larger recidivism reductions and potentially greater program effectiveness.

**Trauma-informed Care and Adverse Childhood Experiences**: Trauma informed care is defined as understanding the impact of trauma on overall wellness. Understanding trauma promotes a system of compassionate care. Forming compassionate and dependable relationships fosters trust and wellness. Adverse childhood experiences (**ACEs**) are stressful or traumatic events, including abuse and neglect, witnessing domestic violence or growing up with family members who have substance abuse disorders. A person's cumulative ACE score has a strong relationship to health, social, and behavioral problems throughout their lifespan. Understanding the impact of ACEs on children and families dynamically changes the question from "What is wrong with you?" to "What has happened to you?"

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**FY2020 Budget Sheet**

<b>GRANT BUDGET</b>				
<b>Community Partnership Fund – Youth Violence Reduction</b>				
<b>The Grant Budget line-item amounts below shall be applicable only to expense incurred during the following</b>				
<b>Applicable Period: BEGIN: 07/01/2019 END: 06/30/2020</b>				
<b>POLICY 03 Object Line-item Reference</b>	<b>EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup></b>	<b>GRANT CONTRACT</b>	<b>GRANTEE PARTICIPATION</b>	<b>TOTAL PROJECT</b>
1. 2	Salaries, Benefits & Taxes			
4. 15	Professional Fee, Grant & Award <sup>2</sup>			
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications			
11. 12	Travel, Conferences & Meetings			
13	Interest <sup>2</sup>			
14	Insurance			
16	Specific Assistance To Individuals			
17	Depreciation <sup>2</sup>			
18	Other Non-Personnel <sup>2</sup>			
20	Capital Purchase <sup>2</sup>			
22	Indirect Cost <b>(Not allowable for this solicitation)</b>			
24	In-Kind Expense			
25	<b>GRAND TOTAL</b>			

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Sub-recipients of Federal and State Grant Monies, Appendix A.*

<sup>2</sup> Applicable detail follows this page if line-item is funded.

**FY 2020**

**Youth Violence Reduction Community Partnership Fund**  
**(CPF)**

**Frequently Asked Questions**

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**Question:** What is the timeline for the Youth Violence Reduction CPF process?

<b>Action</b>	<b>Date</b>	<b>Contact</b>
Youth Violence Reduction, Juvenile Court CPF solicitation published on JJC Website	<b>January 17, 2019</b>	Shelley Hudson Youth Violence Reduction Coordinator 615-862-8079 <a href="mailto:shelleyhudson@jis.nashville.org">shelleyhudson@jis.nashville.org</a>
Youth Violence Reduction CPF workshop hosted by Juvenile Court (1:00p- 3:00p) in the Foster Care Review Board Room (FCRB) located at 100 Woodland Street, Nashville TN	<b>February 7, 2019</b>	Shelley Hudson <a href="mailto:shelleyhudson@jis.nashville.org">shelleyhudson@jis.nashville.org</a>
Email Notice of Intent to Apply	<b>February 22, 2019</b>	<a href="mailto:shelleyhudson@jis.nashville.org">shelleyhudson@jis.nashville.org</a>
CPF application due date	<b>March 4, 2019 by close of business (4:30 pm CST)</b>	<a href="mailto:shelleyhudson@jis.nashville.org">shelleyhudson@jis.nashville.org</a>
Application Presentation Slide Deck due date	<b>March 11, 2019 by close of business (4:30 pm CST)</b>	<a href="mailto:shelleyhudson@jis.nashville.org">shelleyhudson@jis.nashville.org</a>
Departments conduct applicant proposal competitions, which will be recorded for posting to Metro's YouTube channel or other media	<b>March 18, 2019</b>	Lindsley Hall (Peabody Room) Location: Richard Fulton Campus <b>730 2<sup>nd</sup> Ave South Nashville TN 37210</b> <b>Location and Parking Guide for Richard Fulton Campus</b> <a href="https://www.nashville.gov/Portals/0/SiteContent/ArtsCommission/docs/Fulton_Campus_Parking.pdf">https://www.nashville.gov/Portals/0/SiteContent/ArtsCommission/docs/Fulton_Campus_Parking.pdf</a>
Juvenile Court submits CPF funding recommendations to Mayor's Office and Finance	<b>April 2019</b>	Time to be determined
Recommended CPF grant awards are published in Mayor's Recommended Budget Book	<b>May 2019</b>	Time to be determined
Metro Council considers recommended CPF grant awards during budget process	<b>June 18, 2019</b>	Metro Council
CPF Department Coordinators complete contracts with non-profits receiving grants and monitor performance throughout year	<b>July 2019</b>	Time to be determined Juvenile Court Grant's Management Team

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**Question: What are the expectations for the slide deck presentation?**

**Answer:**

Form a presentation team and submit an electronic copy (**Pdf format**) of your Youth Violence Reduction CPF application presentation slide deck (**PowerPoint format, not to exceed 12 slides**) to Shelley Hudson at [shelleyhudson@jis.nashville.org](mailto:shelleyhudson@jis.nashville.org) by March 11, 2019.

Present your application presentation to the evaluation committee on Monday, March 18<sup>th</sup> (TBD). **Time slots to be scheduled by Shelley Hudson on a first come first serve basis.** Each team will have **fifteen (15) minutes** to make their presentation, **followed by approximately ten minutes of Q&A** with the evaluation committee. Presentations are recorded for posting to the Metro Nashville YouTube channel.

**Youth Violence Reduction CPF Application Presentation**

**Date:** Monday, March 18, 2019

**Time:** 8:30 a.m. – 4:30 p.m.

**Location:** Lindsley Hall (Peabody Room) located at **730 2<sup>nd</sup> Ave South Nashville TN 37210**

**Question: Can CPF funds be used for services outside Davidson County?**

**Answer:** No. This grant solicitation is for use by Nashville, Davidson County residents only.

**Question: Can an agency listed as a Metro Vendor apply for the CPF?**

**Answer:** Yes. As long as the agency qualifies as a non-profit and meets the eligibility requirements.

**Question: Can applicant's receiving direct appropriations from Metro apply?**

**Answer:** No. Non-profits applying for direct appropriations from Metro are ineligible to submit proposals for CPF.

**Question: Can multiple agencies apply together?**

**Answer:** Yes. One agency should serve as the lead agency then contract with smaller non-profits after the award is made.

**Question: Can the audit requirement be waived?**

**Answer:** This requirement may be waived for non-profits with annual budgets of less than \$50,000 and requests for grants of less than \$5,000, per Ordinance No. BL2013-578.

**Question: Do funded agencies have to provide translation services for LEP youth?**

**Answer:** Yes. A funded program should not refuse a referred youth because of his or her Limited English Proficiency.

**Question: Do applicants have to provide all four program priority areas in their proposed program listed on page 5?**

**Answer:** No. Applicants can minimally provide two or more positive youth development services.

**Question: When will applicants be notified of awards?**

**Answer:** Awards will be included in the Mayor's FY 2020 Recommended Budget, submitted to Metro Council in May. Awards are not final until Metro Council passes the budget ordinances, and the Mayor signs the budget ordinances into law, by June 30, 2019.

**Question: Can an agency apply under more than one CPF listing?**

**Answer:** Yes. Grant guidelines permit an organization to submit an application to multiple Metro Priority areas.

**Question: Are indirect costs allowable for the Youth Violence Reduction CPF solicitation?**

**Answer:** No. Indirect costs are not allowed for the Youth Violence Reduction CPF solicitation.

**Question: What type of audit will Metro Finance require? Is a cash audit sufficient? Or do they want a GAAP audit?**

**Answer:** It does not matter so long as the auditor expresses an opinion.

**Question: Would the Court refer youth to our services or do we need to recruit youth separately?**

**Answer:** Referrals to your program will be made by court staff.

**Question: We are a professionally supported one-to-one mentoring program that matches volunteer mentors with youth. To what extent would volunteer training be able to be covered by the grant?**

**Answer:** That will be left up to your organization to build into your budget and program presentation.

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**Question:** Can a non-profit agency partner with a for-profit agency in this application process?

**Answer:** Generally, as long as the nonprofit is the administrative entity for the grant, that shouldn't be a problem.

**Question:** How do I contact the CPF coordinators for the other four solicitations?

**Answer:**

<b>Priority</b>	<b>Department</b>	<b>Coordinator</b>	<b>Email</b>
Community Health	Health Department	Celia Larson	Celia.Larson@nashville.gov
Domestic Violence, Family Safety	Office of Family Safety	Diane Lance	DianeLance@jis.nashville.org
Literacy	Public Library	Elyse Adler	Elyse.Adler@nashville.gov
Literacy	Public Library	Susan Drye	Susan.Drye@nashville.gov
Financial Security	Social Services	Renee Pratt	renee.pratt@nashville.gov
Financial Security	Social Services	Lee Stewart	Lee.Stewart@nashville.gov