

**CITY OF FLINT, MICHIGAN
FINANCE DEPARTMENT
DIVISION OF PURCHASES & SUPPLIES**



PROJECT MANUAL

PROPOSAL NO. 20000579

2020 ReCAST Mini-Grant Application

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On Tuesday, March 10, 2020, Governor Gretchen Whitmer declared a State of Emergency after two individuals were confirmed testing presumptively positive for COVID-19. On Thursday, March 12, 2020, Mayor Sheldon A. Neeley declared a local State of Emergency to exist in the City of Flint as a result of the threat of COVID-19. On Sunday, March 15, 2020, effective March 17, 2020, Mayor Neeley, based on the COVID-19 public health threat, closed City Hall to the public. Residents were asked to take precautionary measures. On March 22, 2020, Mayor Neeley asked residents to participate in a voluntary shelter in place. On March 23, 2020, the City Council approved the continuation of the declaration of a State of Emergency.

Based on the White House guidelines issued on March 16, 2020, and continued on March 30, 2020, for an additional 30 days, it is recommended that people not gather in groups larger than 10 people in order to "flatten" the curve and slow the spread of the virus. On March 24, 2020, Governor Whitmer instituted Executive Order 2020-21, a temporary requirement to suspend activities that are not necessary to sustain or protect life, prohibiting "in-person" work with exceptions for essential and critical infrastructure workers.

On April 24, 2020, Governor Gretchen Whitmer extended the stay at home order until May 15, 2020.

**FOR THE TIME BEING,
BIDS WILL ONLY BE ACCEPTED BY MAIL**

Please note: All detailed bids received after 1:00 PM (EST) of the due date will not be considered. Bids must be in a sealed envelope clearly identifying the proposal title and number. Faxed bids are not accepted.

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CITY OF FLINT
FINANCE DEPARTMENT
DIVISION OF PURCHASES AND SUPPLIES
City Hall, 1101 S. Saginaw Street, Room #203 – Flint, Michigan 48502
(810) 766-7340 www.cityofflint.com



Sheldon Neeley
Mayor

REQUEST FOR PROPOSALS

OWNER/RETURN TO:

THE CITY OF FLINT
FINANCE DEPARTMENT – DIVISION OF PURCHASES AND SUPPLIES
1101 S. SAGINAW ST., ROOM 203, 2nd FLOOR
FLINT, MI 48502
PROPOSAL NO: 20000579

SCOPE OF WORK:

The City of Flint, Finance Department of Purchases & Supplies, is soliciting sealed bids for providing:
2020 ReCAST Mini-Grant Application

Per the attached additional requirements.

If you are a NON-PROFIT organization and is interested in providing the requested services, please submit your proposal the following : One (1) hard copy by MAIL to the City of Flint, Finance Department-Division of Purchases and Supplies, 1101 S. Saginaw St., Room 203, Flint, MI, 48502; One (1) electronic copy to: purchasingbids@cityofflint.com. All proposal submittals must be received by the **due date of May 15, 2020 by 1:00 PM EST**. **If not received by both mediums, your proposal will be disqualified.** **Please note: All detailed bids received after 1:00 PM (EST) on May 15, 2020 will not be considered.**

ALL MAILED PROPOSALS must be in a sealed envelope clearly identifying the proposal title and number. Faxed bids are not accepted.

All additional proposal documents, requirements, addendums, specifications, and plans/drawings (if utilized) are available on the Purchasing page of the City of Flint's web site at <https://www.cityofflint.com/finance/purchasing/bids-2/> under "open bids" and the specific bid or proposal number assigned to this notice.

New vendors should complete and submit a vendor application, IRS W-9 Form, and Vendor ACH Payment Authorization Form with the City of Flint. Links to these forms are available at <https://www.cityofflint.com/finance/accounts-payable-department/>. Results may be viewed next business day online at <https://www.cityofflint.com/finance/purchasing/results/> under "bid results".

Any questions regarding the proposal process may be directed to Joyce McClane in writing by no later than 5/10/20 to PURCHASINGBIDS@CITYOFFLINT.COM.

Sincerely,

A handwritten signature in cursive script, appearing to read "Joyce A. McClane".

Joyce A. McClane, CPPB Purchasing Manager

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Flint ReCAST Request for Proposals (RFP) – 2020

RFP TIME PERIOD: June 1, 2020 – September 30, 2020

DUE DATE: Friday, May 15, 2020 5:00 p.m.

PROGRAM OVERVIEW:

The Flint ReCAST (Resiliency in Communities after Stress and Trauma) Program is intended to assist high-risk youth and families in the City of Flint. ReCast seeks to promote resilience and equity through implementation of evidence-based violence prevention and community youth engagement programs, as well as linkages to trauma-informed behavioral health services. The goal of this program is for the greater Flint community to work together in ways that lead to improved behavioral health, empowered community residents, reductions in trauma, and sustained community change.

The 2020 Flint ReCAST Community Mini-Grant Program RFP seeks to empower and build capacity to increase community involvement and engagement that align with the ReCast goals and objectives, as detailed below.

FOCUS POPULATION:

High risk youth and their families impacted by the Flint Water Emergency (FWE)

SCOPE of WORK:

The City of Flint is seeking mini-grant proposals that align with and advance the five goals of Flint ReCAST:

- **GOAL 1: Build on strong local programs and partnerships to support at-risk youth and families in developing resilience, reducing violence, and developing a vibrant community.**

Successful grantees under this goal will provide community-based programming for high risk youth and families in the areas of health, arts, education, sports, culture or other areas associated with evidence based positive outcomes that will either build resilience, reduce violence, or promote positive community development.

How to Measure Your Reach relative to Goal 1:

- Number of youth served (by location, ward, zip code, and age)
- Participation and retention rate
- Surveys and Testimonials

- **GOAL 2: Use trauma-informed evidence-based programming to mitigate potential behavioral health impacts of the Flint Water Emergency on Flint youth and families.**

Successful grantees under this goal will provide family strengthening and evidence-based resiliency building programming that leads to positive social, emotional, and behavioral health improvement. Activities can directly support youth and families, or activities can seek to equip professionals, clinicians, and community agencies that serve Flint area youth and families to utilize trauma-informed approaches in their work.

How to Measure Your Reach relative to Goal 2:

- Number of community residents, clinicians, etc., who have been trained in trauma-informed approaches, resiliency, or mental health prevention
- Measure of knowledge gain (pre/post survey) of those provided education in trauma and resiliency

- **GOAL 3: Integrate evidence-based violence prevention programming to enhance ongoing community organization led activities to encourage youth at high risk for developing traumatic stress symptomatology toward empowerment and achievement pipelines rather than the school to prison pipelines.**

Successful grantees under this objective should seek to integrate or establish evidence-based violence prevention strategies to an existing community program. Programs that engage youth to not only learn but share positive messaging with other community residents and families, and document that outreach, will be given preference.

How to Measure Your Reach relative to Goal 3:

- Number of high risk youth engaged (by location, ward, zip code, and age)
- Quantified reach of activities by type and location
- Measure of partnerships established as part of cross-sector violence prevention strategies

- **GOAL 4: Create a trauma-informed 1st responder community by providing trauma training to local police, first responders and correction officers.**

Successful grantees should establish, expand, or create first responder trainings that are both evidence-based, inclusive, and engaging. Efforts can support creation of trauma informed policies, design and delivery of a trauma-informed community workshop series, and community learning sessions aimed at learning from the experiences of others and peer-based exchange.

How to Measure Your Reach relative to Goal 4:

- Number of 1st responders (by type and location) that receive trauma-informed training
- Number of agencies or community organizations adopting trauma-informed policies or practices by type
- Measure of increase in knowledge of trauma-informed practices (pre/post survey)
- Reach of community engagement activities (by location, ward, zip code, and age)

- **GOAL 5: Increase capacity for youth and families in the Flint community to support skill building and career opportunities to implement evidenced based programs.**

Successful grantees will deliver evidence-based programs available to youth and family groups, including mindfulness skill building, activities associated with the arts (including music, art, theatre, dance, etc.), and career exploration programs. Activities that partner with local arts-based organizations and settings as well as first responders (e.g. police, fire, ambulance, EMT, public health, etc.) will be given preference.

How to Measure Your Reach relative to Goal 5:

- Number of high risk youth engaged (by location, ward, zip code, and age)
- Number of families engaged (by location, ward, zip code, and family size)
- Measure of skill building achieved (pre/post survey)
- Establishment of partnerships developed between community partner agencies and first responders

Flint ReCAST Mini-Grant Guidelines:

MINI-GRANT RANGE: Up to \$10,000

TOTAL AWARDS: Up to 20 mini-grants will be awarded

ELIGIBILITY CRITERIA:

- Applicant organizations must be a legally incorporated entity in the State of Michigan with 501(c)(3) status or a project sponsored by a government agency or academic institution with a clear charitable purpose. Community-based organizations with a fiscal sponsor are also eligible to apply.
- Grant requests must have direct relevance to Flint at risk youth and their families impacted by the Flint Water Emergency and relate to a minimum of one of the five ReCAST goals.
- Prior Flint ReCAST grantees are welcome and encouraged to apply.

THE FOLLOWING WILL NOT BE CONSIDERED FOR FUNDING:

- Grants will not be made to organizations that discriminate based on ethnicity, race, age, gender identity, sexual orientation, religion, economic circumstance, physical/mental abilities and characteristics, or marital status.
- Grants for sectarian religious purposes or any religious activities are not eligible.
- Grants will not be made for loans, debt reduction, capital projects, lobbying, research, or annual appeals.

PROPOSAL RECOMMENDATIONS:

- Grant applications to support projects implementing evidenced-based strategies that emphasize one of the five ReCAST goals are strongly encouraged.
- Grant applicants should articulate measurable outcomes.
- Grant applicant should demonstrate collaboration with other local organizations. Letters of partnership are strongly encouraged but not required.
- Grant applications are encouraged to utilize, and reference community data resources focused on Flint children and families, including but not limited to the Flint and Genesee County Community Health Needs Assessment (CHNA), the State of Flint Kids, and the Ruth Mott Foundation Community Dashboard.

APPLICATION PROCESS & DOCUMENTS REQUIRED FOR SUBMISSION:

All applicants must complete and submit all mini-grant application sections:

- Part 1: Applicant Organization Information Form
- Part 2: Project Description / Project Narrative
- Part 3: Proposed Outcomes and Reach
- Part 4: Budget Form / Budget Narrative

A cover letter as well as letters of partnership are not required, but are encouraged. Other attachments are not necessary and should not be submitted.

SUBMISSION INFORMATION AND DEADLINE: SUBMISSION INFORMATION AND DEADLINE:

One (1) hard copy by MAIL to the City of Flint, Finance Department-Division of Purchases and Supplies, 1101 S. Saginaw St., Room 203, Flint, MI, 48502 – Labeled “**PROPOSAL NO. 20000579 – 2020 ReCAST Mini-Grant Application**”;

One (1) electronic copy to: purchasingbids@cityofflint.com. All proposal submittals must be received by the **due date of May 15, 2020 by 1:00 PM EST**. **If not received by both mediums, your proposal will be disqualified.**

Flint ReCAST Mini Grant Application – 2020

PART 1 - APPLICANT ORGANIZATION FORM

1.1. Please complete the Project Profile table:

AGENCY LEGAL NAME:	FEDERAL ID/EIN:
ADDRESS:	
CITY/STATE/ZIP:	
AGENCY WEBSITE:	
AUTHORIZED OFFICIAL NAME:	
AUTHORIZED OFFICIAL TITLE:	
PROJECT CONTACT PERSON NAME & TITLE:	
CONTACT TELEPHONE:	EMAIL:
PROJECT TITLE:	
TOTAL GRANT AMOUNT REQUESTED:	
TOTAL NUMBER OR RESIDENTS TO BE SERVED:	
LOCATION OF PROJECT ACTIVITIES (ZIP CODES OR WARDS):	
FOCUS POPULATION TO BE SERVED:	
PROJECT GOALS ADDRESSED (1,2,3,4,5):	
ARE YOU A PREVIOUS FLINT RECAST GRANTEE (YES/NO)?	

1.2. Please provide a narrative overview of your organization, including any existing program or activities that are in alignment with the goals of Flint ReCAST (500 word maximum).

1.3. Please select which one of the five Flint ReCAST goals your proposal will address (check only one box):

	GOAL 1: Build on strong local programs and partnerships to support at-risk youth and families in developing resilience, reducing violence, and developing a vibrant community.
	GOAL 2: Use trauma-informed evidence-based programming to mitigate potential behavioral health impacts of the Flint Water Emergency on Flint youth and families.
	GOAL 3: Integrate evidence-based violence prevention programming to enhance ongoing community organization led activities to encourage youth at high risk for developing traumatic stress symptomatology toward empowerment and achievement pipelines rather than the school to prison pipelines.
	GOAL 4: Create a trauma-informed 1st responder community by providing trauma training to local police, first responders and correction officers.
	GOAL 5: Increase capacity for youth and families in the Flint community to support skill building and career opportunities to implement evidenced based programs.

1.4. Please attach a copy of your organization’s Board of Directors roster as well as an organizational chart, if applicable.

PART 2 – PROJECT DESCRIPTION / PROJECT NARRATIVE

- 2.1 Project Description: Please provide a detailed description of the program/project for which you are applying including how it will achieve the ReCAST Goal under which you are applying (1,000 word maximum).**

- 2.2. Please describe the precise Flint population to be served by your proposed project, including how many youth / families or partner organizations will be served by your proposed program (250 word maximum).**

- 2.3. Please describe how you will select or engage residents to participate in your proposed project (250 word maximum).**

- 2.4. Please discuss the experience of your project’s key staff to conduct the proposed project and meet the objectives of your proposal (250 word maximum).**

- 2.5. Please write a three sentence “headline” describing your proposed project to the community in the context of Flint ReCAST.**

PART 3 – PROPOSED OUTCOMES AND REACH

3.1. If awarded a Flint ReCAST mini-grant, does your organization commit to submitting outcomes and participation reports? (Indicate Yes or No)

3.2. Flint ReCAST is committed to ensuring that our collective community strategy is focused on reaching a diverse community of high-risk youth and families, as well as partnership organizations.

Please describe how your project will track and measure its proposed outcomes, including who has been engaged, and the population reach of your efforts. Please include specific sample measures you will track (for example, “we will track the number of youth participants participating in our 8-week after school program, including name, age, zip code/ward, parental contact”) (500 words maximum).

PART 4 – BUDGET FORM / BUDGET NARRATIVE

4.1. Grant Amount Requested:

4.2. Please provide a budget summary and narrative describing how the funds will be used. Please include budget narrative specific to costs associated with personnel (wages/fringe), supplies/materials, program costs, etc. (Maximum two pages)

4.3. What plans do you have to sustain your program/project when your grant award is exhausted? (Maximum 250 words)

4.4 Budget Form (please complete with all project costs as described in the budget summary narrative.)

Expense Line Item	Amount Requested from ReCAST	Amount Provided By Organization	Amount Provided By Other Sources	Total Budget Amount
Totals:				

Complete the following table to indicate other sources of funding for this program/project

Funding Source	Amount	Committed or Pending

FOR CORPORATION

STATE OF _____

S.S.

COUNTY OF _____

_____ being duly sworn, deposes and says that she/he/they
is _____ of _____
(Official Title) (Name of Corporation)

a corporation duly organized and doing business under the laws of the State of _____
the corporation making the within and foregoing bid; that they executed said bid in behalf of said corporation by
authority of its Board of Directors; that said bid is genuine and not sham or collusive and is not made in the interests of
or on behalf of any person not herein named, and that they have not and said bidder has not directly or indirectly
induced or solicited any other person or corporation to refrain from bidding; that they have not and said bidder has not
in any manner sought by collusion to secure to themselves or to said corporation an advantage over other bidders.

Subscribed and sworn to before me at _____, in said County and State,
this _____ day of _____, A.D. 20 _____,

*Notary Public, _____ County, _____

My Commission expires _____, 20 _____