FY14 COMMUNITY VIOLENCE PREVENTION PROGRAM – YOUTH EMPLOYMENT PROGRAM JOB READINESS TRAINING GRANT REQUEST FOR PROPOSALS

Illinois African American Coalition for Prevention
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ILINOIS AFRICAN AMERICAN COALITION FOR PREVENTION  
FY14 COMMUNITY VIOLENCE PREVENTION PROGRAM – YOUTH EMPLOYMENT PROGRAM  
JOB READINESS TRAINING GRANT REQUEST FOR PROPOSALS

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Illinois African American Coalition for Prevention  
January 2014

Package Contents

Email of Intent p. 3  
I. Notice of Proposal Due Date & Applicant TA Session p. 4  
II. Eligibility p. 4  
III. Grant Timeline & Reporting Requirements p. 4  
IV. ILAACP Background p. 5  
V. ICJIA Background p. 5  
VI. Problem and Services p. 6  
    ▪ Problem Statement  
    ▪ Summary Scope of Services  
VII. Proposal Content p. 7  
VIII. Review Criteria and Procedures p. 8  
IX. Submission Instructions p. 9
ILLONOIS AFRICAN AMERICAN COALITION FOR PREVENTION
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EMAIL OF INTENT

To be considered for the Illinois African American Coalition for Prevention FY14 Community Violence Prevention Program – Youth Employment Program Job Readiness Training Grant, please provide the following information and email it to the ILAACP. The email of intent must be received no later than Monday, January 20, 2014 by 5:00pm. Applications will not be accepted without an email of intent.

Applicant Information

Agency Name:

Contact Name:

Address:

City: State: Zip:

Phone: Fax:

Email: Web Site:

Send Email of Intent to:

Illinois African American Coalition for Prevention
Kristy Rauch – Special Initiatives Director
krauch@ilaacp.org
I. Notice of Proposal Due Date

Title: FY14 ILAACP Community Violence Prevention Program – Youth Employment Program Job Readiness Training Grant

Issued By: Illinois African American Coalition for Prevention

Proposal Due Date: Proposals must be received no later than 5pm Friday, January 31, 2014

Completed applications should be emailed to krauch@ilaacp.org


Applicant Technical Assistance Session

The Illinois African American Coalition for Prevention will hold a webinar on January 16, 2014, at 10 a.m. to review information about the RFP and to answer questions.

If you are interested in participating in this webinar, please register no later than Wednesday, January 15th at 12pm at ILAACP’s website: www.ilaacp.org/cvpp-rfp/

II. Eligibility

Not-for-profit and for-profit organizations with demonstrated capacity to provide job readiness training may apply.

III. Grant Timeline and Reporting Requirements

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>Jan. 7, 2014</td>
<td>RFP Released</td>
</tr>
<tr>
<td>Jan. 16, 2014</td>
<td>Applicant Technical Assistance Session</td>
</tr>
<tr>
<td>Jan. 20, 2014</td>
<td>Email of Intent Due</td>
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<tr>
<td>Jan. 31, 2014</td>
<td>Proposal Due</td>
</tr>
<tr>
<td>Feb. 21, 2014</td>
<td>Grantee receives written award notice</td>
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<tr>
<td>Feb. 28, 2014</td>
<td>Grantee signs and returns agreement</td>
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<tr>
<td>Mar. 3 – July 15, 2014</td>
<td>Grantee implements project</td>
</tr>
<tr>
<td>May 1, 2014</td>
<td>First grant report due</td>
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<tr>
<td>August 15, 2014</td>
<td>Close-out grant report due</td>
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Fiscal and Narrative Reports are due on the dates provided above. Reports will be distributed to the grantee for submission. Closeout reports are due 30 days after the last day of the performance period.

IV. Illinois African American Coalition for Prevention (ILAACP) Background

Established in 2005, the Illinois African American Coalition for Prevention is a statewide, membership-based charitable organization that strengthens prevention systems, policies, and programs in underserved communities through culturally-relevant research, training, and advocacy.

The ILAACP accomplishes its mission work through the following four strategies:

- Raise public awareness and consciousness about the social and health disparities negatively affecting Illinois’ African-American communities.
- Identify, assess, and promote effective and culturally competent prevention and early intervention programs, policies and strategies.
- Build the capacity of African-American organizations to provide high quality prevention and early intervention services through training, coaching, and evaluation.
- Increase funding and resources for ILAACP members by educating Illinois’ legislators, taxpayers, and others about the cost-effectiveness of prevention and early intervention.

For more information on ILAACP initiatives, please visit our web site at www.ilaacp.org

V. Illinois Criminal Justice Information Authority (ICJIA) Background

The Illinois Criminal Justice Information Authority (ICJIA) is charged with coordinating Statewide violence prevention efforts and developing a Statewide plan that incorporates public health and public safety approaches to violence prevention in families, communities, and schools (20 ILCS 3930/2). ICJIA administers grant programs that make funding available for community-based and statewide collaborative efforts (multi-disciplinary, multi-sector) that address a myriad of comprehensive approaches to violence prevention.

This grant will disburse state funds.

For more information on ICJIA initiatives, please visit their web site at www.icjia.state.il.us
VI. Problem and Services

Problem Statement
The Illinois Community Violence Prevention Program (CVPP), Youth Employment Program (YEP) will support approximately 1,800 youth who will be placed in summer jobs and receive mentoring during the summer of 2014. In 2011, it was estimated that 40% of 20 to 24 year olds and 72% of 16 to 19 year olds in Illinois were unemployed. In 2011 and 2012, only 26 percent of the nation’s teens held any type of paid job, which is the lowest annual average U.S. employment rate in the post-World War II era. According to the 2007 Every Promise, Every Child: Turning Failure into Action report, a significant percentage of young people preparing to enter the workforce over the next two decades are lacking soft skills, such as critical thinking, teamwork and communication that are needed to become effective employees. To help prepare CVPP youth for their summer employment and future careers, they will be provided job readiness training (JRT), a foundational learning experience that will strengthen their job skills for both current and future employment opportunities.

Summary Scope of Services

The Grantee will use a “Training of Trainers (TOT)” format to deliver up to 80 hours of instruction to train approximately 170 people (120 Instructor/Mentor trainers; 25 YEP Managers, 25 YEP Coordinators) using the already-developed JRT curriculum (consisting of 40 hours of instruction for youth). The up to 80 hour TOT assumes approximately two hours of training will be provided for every one hour of youth instruction. The up to 80 hour training developed and delivered by the Grantee should not exceed 20 hours of training per week. After they successfully complete the TOT, Instructor/Mentor trainers will provide Job Readiness Training (JRT) to the 1,800 youth participating in YEP.

The Grantee will be responsible for providing experienced trainers to deliver the training, maintaining a ratio not to exceed 1 trainer: 25 trainees. The Grantee will also provide space for the trainings. Space should include both classroom space and computer labs; be situated in locations in the west, north, and south sides of the city; and be accessible via public transportation. The Grantee will also provide equipment necessary to deliver the training (e.g., laptops, projectors).

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1 Youth and Work report; Annie E. Casey Foundation, obtained at http://www.aecf.org/~/media/Pubs/Initiatives/KIDS%20COUNT/Y/youthandworkpolicyreport/kidscountyouthandwork.pdf


3 A Report from America’s Promise Alliance: Every Promise, Every Child, obtained at www.americaspromise.org
The Grantee will assist, as requested, in the planning, development and implementation of the JRT for the CVPP YEP. This may include helping draft Instructor/Mentor job descriptions, identifying requisite Instructor/Mentor qualifications, and developing interview questions for candidates. The training of the Instructor/Mentors will begin in April, 2014 and end by June, 2014, or as agreed upon with ILAACP.

Topics already developed in the existing JRT curriculum include:
1. Career Planning with Computer Literacy I
2. Self-Marketing – Include care of work uniform
3. Time Management – with instruction on Timekeeping System(s)
4. Money Management
5. Creating Resumes/Applications
6. Computer Literacy II
7. Conflict Resolution
8. Workplace Communication/Vocabulary
9. Interviewing Techniques
10. Dress for Success – Graduation

The Grantee will maintain notes and report progress for each Instructor/Mentor trainer using a grading scale for each subject. The Grantee will clearly communicate to each Instructor/Mentor trainer the minimum criteria for successful completion of the JRT TOT. The Grantee will help develop in each Instructor/Mentor trainer a style and method for delivering the curriculum that will motivate and inspire youth to be successful in YEP and to establish an effective method of job search activities for the future.

Upon completion of the TOT, the Grantee will provide technical support to the Instructor/Mentor trainers (between the end of May, 2014, and July 15, 2014) as they deliver training to youth (e.g., site visits, answering phone / email inquiries). Technical support will include two 2-hour webinar “booster trainings” delivered two weeks prior to the commencement of youth training: the first webinar will review topics 1-5 (listed above); the second webinar will review topics 6-10.

VII. Proposal Content

The Program Narrative must be submitted in Microsoft Word compatible format. Budget must be submitted in Microsoft Excel compatible format. Proposals must be on 8 1/2”x 11” paper, single-spaced, and use 12 point font size with one-inch margins. The Program Narrative should not exceed 5 pages; charts may be included but are not counted toward the page limit. Footnotes may also be included for citation purposes, and can extend into the one-inch margin.

- Proposal Checklist: A completed Proposal Checklist [form attached]
- Cover Page: A completed Cover Page [form attached]
- Exhibit A: Proposal narrative [form attached]
- Exhibit B: Budget and Budget Narrative [form attached]
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- Letter of determination/affirmation from IRS documenting tax status dated on or after 11/25/2008 (if applicable)
- Certificate of good standing from Illinois Secretary of State

VIII. Review Criteria and Procedures

Proposal selection will be made using the criteria listed below. ILAACP reserves the right to reject any or all proposals if it is determined that submission(s) are not satisfactory. ILAACP also reserves the right to invite one or more applicants to resubmit amended proposals.

Responsiveness to Proposal – Proposals will be reviewed by a panel of ILAACP staff with expertise in this area. The narrative should thoroughly address all parts of the RFP and demonstrate an ability to successfully implement the program. (100 points total)

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Points</th>
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<tbody>
<tr>
<td>Agency Capacity/ Experience</td>
<td>20</td>
</tr>
<tr>
<td>Goals/ Objectives</td>
<td>30</td>
</tr>
<tr>
<td>Staffing and Management Plan</td>
<td>15</td>
</tr>
<tr>
<td>Implementation Schedule</td>
<td>25</td>
</tr>
<tr>
<td>Budget/Budget Narrative</td>
<td>10</td>
</tr>
</tbody>
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Note: Proposed project costs for services, activities and other items will be assessed to determine how realistic they are, and the extent to which they have been allocated in a cost-efficient yet effective manner. The Budget Narrative includes all budgeted items listed in the Budget line by line, all costs are accurately calculated and relevance to the program is clearly explained.
IX. Submission Instructions

Contact
For additional information, please call or email:
Kristy Rauch
Special Initiatives Director
312.850.4444 ext. 227
krauch@ilaacp.org

Completed applications should be addressed to:

Kristy Rauch
Special Initiatives Director
Illinois African American Coalition for Prevention
850 W. Jackson Blvd. Suite 340
Chicago, IL  60607

Completed applications should be emailed to krauch@ilaacp.org no later than 5pm on January 31, 2014.