

YOUTH AND COMMUNITY VIOLENCE PREVENTION ACTION TEAMS (VPAT)

REQUEST FOR PROPOSALS

Release Date: October 30, 2024

Applications Due: December 6, 2024 at 5:00 PM ET

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Summary Information

Project Title: Youth and Community Violence Prevention Action Teams (VPAT)

Source of Funding: Centers for Disease Control and Prevention

NOA Award No.: 6 NU38PW000037-01-01

Funding Available: Up to \$50,000 each for up to 6 awardees

Direct Questions to: ivp@naccho.org with subject line “VPAT RFP Question”

Key Dates and Links

Event	Dates and Link
RFP Release	October 30, 2024
Informational Webinar	November 12, 2024 at 2:00 PM ET – register here Recording available after this date on the FAQ page
Application Submission Deadline	December 6, 2024 at 5:00 PM ET via online application
Award Notification	On or Around December 19, 2024
Contract Effective Date	January 1, 2025
Contract End Date	July 31, 2025, with a possible contract modification for a no cost extension through September 30, 2025

About NACCHO

The National Association of County and City Health Officials (NACCHO) is the voice of the nearly 3,000 local health departments (LHDs) across the country. These city, county, metropolitan, district, and tribal departments work to protect and improve the health of all people and all communities. NACCHO provides capacity-building resources that support LHD leaders in developing and implementing public health policies and practices to ensure communities have access to the vital programs and services that protect them from disease and disaster. Additionally, NACCHO engages with federal policymakers on behalf of LHDs to ensure adequate resources, appropriate public health legislation, and sensible policies are in place to address the myriad of public health challenges facing communities.

Overview

In partnership with the Centers for Disease Control and Prevention (CDC), NACCHO is pleased to announce the Youth and Community Violence Prevention Action Teams (VPAT) program. Through this funding opportunity, NACCHO will provide up to \$50,000 each for a maximum of 6 awardees.

The project period will begin January 1st, 2025, with an initial contract through July 31, 2025. Upon agreement by NACCHO and CDC, selected awardees may request a contract modification for a no-cost extension through September 30th, 2025 to complete project activities. Applications must be submitted using NACCHO’s [online application portal](#) **no later than Friday, December 6th at 5:00PM ET**, and selections will be made on or around December 19th, 2024. See application Instructions (Section IV) for further details.

Applicants who experience unforeseen technical issues beyond their control that prevent them from submitting their application by the deadline must submit all required application materials to ivp@naccho.org no later than **5:00 p.m. ET on December 9th, 2024**, via email (including a brief explanation of the technical issues which prevented application through naccho.org) and request approval for acceptance of the separate application.

NACCHO invites interested applicants to participate in an **optional informational webinar on Friday, November 12th at 2:00 PM ET** to review the RFP and respond to questions. Interested participants can register for the live webinar or access the recording [here](#). Please note that no new information will be shared during the webinar, and applicants do not need to wait for this optional webinar to begin or submit applications. Applicants may pose individual questions to NACCHO at any point during the application process by emailing the Injury Violence and Prevention Team at ivp@naccho.org with subject line “VPAT RFP Question.” with subject line “VPAT RFP Question.” Questions received will be added to our frequently asked questions ([FAQ](#)) document, which will be updated at a minimum, weekly on Fridays throughout the application period.

I. Purpose and Background

This funding opportunity is open to jurisdictions **with high rates of youth and community violence, particularly firearm homicides, disproportionately affecting communities of color**. The current funding opportunity aims to support multisector violence prevention efforts by forming Youth and Community Violence Prevention Action Teams, hereafter referred to as “action teams.” The project aims to support **new or existing action teams** to develop plans that:

1. Build capacity to implement evidence-based/evidence-informed violence prevention and intervention strategies, especially those that address community conditions and social and economic systems, that can increase risk of violence (see page 59 of [CDC’s Community Violence Prevention Resource for Action](#)).
2. Reframe youth and community violence as a public health issue within their community.
3. *For action teams previously funded by NACCHO under cooperative agreement 6 NU38OT000306-05-06 with CDC:* Build upon the momentum and progress by enhancing existing strategies or introducing new approaches that address emerging challenges, strengthen partnerships, or deepen community engagement.

Ultimately, the goal of this work is to leverage multisector partnerships to enhance, not duplicate or run counter to, existing violence prevention efforts in the selected communities. Existing action teams include those previously funded through NACCHO’s VPAT project or other established coalition/committee/workgroup.

In recent years, youth and community violence has increased at alarming rates, creating a public health crisis and a lasting legacy of trauma. Systemic and structural racism drive disparate health outcomes, disproportionately affecting Black, Indigenous, Latinx and other racial/ethnic minorities. The CDC defines youth violence as young people (ages 10-24 years old) intentionally using physical force or harm against others; and similarly defines community violence as interpersonal violence generally occurring outside the home between people who are unrelated, with youth and young adults (ages 10-34) in communities of color being disproportionately affected. In 2020, homicide was the [second leading cause of death](#) for teens and young adults aged 15-24, with more than 92% of which were caused by firearms.

Firearm violence poses a serious threat to our communities. CDC’s provisional data from 2023 indicates that an estimated [46,728 people died in the U.S from a firearm related incident](#), an average of approximately 128 Americans each day. Although this data indicates the firearm homicide rate decreased by 8.6% from 2022, black people continue to face gun homicide rates that are [13 times higher than their white counterparts](#). Additionally, the firearm mortality rate among children and teens has [increased 87% between 2011 to 2021](#), with firearms remaining as the leading cause of death for children and teens aged

1 to 19 years old.

These staggering trends demonstrate the dire need to center comprehensive, cross-sector approaches to dismantle systems of structural violence and racism. A [public health approach](#) to preventing violence leads with the importance of assuring the conditions necessary for optimal health, safety, and well-being. While there are many approaches that communities can take to prevent violence, local health departments can support this work through activities such as convening government agencies, community-based organizations, and members of the community including those with lived experiences to create safe, stable, nurturing relationships and environments. Local health departments are the stewards of public health within their communities and are uniquely positioned to serve as a neutral convener connecting partners for prevention efforts, as well as ensuring that there is longevity and continuity in violence prevention strategies.

A public health approach also considers a broad array of prevention and intervention efforts, inclusive of both upstream and downstream approaches and across the levels of the [social-ecological model](#). There are four levels to the social-ecological model:

- [Individual](#): Prevention strategies at this level promote attitudes, beliefs, and behaviors that prevent violence. Specific approaches may include conflict resolution and life skills training, social-emotional learning, and safe dating and healthy relationship skill programs.
- [Relationship](#): Prevention strategies at this level may include parenting or family-focused prevention programs and mentoring and peer programs designed to strengthen parent-child communication, promote positive peer norms, problem-solving skills and promote healthy relationships.
- [Community](#): Prevention strategies at this level focus on improving the physical and social environment in these settings (e.g., by creating safe places where people live, learn, work, and play) and by addressing other conditions that give rise to violence in communities (e.g., neighborhood poverty, residential segregation, and instability, high density of alcohol outlets).
- [Societal](#): Prevention strategies at this level include efforts to promote societal norms that protect against violence as well as efforts to strengthen household financial security, education and employment opportunities, and other policies that affect the structural determinants of health.

This funding opportunity prioritizes action planning for strategies at the community and societal level, but applicants may also choose to integrate strategies that focus on the individual and relationship level in addition.

NACCHO and their partners will coordinate and provide technical assistance to up to six (6) action teams that leverage cross-sector partnerships among public health leaders, elected city and county officials, local government agencies and executive offices, youth representatives, and other partners such as community-based organizations.

II. Technical Eligibility and Contract Terms

Jurisdictions that are proposing new or leveraging existing action teams (or coalitions) are both eligible to apply.

To prevent duplication of existing CDC-funded projects, organizations/agencies receiving funding

through CDC-RFA-CE21-2104 Preventing Violence Affecting Young Lives ([PREVAYL](#)) are **not** eligible to apply for this RFA unless they can clearly demonstrate how their proposal would not duplicate existing efforts funded through PREVAYL. For communities that are receiving PREVAYL funding for their county and would like to submit an application for their city and vice versa, please contact NACCHO at ivp@naccho.org to discuss how your proposal would not duplicate existing efforts. If you have any other questions related to PREVAYL-related funding restriction, please reach out to NACCHO at the email above. Jurisdictions that have previously received VPAT funding are eligible to apply but will need to describe how an additional round of planning would build upon their existing work.

The action teams are designed to have strong involvement and leadership from local government to encourage sustainability and continuity of the violence prevention efforts. However, NACCHO and their partners recognize the critical role that community partners play in this work and strongly encourage applying action teams to engage and uplift the voices of youth and community members who are disproportionately affected by violence, and who may be leading existing violence prevention efforts.

Local health departments, community-based organizations, local government agencies, or any other entity that is appropriate to serve in the role of the contracting entity are eligible to apply, but will need to represent a larger, multisectoral team of applicants. When defining roles and responsibilities, applicants should consider the potential differences in the roles of fiscal administrator of funds that enters into a contract with NACCHO and NACCHO's primary point-of-contact who serves as the project lead by supporting coordination of communications with the larger team and leadership of the team-led work. Often this is the same entity, but it is not required.

Fiscal administrator: Applicants should consider the degree to which lengthy and inflexible contract approval processes exist when determining a fiscal administrator that is the applicant organization (i.e., prime applying entity). To receive the full amount of funds, prime entities will need to enter into an initial contract with NACCHO that covers activities through July 31, 2025. Upon applicant's request and approval by NACCHO and CDC, the initial contract may receive a no-cost extension through September 30, 2025 via contract modification. **Applicants that are unable to sign the draft contract or subsequent contract modification within 30 days of receipt may not be the best-situated entity to serve as the fiscal administrator.** Applicants should also consider fiscal administrators that are well situated to support the management and delegation of funds to support project activities and partners, especially any line items related to incentives for community engagement activities.

Selected applicants will enter into an agreement with NACCHO using the [NACCHO standard contract \(terms and conditions\)](#). Agreement with majority of NACCHO standard contract terms and conditions is a requirement and as part of the application. The contractor will be asked to verify that they have read NACCHO's standard contract language and confirmed in agreement with the terms and conditions.

Should your organization need to propose any changes to the terms and conditions, please upload those requested revisions along with your application; however, NACCHO reserves the right to accept or decline such changes. Significant changes, which could affect the agreement's timely execution, may impact your selection as a successful applicant. Agreeing to NACCHO's Resolution of Disputes and Governing Law is expected and aside from those two clauses, limited **modifications to the terms or contract language may be accommodated. Contractors that cannot agree to the majority of NACCHO's contract language should not apply for this initiative.** If you are an applicant from Florida or Texas, please contact NACCHO immediately for a copy of the Florida or Texas standard contract.

Team lead: The team lead should be a person or an entity that has relationships across multi-sector team members and holds the trust of the community, especially those who are most impacted by firearm violence. The entity of the team lead may also serve as the fiscal administrator and contracting entity, but is not required to. If they are different, they will have to liaise to support the invoicing process to ensure satisfactory deliverables are submitted based upon the Scope of Work outlined in Section III to allow NACCHO to disburse payment according to the invoicing schedule.

III. Project Goals, Activities, Support, and Requirements

The six (6) participating core action teams will complete the following activities during the project period with support from NACCHO, CDC, National League of Cities (NLC), Community Justice, and subject matter expert coaches.

Action Team Requirements	NACCHO and Partner Support
Kick-Off Meeting: Participate in a kick-off call with NACCHO.	
Action team will: <ul style="list-style-type: none"> Attend the kickoff meeting and relay important information with team members who cannot join. Ensure the team lead and a representative from the contracting entity (if different) are present. 	NACCHO and partners will: <ul style="list-style-type: none"> Introduce project goals and expectations to onboard the action teams.
Needs Assessment: At the beginning of the project period, complete an assessment to identify strengths, assets, priorities, and anticipated challenges related to youth and community violence prevention.	
Action team will: <ul style="list-style-type: none"> Complete the assessment in collaboration with all members of the core action team. 	NACCHO and partners will: <ul style="list-style-type: none"> Provide the needs assessment tool. Guide discussions with core action team around the results.
In-person Site Visit: Host an in-person site visit in their community in the spring of 2025 as an opportunity for relationship building and intensive technical assistance. This visit will focus on action planning, engagement activities, and address site-specific needs.	
Action team will: <ul style="list-style-type: none"> Coordinate with NACCHO to schedule the visit, including securing a meeting space and ensuring key team members are available. Develop an agenda in collaboration with NACCHO and partners. Post site visit, complete site visit summary report. 	NACCHO and partners will: <ul style="list-style-type: none"> Provide hands-on support during the visit to support action planning and community engagement activities
Individual TA Calls (Virtual): Engage in monthly check-in calls (between 60 – 90 minutes) during the project period to allow for more intensive discussion as it pertains specifically to the identified needs of the site and the action-planning process.	

<p>Action team will:</p> <ul style="list-style-type: none"> Attend and participate in individual TA calls (with expected participation from core action team). 	<p>NACCHO and partners will:</p> <ul style="list-style-type: none"> Design and lead these sessions to support each action team based on their capacity, needs, and program(s)/strategy(s) of focus.
<p>Group-Based TA (Virtual): These virtual sessions will be provided to the VPAT cohort based on identified areas and topics from the needs assessment and individual TA sessions.</p>	
<p>Action team will:</p> <ul style="list-style-type: none"> Attend and participate in group TA calls (optional participation but strongly encouraged depending on topic). 	<p>NACCHO and partners will:</p> <ul style="list-style-type: none"> Design and lead these sessions to support the cohort of action teams on cross-cutting needs.
<p>Action Planning and Engagement Activities: Develop a plan with clear goals and action steps that teams can commit to achieving within their communities to prevent youth and community violence. Alongside this, focus on foundational activities to build local support, engage youth and young adults, and secure support from community leaders. Final action plans should include activities with meaningful youth engagement and empowerment. Meaningful youth and young adult engagement is defined as the process that involves active participation and shared decision making with youth of activities and plans around youth and community violence prevention.</p>	
<p>Action team will:</p> <ul style="list-style-type: none"> Start action planning on a rolling basis, building relationships and consensus around project goals. Action planning should begin no later than the in-person site visit. Conduct two (2) briefings with elected officials to align project goals with local policy priorities, and to position elected officials as strong partners in community and youth violence prevention, adjusting the format and timing based on local needs. Lead community engagement activities to gather input, build support, or increase youth and young adult involvement, based on the community's priorities. Use insights from these activities to develop a draft action plan outlining clear short-term and long-term goals, sustainability strategies and evidence-based approaches. Developing this draft will require additional time and coordination from the action team outside of scheduled TA calls. Finalize the action plan, incorporating community and societal strategies and emphasizing meaningful youth and young adult engagement and empowerment. 	<p>NACCHO and partners will:</p> <ul style="list-style-type: none"> Provide a template and guidance for action planning early in the project period, with an initial focus of reaching consensus for the action plan's goals and objectives. Hold individual progress calls with each action team, with the frequency based on each team's needs and the TA team's capacity. Review draft action plans and provide feedback to help refine each team's approach. Offer virtual support as needed to assist teams in developing and refining their action plans and supporting activities. Support action teams to develop or update presentations about their work, and schedule and host briefings for elected officials or relevant local decision-makers.
<p>Cross-Site, In-Person Peer Learning Meeting: Participate in a half-day peer learning session connected to a conference prior to July 31, 2025.</p>	

<p>Action team will:</p> <ul style="list-style-type: none"> • Send representatives to join the peer learning session. • Share progress, challenges, and best practices with other action teams. 	<p>NACCHO and partners will:</p> <ul style="list-style-type: none"> • Coordinate the peer learning session and facilitate discussions among participating teams. • Cover travel costs, including conference registration, for up to 4 members from each team to attend the session.
<p>End-of-Project Feedback Form: After completion of all TA activities complete a project feedback form to provide insight on key outcomes, lessons learned and recommendations for future projects.</p>	
<p>Action team will:</p> <ul style="list-style-type: none"> • Complete the end-of-project feedback form. 	<p>NACCHO and partners will:</p> <ul style="list-style-type: none"> • Provide the tool and gather feedback to improve support and future project efforts.

Schedule of Deliverables (up to \$50,000)

Primary Task/ Deliverable	Documentation	Payment Schedule	
		% of Award	Due Dates
1. Kick-Off Call	Kick-off call attendance sheet	5%	Invoice #1 due by or before March 31, 2025
2. Needs Assessment	Final needs assessment	10%	
3. Individual TA Sessions (Jan - March)	Attendance list for any TA sessions attended from January to March 2025	10%	
4. Host Site Visit	Site visit agenda, attendance list, and feedback form	10%	Invoice #2 due by or before June 30 th , 2025
5. First Elected Briefing	Goals, attendance list, and next steps	5%	
6. Individual TA Sessions (April - June)	Attendance list for any TA sessions attended from April to June 2025	10%	
7. Community Engagement Activities	Summary of engagement activities and key themes	10%	Invoice #3 due by or before July 31 st , 2025*
8. Draft Action Plan	Submission of draft action plan	10%	
9. In-person, Cross-site Peer Learning Meeting	Attendance list and feedback form	10%	
10. Final Action Plan	Submission of finalized action plan	10%	Invoice #4 due by or before July 31 st , 2025*
11. Second Elected Briefing	Goals, attendance list, and next steps	5%	
12. End-of-Project Feedback Form	Completion of final feedback form	5%	

* **Note:** Tasks listed as a due date of July 31, 2025, are eligible for a no-cost extension (NCE) upon agreement by NACCHO and the CDC. Awardees may request a contract modification for an NCE through September 30, 2025, to complete project activities.

IV. Application Instructions

STEP ONE – PREWORK

Before beginning your application, we recommend the following pre-work:

- Read this RFP in its entirety.
- Submit NACCHO’s standard contract language to your legal team to ensure you will be able to agree to it.
- Selected applicants will enter into an agreement with NACCHO, using the NACCHO standard [contract language](#) (terms and conditions). Agreement with a majority of NACCHO’s standard contract terms and conditions is a requirement and as part of the application, the contractor will be asked to verify that they have read NACCHO’s standard contract language and confirmed agreement with the terms and conditions.
 - Should your organization need to propose any changes to the terms and conditions, please upload those requested revisions along with your application; however, NACCHO reserves the right to accept or decline such changes. Significant changes, which could affect the agreement’s timely execution, may impact your selection as a successful applicant. Agreeing to NACCHO’s Resolution of Disputes and Governing Law is expected and aside from those two clauses, limited modifications to the terms or contract language may be accommodated. Contractors that cannot agree to the majority of NACCHO’s contract language should not apply for this initiative. If you are an applicant from Florida or Texas, please contact NACCHO immediately for a copy of the Florida or Texas standard contract.
- Ensure you will have an active [SAM.gov](#) registration for the duration of the contracting and project period. If you do not have an active SAM.gov registration or if your registration will expire before December 31, 2024, it is recommended that you start the registration/renewal immediately.
- Identify action team members and contact at least one elected representative for a letter of support (LOS).
- Create an account to access the application [online submission portal](#).

STEP TWO – GATHER CONTRACT DOCUMENTS

Complete all documents required for a complete contracting package:

- [Vendor Information Form](#)
- [Certification of Non-Debarment](#)
- [W-9](#)
- [FFATA form](#) (if you are not able to complete this by the application deadline, you may submit it one week after you have been selected).
- Proof of active registration with [SAM.gov](#).
- [Budget](#), [budget narrative](#), and supporting documentation – see Step Four.
- If applicable, documentation of indirect costs (if higher than 15%) in the budget – see Step Five.

STEP THREE – DEVELOP APPLICATION NARRATIVE

See the next page for the application narrative and information about how each section will be evaluated. The [online application](#) includes additional short answer responses for basic applicant information such as organization name, address, and primary point of contact.

ADMINISTRATIVE INFORMATION		
Contact Information– This section is unscored.		
Fiscal administrator	Contact information	Applicants should consider the degree to which lengthy and inflexible contract approval processes exist when determining a fiscal administrator that is the applicant organization (i.e., prime applying entity). In order to receive the full amount of funds, prime entities will need to enter into an initial contract with NACCHO that covers activities through July 31, 2025. Upon applicant's request and approval by NACCHO and CDC, the initial contract may receive a no-cost extension through September 30, 2025 via contract modification. Applicants that are unable to sign the draft contract or subsequent contract modification within 30 days of receipt may not be the best-situated entity to serve as the fiscal administrator. Applicants should also consider fiscal administrators that are well situated to support the management and delegation of funds to support project activities and partners, especially any line items related to incentives for community engagement activities.
Team lead	Contact information	The team lead should be a person or an entity that has relationships across multi-sector team members and holds the trust of the community, especially those who are most impacted by firearm violence. The entity of the team lead may also serve as the fiscal administrator and contracting entity, but is not required to. If they are different, they will have to liaise to support the invoicing process to ensure satisfactory deliverables are submitted based upon the Scope of Work outlined in section III to allow NACCHO to disburse payment according to the invoicing schedule.
Jurisdictional Information – This section is unscored.		
Organization type	<ul style="list-style-type: none"> • Local health department (LHD) • Community-based organization • Institute for higher education • State health department • Other governmental agency • Other 	
Jurisdiction served	<ul style="list-style-type: none"> • City or town • County • Multi-county • Other 	
Name of city, county, or counties served	Open text	
Size of population served	<ul style="list-style-type: none"> • Small: <50,000 • Medium: 50,000 – 500,000 • Large: 500,000+ 	
Geographic region	Based on U.S. Census Regions. Please consult this map to identify your organization's geographic region. <ul style="list-style-type: none"> • New England 	

	<ul style="list-style-type: none"> • Mid-Atlantic • East North Central • West North Central • South Atlantic • East South Central • West South Central • Mountain • Pacific 			
Degree of urbanization	<p>Based on 2023 Rural-Urban Continuum codes. Please consider the county(ies) in which you operate to determine the most appropriate code. Organizations that serve multiple counties can select multiple options.</p> <ul style="list-style-type: none"> • 1- Counties in metro areas of 1 million population or more • 2- Counties in metro areas of 250,000 to 1 million population • 3- Counties in metro areas of fewer than 250,000 population • 4- Urban population of 20,000 or more, adjacent to a metro area • 5- Urban population of 5,000 to 20,000, not adjacent to a metro area • 6- Urban population of 5,000 to 20,000, adjacent to a metro area • 7- Urban population of 5,000 to 20,000, not adjacent to a metro area • 8- Urban population of fewer than 5,000, adjacent to a metro area • 9- Urban population of fewer than 5,000, not adjacent to a metro area 			
NARRATIVE APPLICATION PROMPT		RESPONSE TYPE	NOTES	SCORING INFORMATION (SEE SECTION VI FOR MORE)
Community Context (30% overall; each subsection is worth 10% and is scored independently)				
<p>Prevalence of Violence: Describe the level of youth and community violence in your community compared to state or national data. Include key statistics and their sources. You are not expected to include every data point, and we understand some data may not be available. You may use data that reflects trends, rates or prevalence for the general population or specific groups, depending on what is most relevant and available.</p> <p>Key data to consider:</p> <ul style="list-style-type: none"> • Rates of firearm homicide (Required, if available. If this data is not available at the local level, please describe the limitations or challenges in accessing this information) 	1500 characters, including spaces	Applicants should use reasonably available local data to describe the burden of violence, and, if available, break it down by age group. If local-level data are not available, explain any limitations, gaps, or challenges experienced with gathering this information.	This section will be scored based on the completeness of the information provided, the extent of your understanding of your community, and demonstration of need in your community.	

<ul style="list-style-type: none"> • Rates of fatal and nonfatal injuries (including rates of fatalities by firearm, aggravated assaults, and other penetrating injury, such as stabbing) • Rates of nonfatal injuries (including firearm, assaults, and other penetrating injury) • Data on populations who are disproportionately affected by firearm homicide and other youth and community violence • Prevalence of adverse childhood experiences (ACEs) or proxy measures for childhood trauma or adversity. • Data on access to care and services for opportunity youth and/or justice-involved youth • Data on proportion of youth in the community, and proportion of justice-involved youth in the community 			
<p>Community Impact: Describe how youth and community violence has affected the dynamics in your jurisdiction.</p>	<p>1500 characters, including spaces</p>	<p>This is broadly open to interpretation, but applicants can consider answers that include details such as: neighborhood well-being; changes in behaviors, relationships, and trust; framing of the dominant narrative around violence; etc.</p>	
<p>Leveraging Strengths: What are your community's greatest strengths in preventing youth and community violence?</p>	<p>2000 characters, including spaces</p>	<p>This is broadly open to interpretation, but applicants can consider answers that include details such as: community resilience, community cohesion, broad coalitions of support that are led by members of impacted communities, existing programming, support from key champions in government and/or the community, etc.</p>	
<p>Health Equity (20% overall; each subsection is worth 10% and is scored independently)</p>			
<p>Intended Population of Focus: Identify populations you plan to center in the action planning process who</p>	<p>2000 characters, including spaces</p>		<p>Points are awarded for describing how the team is</p>

could most benefit most from enhanced youth and community violence prevention efforts.			committed to centering health equity in their approach, including addressing health inequities and considering social determinants of health.
Community Context and Needs: Describe the socio-economic conditions and other root causes that contribute to youth and community violence in your community (e.g., employment rates, educational attainment, housing stability, access to services, structural inequities).	2000 characters, including spaces		
Current Work (20%; each subsection is worth 10% and is scored independently)			
<p>Existing landscape:</p> <p>A. Describe your community’s current programs and services for youth and community violence prevention and intervention. Include any efforts in development or scaling up. Briefly discuss the main barriers and challenges the programs face. Explain the specific role of the proposed action team in these efforts and how it connects to existing initiatives, if any.</p> <p>B. Does your community have an existing team (such as a coalition, action-planning team, or youth advisory committee) focused on youth or community violence prevention?</p> <p>C. If yes, please describe any anticipated overlap or coordination between the proposed VPAT and the existing team(s). Clearly outline how these groups will collaborate and specify how the action team will be involved to avoid duplication of efforts.</p>	<p>A. 1500 characters, including spaces</p> <p>B. Y/N</p> <p>C. If answer Y to B, 500 characters, including spaces</p>	<p>The existence of another team in a community does not impact the score, rather the focus of this question is to ensure that there are not duplicate efforts happening in communities.</p> <p>If the applicant was part of a previous VPAT cohort, use this space to describe how additional action planning support would build off of existing work.</p>	Points are awarded for addressing each component and it is encouraged that the potential growth section is responsive to the barriers and challenges identified in the existing landscape section.
Potential Growth: Describe how your community’s current violence prevention efforts align with the focus of this project and how participation could strengthen these efforts. What specific opportunities does this project offer to expand or enhance those efforts at the community or societal level ?	1500 characters, including spaces		

<p>(See page 10 of the CDC's Community Violence Prevention Resource for Action for summary of strategies).</p>			
Action Team Composition (15%)			
<p>Local elected government official representative:</p> <p>A. Submit a letter of support (LOS) from at least one local elected official the letter should:</p> <ul style="list-style-type: none"> • Confirm their support for the action team and their alignment with the focus areas outlined in the "Potential Growth" section • Delegate at least two, but up to four staff members from their office to support action planning. • Indicate that the elected official(s) will participate in the 2 briefings and a site visit during the project period. <p>B. Is this an election year for the elected official submitting the LOS?</p> <p>C. If yes, is the official an incumbent?</p>	<p>A. Upload form B. Y/N C. If Y to B, Y/N</p>	<p>This can be broadly defined, but must be an elected official at the local level for the identified community with an appropriate level of authority and influence to support action planning efforts (e.g. mayor, city council member, county board commissioner, etc.</p> <p>When selecting an elected official, prioritize individuals who have practical decision-making influence, trusted relationships within the community, and a strong commitment to community well-being, especially in areas most impacted by firearm violence.</p> <p>Elected officials are not required to be part of the action team themselves (unless desired) but they are expected to identify 2 high-ranking staff members from their office or a relevant department. At least one of the staff members must participate in all action team activities outlined in this RFP.</p> <p>The elected official or their office does not need to serve as the fiscal administrator or main point of contact for the project.</p>	<p>This section will be collectively scored based upon the demonstration of appropriate buy-in from formal elected and appointed leadership, as well as the existence of or intention to build a strong action planning team that uplifts communities most impacted by firearm violence.</p>
<p>Form of local government: What form of local government best describes the jurisdiction of the action team?</p>	<p>Drop-down list:</p> <ul style="list-style-type: none"> • Council-Manager • Mayor-Council • Commission 		

	<ul style="list-style-type: none"> • President/Chair-Commission • Town Meeting • Representative Town Meeting • Quorum Court • Other (open text) • Unknown 		
<p>Action planning team: Submit a list of members who make up your action team for this project. The action team should include individuals who:</p> <ul style="list-style-type: none"> • Represent both formal institutions with decision-making power and access to mechanisms that can directly support or influence long-term and sustainable implementation of the action plan. • Community-led power to uplift the strengths, momentum and priorities of communities most impacted by firearm violence. <p>A. For each action team member listed, briefly explain how they will contribute to the success of the team. This may include their experience, relationships with other action team members, or the unique perspectives they bring.</p> <p>B. Please describe how the members of your proposed action planning team represent or reflect the backgrounds and lived experiences of populations disproportionately affected by youth and community violence in your community.</p>	<p>A. For each person respond to the prompt. (500 characters, including spaces for each)</p> <p>B. 1000 characters, including spaces (this is an overall response for the action team as a whole, not a question for each action team member)</p>		
<p>Strengthening the Action Planning Team: Describe any areas where you currently lack strong partnerships but aim to build them during the project period.</p>	<p>1000 characters, including spaces</p>	<p>If applicants do not have youth or young adult representation within their existing action planning team, or have limited input from this population leading to risk of</p>	

		<p>tokenization, they should name this as an area of focus for coalition-building. Specifically, youth or young adult representatives should come from communities that are disproportionately affected by youth/community violence, as identified in the applicant’s proposal. This perspective may be represented by the involvement of existing youth steering committees, youth delegates, etc. who serve in a capacity to share their lived experiences with youth/community violence.</p> <p>Additionally, if applicants are in an election year and expect to or end up having a significant transition of members of the local administration, applicants should describe efforts they will take to engage the new members.</p>	
Youth/Young Adult Engagement Plan (15%)			
<p>Youth/young adult engagement plan: Describe how you plan to engage youth and young adults in the action planning process. Explain how you will ensure there is a feedback loop to share with them how their input and engagement has been considered within the action planning process. Meaningful youth and young adult engagement is defined as the process that involves active participation and shared decision making in activities and plans for youth and community violence prevention.</p> <p>Example youth engagement activities could include, but are not limited to:</p> <ul style="list-style-type: none"> • Recruiting youth and young adult representatives to join the action team 	<p>1000 characters, including spaces</p>	<p>Applicants should consider engagement models that give strong empowerment to community. It is not expected that all applicants choose the deepest model of engagement, but rather that they choose the model that is most appropriate for their capacity and experience doing engagement, and strength of relationships to the community members they wish to engage.</p> <p>It is strongly recommended that any activities that solicit input from youth or young adults compensate those individuals for their time. If your plan is to use funding from this source to compensate people, please include that as a line item in your budget and budget narrative. If you do not</p>	<p>This section will be scored based on the degree to which the engagement plan provides meaningful and empowering roles for youth and young adults in the action planning process.</p>

<ul style="list-style-type: none"> • Partnering with community-based organization(s) to host ongoing engagement activities • Increasing bi-directional communication between action team members and youth or young adults through partnerships with community-based organizations • Creating a youth or young adult advisory council that meets regularly to provide input and guidance on project activities and decisions. 		<p>include this in the budget for this project but plan to use other funding sources to compensate youth or young adults, please indicate so in this narrative section.</p> <p>As part of the technical assistance on this project, awardees will receive TA from NACCHO and project partners to ensure engagement strategies are linked directly to action planning.</p>	
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STEP FOUR – DEVELOP BUDGET

Please note that the budget will not be included in the scoring criteria but is required for complete application submissions. NACCHO will work with accepted applicants to ensure compliance with the terms of NACCHO’s award from CDC. The purpose of the budget submission is to demonstrate that the applicant has considered appropriate funding needed to accomplish the proposed work and to expedite the contract process in the case of selection. The budget should span the ten months from January 1, 2025 to July 31, 2025 (please note the contract will be retroactively effective but may not be fully executed by the start of the period of performance on January 1, 2025). If granted a no-cost extension, the budget will be resubmitted during the contract modification process for a new project period end date of September 30, 2025.

- Applicants must provide a [line-item budget](#) and [budget narrative](#). **Please review the detailed instructions in the linked templates before developing your budget proposal.**
- Items that may be in the request for funds include, but are not limited to:
 - Staff salaries and fringe benefits for key personnel from the contracting entity
 - Subcontracts for participating partners or action team members, particularly youth or young adult representatives
 - Incentives for community engagement
 - Supplies
 - Professional development or training of participating staff and/or partners
 - Indirect costs to support the completion of deliverables within the project period
- *Please note: Proposed budgets should not include travel expenses for attendees to the cross-site, in-person peer learning meeting. NACCHO will be paying for travel costs for up to 4 attendees per team separately from the site’s budget.*
- Additional documentation may be required:
 - Indirect rates: If you have budgeted for indirect costs using a rate that is higher than 15%, you must provide documentation/proof of your organization’s approved indirect cost rate or calculation. Acceptable documentation includes:
 - An approval letter issued by a relevant federal or state agency (e.g., HHS) and signed by the agency and your organization that authorizes your organization’s indirect cost rate
 - An excerpt from a financial audit report that outlines your organization’s indirect cost rate calculation
 - A letter (on your organization’s letterhead) signed by a financial official that lists the indirect cost rate used by the organization
 - A copy of your accounting procedures or policy that outlines how you calculate your indirect costs
 - A cost allocation plan, signed by a financial official, that shows a breakdown of indirect costs and their allocation to the project
 - Incentives/gift cards: If you wish to include incentives in your budget, provide a justification for how they support the project and specify the number, amount per incentive, and type (e.g., gift card to a specific store). Cash-equivalents (e.g., Visa or Amex) require additional justification and approval that may delay contract execution compared to store-based gift cards. You must also complete the [incentive approval form](#) and attach it to this budget narrative.
 - Food - If you wish to include food in your budget, please include a cost breakdown (number of participants x cost per snack/meal) in your budget narrative. You must also

complete the [food approval form](#) and attach it to this budget narrative. In some cases, snacks for outreach and hot meals for participants may be allowable.

- Awardees must comply with all federal regulations under 45 CFR 75 and 2 CFR 200. Key unallowable costs are listed in Appendix A.
- NACCHO strongly encourages proposed budgets that reflect compensation of action team members or their organizations who may otherwise not be compensated for their participation. Preference will not be given to applicants that submit budgets under the full eligible amount.

STEP FIVE – SUBMIT ONLINE APPLICATION FORM

Complete the [online submission form](#) by **Friday, December 6th at 5:00PM ET**, including uploading all required documents. Applicants will need to make a free MyNACCHO account to access the application. Applicants will be able to save responses in the online form and return to them as needed during the submission process, as long as it is accessed through the same device and browser and the cache has not been cleared.

Applicants who experience unforeseen technical issues beyond their control that prevent them from submitting their application by the deadline must submit all required application materials to ivp@naccho.org no later than **5:00 p.m. ET on December 9th, 2024**, via email (including a brief explanation of the technical issues which prevented application through naccho.org) and request approval for acceptance of the separate application.

V. Award Selection and Notification Process

The sections of eligible applications will be scored on a scale of zero to ten and weighted according to scoring information provided in Section IV.

Applicants will be notified of their selection status by e-mail to the project point of contact listed on the online application form **on or around December 19, 2024**. Selected applicants will be required to confirm participation and agreement with the contract scope of work after receiving a notification. The designated point of contact for selection must be available to receive and respond to the notification and any necessary budget revisions within five business days.

Appendix A – Unallowable Costs

The following are unallowable costs under 2 CFR 200. Please note this is not an exhaustive list, please see Standard unallowable costs are identified in 2 CFR 200, Subpart E—Cost Principles.

- Alcoholic Beverages; 2 CFR 200.423; Costs of alcoholic beverages are unallowable.
- Bad Debts; 2 CFR 200.426; Bad debts (debts which have been determined to be uncollectable), including losses (whether actual or estimated) arising from uncollectable accounts and other claims, are unallowable. Related collection costs, and related legal costs, arising from such debts after they have been determined to be uncollectable are also unallowable. See also [§ 200.428](#).
- Contributions and donations; 2 CFR 200.434; Costs of contributions and donations, including cash, property, and services, from the non-Federal entity to other entities, are unallowable.
- Entertainment Costs; 2 CFR 200.438; Costs of entertainment, including amusement, diversion, and social activities and any associated costs are unallowable, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized either in the approved budget for the Federal award or with prior written approval of the Federal awarding agency.
- Equipment and other capital expenditures; 2 CFR 200.439
- Fines and Penalties; 2 CFR 200.441; Costs resulting from non-Federal entity violations of, alleged violations of, or failure to comply with, Federal, state, tribal, local or foreign laws and regulations are unallowable, except when incurred as a result of compliance with specific provisions of the Federal award, or with prior written approval of the Federal awarding agency. See also [§ 200.435](#).
- Fund raising and investment management costs; 2 CFR 200.442
- Goods or services for personal use; 2 CFR 200.445; Costs of goods or services for personal use of the non-Federal entity's employees are unallowable regardless of whether the cost is reported as taxable income to the employees.
- Independent Research & Development, 45 CFR 75.476
- Interest; 2 CFR 200.449; Costs incurred for interest on borrowed capital, temporary use of endowment funds, or the use of the non-Federal entity's own funds, however represented, are unallowable. Financing costs (including interest) to acquire, construct, or replace capital assets are allowable, subject to the conditions in this section.
- Lobbying; 2 CFR 200.450; The cost of certain influencing activities associated with obtaining grants, contracts, or cooperative agreements, or loans is an unallowable cost.
- Prohibition on certain telecommunications and video surveillance services or equipment (Pub. L. 115-232, section 889): Recipients and subrecipients are prohibited from obligating or expending grant funds (to include direct and indirect expenditures as well as cost share and program funds) to:
 - Procure or obtain, Extend or renew a contract to procure or obtain; or
 - Enter into contract (or extend or renew contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Pub. L. 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
- For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou

Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

- Telecommunications or video surveillance services provided by such entities or using such equipment. iii. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise, connected to the government of a covered foreign country. President's Emergency Plan for AIDS Relief (PEPFAR) funding is exempt from the prohibition under Pub. L. 115-232, section 889 until September 30, 2022. During the exemption period, PEPFAR recipients are expected to work toward implementation of the requirements

Appendix B – NDAA Compliance

Per section 899(b) of the National Defense Authorization Act (NDAA), there is currently a [ban](#) on the use of federal funding—which is the source of NACCHO’s funding for this project—for the purchase of certain telecommunications and video surveillance services or equipment from Chinese companies. This includes equipment such as computers, laptops, tablets, cellphones (including cellphone plans), and other products but does not include hotspots or Zoom subscriptions.

For reference, a list of entities and companies that are not subject to this ban (i.e., common US-based telecoms companies) is included below:

Computers, smart phones, tablets

- Apple
- Dell
- Google
- HP
- Lenovo
- Microsoft
- Motorola Mobility / Motorola Solutions
- Samsung
- Toshiba

Internet and cell phone providers

- AT&T
- Comcast
- T-Mobile/Sprint
- Verizon

Software

- Adobe
- Apricot360
- Canva
- McAfee
- Microsoft
- Quickbooks
- Tableau
- Windows
- Zoom