Application Instructions
Trauma Informed Care Training Request for Applications

As of July 19, 2022

CITY OF BALTIMORE

Shantay Jackson
Director

MONSE

MAYOR'S OFFICE OF
NEIGHBORHOOD SAFETY & ENGAGEMENT
100 Holliday Street, Rm 341
Baltimore, Maryland 21202
monse.baltimorecity.gov

REQUEST FOR APPLICATIONS (RFA)

Release Date: July 20, 2022
Application Due: August 17, 2022 11:59pm
Anticipated Award Notification: September 6, 2022
Anticipated Contract Start: January 3, 2023

INTRODUCTION:

This Request for Applications (RFA) is to secure an organization or multiple organizations to lead trainings related to trauma informed care and practices for community organizations and individual community members in collaboration with the Trauma Informed Care Task Force. Contracts will be awarded though American Rescue Plan Act (ARPA) funds administered by the Mayor's Office of Neighborhood Safety and Engagement (MONSE).

BACKGROUND:

The American Rescue Plan Act (ARPA) has provided $641 million in one-time funding to the City of Baltimore in response to the COVID-19 public health emergency and its negative economic impacts. Through MONSE, Baltimore will put $50 million in ARPA funding toward violence prevention efforts, $5 million of which has been allocated for programing related to community healing and trauma-informed care.

About the Elijah Cummings Healing City Act

In February 2020, the Elijah Cummings Healing City Act was enacted by the Baltimore City Council.

What is the Elijah Cummings Healing City Act?

The Elijah Cummings Healing City Act ("HCA") established a Trauma-Informed Care Task Force that is responsible for ensuring agencies across the city of Baltimore are engaging individuals in formal trauma-informed care training.

Overall, the HCA is intended to drive a citywide cultural shift towards a trauma-responsive government, including the establishment of specific metrics to measure progress on this initiative. This will require coordination across various departments and agencies and the sharing of best practices on trauma-informed approaches.

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APPLICANT ELIGIBILITY:

To apply, applicants are expected to:
- Have a history of being a Baltimore City centric community-based organization with skills in engaging and working directly with Baltimore citizens and neighborhoods of all socio-economic backgrounds.
- Provide evidence of substantial experience providing training and technical assistance to community members with a special focus on addressing trauma and healing.
- A letter of support from another community-based organization or agency within Baltimore City.
- Evidence of being in good standing as a business/organization with the State of Maryland or have a fiscal sponsor that is an organization in good standing with the State.
- Be a 501(c)(3) public charity and not a private foundation under 509(a)(1), (2), (3), or (4) or a relationship with a fiscal sponsor that meets this definition.
- Have a physical office within Baltimore city limits.

SCOPE OF WORK:

The Scope of Work will focus on trainings for community organizations and individual community members in collaboration with MONSE and the Trauma Informed Care Task Force. The following deliverables outline basic aspects of the scope of work.

Deliverable #1: Explore the needs and wishes of communities and community members regarding trainings that promote healing, wellness, and recovery. This exploration could include administering community surveys, holding listening sessions, and/or conducting focus groups and in-depth interviews. Recognizing the urgent need in our community, exploration of needs may be implemented concurrently with training development. Note: The grantee organization(s) should have knowledge of the Healing City Act, agency trainings, and other existing local resources for healing. The organization should work to bridge the space between existing resources and development of new resources.

Deliverable #2: Develop trainings that meet the community needs identified in Deliverable #1, as well as a plan for how to deliver them. Training development could include detailed plans/curricula for in person and/or virtual trainings. Training delivery can begin before all trainings have been completed to address emerging community needs.

Deliverable #3: Deliver newly developed trainings, and/or promote access to existing trainings and materials, that foster healing, wellness, and recovery to wholeness for community organizations and community members who want these trainings. Trainings could potentially use a train-the-trainer model to promote sustainability.

Deliverable #4: Partner to create a library of recorded trainings that can be accessible to the community, as well as other supporting materials. (Recorded trainings can be used in different ways, including delivery by a facilitator and for use as "refresher trainings.")

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APPLICATION CHECKLIST

The application should be submitted no later than **August 9, 2022 at 11:59pm** The application should include the following documents:

    i.   Description of Organization.
    ii.   Scope of Work, responsive to the four deliverables noted on page two.
    iii.   Detailed Budget and Budget Narrative using approved template.
    iv.   Letter of Support (2 maximum).
    v.   Proof of Legal Status (e.g. determination letter).
    vi.   Must be registered to conduct business in the Baltimore City.
    vii.   Evidence of Good Standing with State of Maryland MBE or WMBE certifications, if applicable.
    viii.   Provide a list of any legal actions taken against your organization, including lawsuits, injunctions, or court orders.
    ix.   If the entity has a board, identify its members (this may be expressed as a link to a website that identifies board members).
    x.   Provide one copy of the two most recent audit reports and/or financial statements for the organization.
    xi.   Resume/CV for principal project lead(s).

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PROPOSAL EVALUATION CRITERIA:

The application will be deemed responsive if the applicant(s) responds to and meets all of the requirements of the RFA. Applicants **may** be invited for interviews to discuss the proposal elements in more detail at the discretion of the selection committee. MONSE reserves the right to cancel this RFA and solicit new proposals if, in MONSE's sole judgment, the best interests of MONSE will be served by doing so. The selection committee will evaluate each application and use the following for scoring components for each submission:

	Points
Demonstrated Experience of Quality Service Delivery: Score is based on background, performance, and organizational stability— whether the applicant(s) adequately addressed all the response items quality of response, strength of experience, and demonstrated achievements/results. Does the applicant(s) present a reasonably knowledgeable group of individuals to carry out proposed work?	20
Scope of Work Assessment based on appropriateness of response to all items in the instructions, strength of approach and processes, and understanding of the work and timetables necessary to achieve compliance, performance, and integrity.	30
Community Engagement ant Response Does the applicant(s) have deep, long-standing connections in the Baltimore community, potentially including lived experiences that connect to the training, and extent that the applicant(s) demonstrated its ability to perform the functions described in its project plan. Our approach will examine whether the applicant received favorable recommendation from other community organization. Additionally, we will thoroughly examine and consider, if any public comments and responses received during the public comment portion of the evaluation.	20
Fiscal Integrity: Score is based on demonstrated past fiscal integrity through compliance and accountability for expenditures of funds in accordance with GAAP. The applicant(s) must have responded positively with corrective action to any audit financial findings. Score is also based on capacity to handle the level of funding requested and experience with similar size grants.	15
Cost of Overall Project: Assessment examines proposed scope of work compared to the applicant(s) proposed budget and feasibility within those constraints.	15
Total	**100**
Joint Application Score based on whether the application is received as a joint application among two or more organizations. • One applicant has operating budget less than $500,000 (2.5 points) • Two or more applicants with budget less than $500,000 (5 points)	5

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ADDITIONAL NOTES

- Applications will be screened and reviewed for eligibility by MONSE staff before advancing to the next phase of the application process.
- After initial screening, applications will be reviewed by a panel of 5-9 community reviewers who will make recommendations on awards to MONSE.
- MONSE may select several awardees from the application pool.
- Awardees are not guaranteed the full amount for which they apply.
- Anticipated Award notification date for applicants is **September 6, 2022**.
- <u>Right of Rejection.</u> MONSE reserves the right, at its sole discretion, to reject any and all applications.

AVAILABILITY OF FUNDS:

- All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by city policies and/or regulations.
- Awards will be made as reimbursable grants.
- Funding for this project is limited to $510,000 over a 2-year period with work expected to **begin no later than 1/3/2023.**

Questions related to this RFA should be sent monse.grants@baltimorecity.gov

Accessing Grants Portal

MONSE is utilizing an online application grants portal for all applications. This guide is meant to provide general support for how to use the portal. For questions specific to the City of Baltimore's process that are not addressed in the guidance below, please contact monse.grants.baltimorecity.gov

You will access the system via the logon page, which can be found at https://monse.baltimorecity.gov/grant-opportunities-0. It's recommended that you bookmark this page in your internet browser for ease of access. If you have already created an account, you may enter your email and password and log in. Otherwise, click on the Create New Account button. If at any time after creating an account, you cannot remember your password, click on the Forgot Your Password button, enter your email address, and you will be sent a link to reset your password.

Logon Page

Email Address*

[   ]

Password*

[   ]

[Log On] [Create New Account]

Forgot your Password?

Welcome to the Mayor's Office of Neighborhood Safety and Engagement (MONSE) Online Grants Portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Not Sure? If you think that you or someone at your organization has already registered in the system, do not create a new account. Please contact MONSE's Community Funding Coordinator (monse.grants@baltimorecity.gov) to receive your username.

CREATE NEW ACCOUNT:
- Creating a new account is a multi-step process.
  - with the first section collecting **Organization Information.**
  - the second section collecting **User Information.**
  - and sections three and four collecting **Executive Officer** information.
- After Organization Information has been entered click on the "**Next**" button.
- The next section is the "**User Information**" section, or YOUR information.
  - If your address is the same as your organization's, you may use the "**Copy Address from Organization**" button to automatically pull the address information from the organization address fields into the address fields in this section.
  - It is very important to note that the email address entered in the **Email/Username** field becomes the Applicant's **Username** in the system.

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- Once the fields on the **"User Information"** section are completed, click on the **"Next"** button.
    - Please note that should you need to navigate to the previous section in the registration process, use the **"Previous"** button at the bottom of each section in order for the information entered in registration fields to remain intact. If you attempt to navigate to the previous section by using their browser's "back" button you will lose all registration information entered.
- In the next section, indicate if you are the Organization's Executive Officer.
    - If you are the executive officer, select **"Yes."** You will be taken to a section of optional fields that includes only the fields that were not required in the **"User Information"** section.
    - If you are not the executive officer, select **"No,"** and complete the required Executive Officer fields.
- Once the executive officer's information is entered, click on the "Next" button to create a password.
- Password requirements are listed at the top of the section, so the applicant can create their password accordingly.
- Once the password is created, the applicant clicks the **"Create Account"** button.

EMAIL CONFIRMATION:
Upon clicking Create Account, you will be taken to the Email Confirmation page to confirm that you are receiving emails from the system. It may take a few minutes for you to receive an email from the system. Follow the onscreen instructions and click the "Continue" button to finish the registration process.

VIDEO 2: Applying for Funding

Upon completing registration and accessing the system for the first time, you will land on the **Apply Page**. This page will show any relevant deadlines and other applicable information.

- You can preview the application without saving any work by clicking on the "Preview" button.
- To start a proposal, click on the blue **"Apply"** button.
    - Clicking Apply will take you into a form to complete and submit. At the beginning of the process you will submit your proposal via an LOI form.

Trauma Informed Care Training Request for Applications (RFA)	Accepting Submissions from 07/13/2022 to 08/09/2022	Apply

This Request for Applications (RFA) is to secure an organization or multiple organizations to serve lead trainings related to trauma informed care and practices community organizations and individual community members in collaboration with the Trauma Informed Care Task Force. Contracts will be awarded though American Rescue Plan Act (ARPA) funds administered by the Mayor's Office of Neighborhood Safety and Engagement (MONSE).

BACKGROUND:

The American Rescue Plan Act (ARPA) has provided $641 million in one-time funding to the City of Baltimore in response to the COVID-19 public health emergency and its negative economic impacts. Through MONSE, Baltimore will put $50 million in ARPA funding toward violence prevention efforts, $5 million of which has been allocated for programing related to community healing and trauma-informed care.

About the Elijah Cummings Healing City Act

In February 2020, the Elijah Cummings Healing City Act was enacted by the Baltimore City Council.
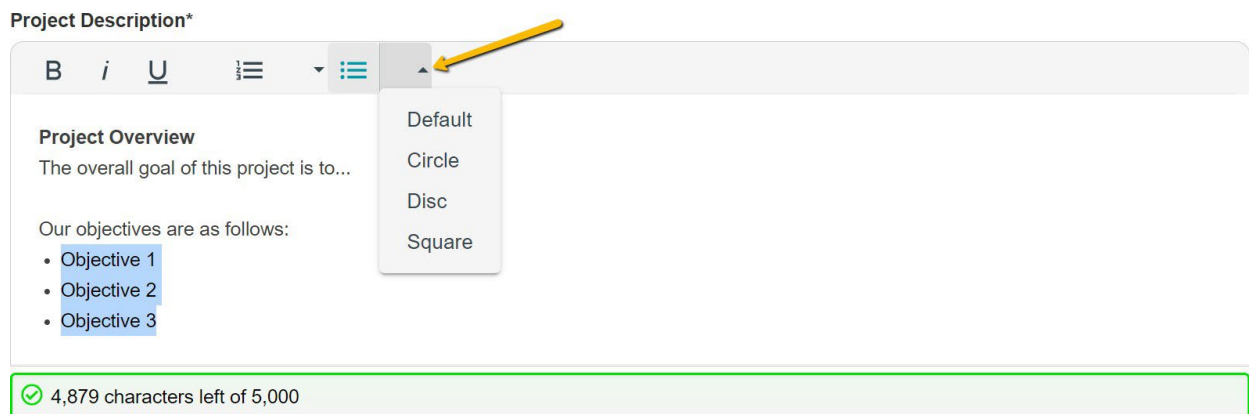
Once in the form, note that your contact and organization information automatically populate at the top of the form.
- You may update your contact information and view your email history.
  - If applicants can update organization information the edit icon will appear next to the Organization Information.
  - If not, you must contact the Recovery Office directly to change organization information.
- If you'd like a PDF copy of the application, click the Question List button.
- Once you've completed the form, click the Application Packet button to download a copy of the questions and your responses.

Respond to all fields in the form.
- Note that **any fields with an asterisk are required fields** and must be completed prior to submitting an application.
- As you complete the form, the system will auto-save every 100 characters typed or every time you click out of a field.
- You may collapse question groups once you've finished all of the questions in that group, as an indicator that you have completed that section and reduce scrolling.
- Some fields have character limits.
  - Responses that are longer than the set limit will be saved, ***but*** an error message will appear informing the applicant that the limit has been exceeded.
    - You will not be allowed to submit the form until the length of the response is in accordance with the character limit.
- File **upload fields** will only accept one file, per field.
  - Upload fields have size limits.
    - If you attempt to upload a file that is larger than the set 3 MiB limit, you will receive an error message informing the applicant that the file is too large and the file **will not** be saved.
  - Upload fields may also have File Type restrictions.

- If you attempt to upload a file type in an unaccepted file type you will receive a warning,and will not be able to upload the file.
    - ○ Once a file has been uploaded, it may be **deleted** by clicking the **red X** next to the file name and a new file can be uploaded.
- For some text questions, a rich text editor bar may appear. This allows you to add formatting to your response. If you're copying and pasting text from a Word document, it will also allow you to keep most formatting from Word.
    - ○ Click a button in the editor (e.g., the B button for bold text) and then type. The formatting will be applied to the text that you type
        - Click the button in the editor again to stop using that formatting when you continue typing.
    - ○ Highlight existing text and then click a button in the editor. The formatting will be applied to the highlighted text.
    - ○ Highlight existing text and click the button in the editor again to remove the formatting.
    - ○ When adding a numbered or bulleted list, click the arrow next to the list button to view additional formatting options.

Project Description*

B	i	U	☰	▾	☰	▲

Default

Circle

Project Overview
The overall goal of this project is to...

Disc

Square

Our objectives are as follows:
- Objective 1
- Objective 2
- Objective 3

⊘ 4,879 characters left of 5,000

- Even though the system is auto-saving there is still a **"Save"** button at the bottom of the form.
    - ○ When you click save you are taken to a confirmation page, so you know the save was successful.
        - If you click **"Continue"** you will be taken back into the form so you can continue working.
        - If you save and exit the system, you will access the **draft of the form** from your **Dashboard** the next time you log in.
            - Continue where you left off by clicking the **"Edit"** link to the right of the application

- You may abandon the application prior to submission.
    - ○ Once the LOI or Application has been submitted you must contact an administrator to withdraw the request from consideration.

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- After selecting Abandon Requests, you must type in Abandon Request and select OK
- The request will then be visible in the Historical Requests tab.

When all of the fields are complete, submit the application.
- If any required fields are not completed, or a response to a text question type is longer than the character limit, the system will not allow the form to be submitted.
  - An error message appears listing the fields that need to be completed or edited.
  - These fields are outlined in red, and are easy to identify as the applicant scrolls through the form.
- When a form is submitted successfully, the applicant will be taken to a confirmation page.
  - When you click "**Continue**" you are taken to your dashboard where you can VIEW your submitted request.
  - Note, that **once an application has been submitted it can no longer be edited**.

VIDEO 3: Your Applicant Dashboard
Your dashboard includes current and historical requests.

The active request tab includes all current requests. These requests still require action, are awaiting a decision and/or requests that have not yet been marked closed by the Recovery Office Within each request you can see forms, form statuses and submission dates and, if applicable, form deadlines.

Process: Trauma Informed Care Training Request for Applications (RFA)				
Application	Draft	07/15/2022	Due by 08/09/2022 11:59 PM EDT	Edit Application
Decision	Undecided			

- You may continue working on saved forms by clicking the edit option next to the form.
- You may view forms that have been submitted but note that submitted forms cannot be edited.
- You can also see the decision status for each request.
  - The default status will be "Undecided" until the site administrator posts a decision.
    - Timing on decision status updates vary.

If your request is approved, you may be assigned Follow Up Reports to be completed and submitted through the system.
- Follow ups are completed and submitted just like any other form.
- If multiple follow up forms are assigned, you must complete them sequentially by due date.
- Follow ups that are past due will be marked as such.

- If the past due message is reflected in orange, you may still submit the form.
- If the past due message is reflected in red, you no longer have the option to submit the form.

Follow Up Forms

FORM NAME	ASSIGNED TO	AWARD / INSTALLMENT	DUE DATE	STATUS	EDIT/VIEW
Award Agreement	Molly Applicant	Overall Award	05/31/2018 `Past Due`	Assigned	Edit

Denied requests and requests marked closed by the site administrator are included in the Historical Request tab.

If you wish to edit your account information or change your password, click your name in the top right. This will expand a drop-down menu. If you click Edit my profile, you will be able to update your user information or change your password. Click save in the bottom right once completed.
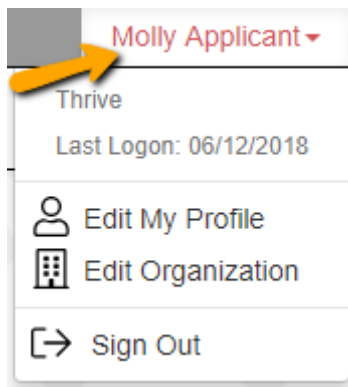
Please note, that you will be automatically logged out of the system after 90 minutes of inactivity (you will receive a warning message at 80 minutes of the pending "time out").

Application Questions

Trauma Informed Care Training Request for Applications (RFA)

Mayor's Office of Neighborhood Safety and Engagement (MONSE)

Primary Applicant Information

Project Name*

Character Limit: 150

Organization Name*

Character Limit: 250

Website

Character Limit: 2000

Fiscal Sponsor*

Do you use a fiscal sponsor?

Choices

Yes

No

Will you be working with a co-applicant?*

Co-applicants are required to meet the definition of a 501(c)(3) public charity and not a private foundation under 509(a)(1), (2), (3), or (4) or a relationship with a fiscal sponsor that meets this definition).

Choices

Yes

No

Board Members*

Please list board members and affiliation.

Character Limit: 1500

Organization Mission and Vision*

Please describe your organization's mission and vision.

Character Limit: 750

History in Baltimore*

Please describe how your organization meets the definition of being a Baltimore City centric community-based organization.

Character Limit: 3500

Experience*

Please describe your organization's experience in providing training and technical assistance to community members with a special focus on addressing trauma and healing.

Character Limit: 3500

Fiscal Sponsor Primary Organization

Fiscal Sponsor Name*

Character Limit: 250

Fiscal Sponsor EIN*

Character Limit: 9

Primary Contact Name*

Character Limit: 250

Primary Contact Email Address*

Character Limit: 254

Website

Character Limit: 2000

Co-Applicant

How many co-applicants do you need to add?*

Choices

1
2

Co-Applicant Organization Name*

Character Limit: 250

Co-Applicant EIN*

Character Limit: 9

Primary Contact Name*

Character Limit: 250

Primary Contact Email Address*

Character Limit: 254

Primary Contact Phone Number*

Character Limit: 10

Does this applicant use a fiscal sponsor?*
Choices
Yes
No

Board Members*
Please list board members and affiliation.

Character Limit: 1500

Organization Mission and Vision*
Please describe your organization's mission and vision.

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History in Baltimore*
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Character Limit: 3500

Fiscal Sponsor Co-Applicant One

Fiscal Sponsor Name*
Character Limit: 250

Fiscal Sponsor EIN*
Character Limit: 9

Primary Contact Name*
Character Limit: 250

Primary Contact Email Address*
Character Limit: 254

Website
Character Limit: 2000

Co-Applicant Two

Co-Applicant Two Organization Name*
Character Limit: 250

Co-Applicant Two EIN*
Character Limit: 9

Primary Contact Name*
Character Limit: 250

Primary Contact Email Address*
Character Limit: 254

Primary Contact Phone Number*
Character Limit: 10

Does this applicant use a fiscal sponsor?*
Choices
Yes
No

Board Members*
Please list board members and affiliation.

Character Limit: 1500

Organization Mission and Vision*
Please describe your organization's mission and vision.

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History in Baltimore*
Please describe how your organization meets the definition of being a Baltimore City centric community-based organization.

Character Limit: 3500

Experience*
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Character Limit: 3500

Fiscal Sponsor Co-Applicant Two

Fiscal Sponsor Name*
Character Limit: 250

Fiscal Sponsor EIN*
Character Limit: 9

Primary Contact Name*
Character Limit: 250

Primary Contact Email Address*
Character Limit: 254

Scope of Work

Scope of Work*

Please detail your proposed scope of work which should address each of the four deliverables and specific activities you plan to accomplish. Please include dates when possible.

The Scope of Work ("SOW") will focus on trainings for community organizations and individual community members in collaboration with MONSE and the Trauma Informed Care Task Force. The following deliverables outline basic aspects of the scope of work.

Deliverable #1: Explore the needs and wishes of communities and community members regarding trainings that promote healing, wellness, and recovery. This exploration could include administering community surveys, holding listening sessions, and/or conducting focus groups and in-depth interviews. Recognizing the urgent need in our community, exploration of needs may be implemented concurrently with training development. Note: The grantee organization(s) should have knowledge of the Healing City Act agency trainings and other existing local resources for healing. The organization should work to bridge the space between existing resources and development of new resources.

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File Size Limit: 2 MB

MOU Two Applicants

MOU*

Please upload an executed MOU regarding the relationship for this joint application.

File Size Limit: 1 MB

MOU Three Applicants

MOU*

Please upload an executed MOU regarding the relationship for this joint application.

File Size Limit: 1 MB

Primary Applicant Financials

Budget*

Please download this budget template and upload here when complete, please affix your project name to the file prior to uploading. *(If you have issues downloading this template, please email monse.grants@baltimorecity.gov).*

If your application includes co-applicants please have them also complete a budget template. The amount going to co-applicants should be listed as a subgrant on the primary applicant's budget.

File Size Limit: 1 MB

Financial Statements*

Provide one copy of the two most recent audit reports and/or financial statements for the organization.

File Size Limit: 2 MB

Financial Statements*

Provide one copy of the two most recent audit reports and/or financial statements for the organization.

File Size Limit: 2 MB

IRS Letter*

Please upload IRS determination letter.

File Size Limit: 1 MB

Co-Applicant Financials

Co-Applicant One Budget*

Please download this budget template and upload here when complete, please affix your project name to the file prior to uploading. *(If you have issues downloading this template, please email monse.grants@baltimorecity.gov).*

File Size Limit: 1 MB

Financial Statements*

Provide one copy of the two most recent audit reports and/or financial statements for the organization.

File Size Limit: 2 MB

Financial Statements*

Provide one copy of the two most recent audit reports and/or financial statements for the organization.

File Size Limit: 2 MB

IRS Letter*

Please upload IRS determination letter.

File Size Limit: 1 MB

Co-Applicant Two Financials

Co-Applicant Two Budget*

Please download this budget template and upload here when complete, please affix your project name to the file prior to uploading. *(If you have issues downloading this template, please email monse.grants@baltimorecity.gov).*

File Size Limit: 1 MB

Financial Statements*

Provide one copy of the two most recent audit reports and/or financial statements for the organization

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Financial Statements*

Provide one copy of the two most recent audit reports and/or financial statements for the organization.

File Size Limit: 2 MB

IRS Letter*

Please upload IRS determination letter.

File Size Limit: 1 MB

Legal Action

Legal Action*

Has there been any legal action taken against this any of the the organizations listed on this application?

Choices
Yes
No

Legal Action Detail

Legal Action Details*

Provide a list of legal actions taken against any of the organizations listed on this application, including lawsuits, injunctions, or court orders.

Character Limit: 7500

Additional Documents

Letter of Support*

File Size Limit: 1 MB

Additional Letter of Support

File Size Limit: 1 MB

Resume/CV*

Please upload one file containing resume/CV for principal project lead(s).

File Size Limit: 1 MB