



Michael Thurmond, Chief Executive Officer

DeKalb County Youth Safety & Violence Prevention Grant Initiative Program Guidelines

DEKALB HUMAN SERVICES DEPARTMENT

30 Warren Street SE | Atlanta, Georgia

30317 404.270.1180 |

www.dekalbcountyga.gov



Purpose:

During the 2022 State of the County Address on April 27, 2022, DeKalb County CEO, Michael Thurmond, directed a call to action to address youth safety and violence prevention. On May 10, 2022, the DeKalb Board of Commissioners approved an agenda item and funding allocation for this initiative and grant opportunity.

The purpose of the DeKalb Youth Safety & Violence Prevention Grant is designed to provide opportunities for community partnership to local organizations that can successfully provide youth violence prevention and intervention strategies in DeKalb County, Georgia.

Homicides and other violent crimes, particularly among teens and young adults, constitute a serious problem within DeKalb County; and violent crime poses an immediate threat to the health, safety, and quality of life of the residents of DeKalb County. Violent crime is a public health crisis that demands the collective attention of policymakers, service providers, community-based organizations, and residents throughout the County.

DeKalb County believes our efforts to combat violent crime will be supported and complemented by providing funding to certain community-based organizations, particularly those that educate, support, assist, and employ teens and young adults, for the purpose of reducing and combatting homicides and violent crimes among teens and young adults. *The DeKalb Youth Safety & Violence Prevention Grant is competitive, and the total amount of awards allotted is based on the availability of funds. Funding from this grant is designed to supplement existing programs and activities.*

Goal:

The primary goal of the DeKalb Youth Safety & Violence Prevention Grant (DYSVP) is to provide resources to local non-profits that are currently working to address prevention and/or reduction of child, youth, and teen violence within our community.

Our mission is to build and maintain sustainable communities and to improve public safety for all who live, work, and play in DeKalb. Grantees are an extension of the DeKalb Human Services Department. To achieve this goal, the DeKalb Human Services Department seeks applicants with demonstrated experience in implementing projects and programs that address the following:

Eligible uses of grant funds to combat violent crime are as follows:

- Behavior health services and mental health services
- Services to improve employment opportunities
- Services to address educational disparities in disproportionately impacted communities
- Community violence intervention programs
- Evidence-based practices like focused deterrence, street outreach, violence interrupters and hospital-based violence intervention models, complete with wraparound services such as behavioral therapy, trauma recovery, job training, education, housing and relocation services, and financial assistance
- Capacity-building efforts at community violence intervention programs like funding more intervention workers, increasing their pay, providing training and professional development for intervention workers, and hiring and training workers to administer the programs.

DeKalb County 2022 Service Areas:

(Grant Applications MUST address a minimum of one service area)

Youth Intervention
Crisis Intervention (all ages)
Employment Opportunities including Youth Entrepreneurship & Job Training
Mental Health and Behavior Health
Education and Parenting Skills
Gang Prevention
Hospital-Based Violence Intervention Models with wraparound services
Capacity-Building Efforts at Community Violence Intervention Programs

Application Instructions:

Grant funding is limited, and as a result, the Human Services Department will only accept one (1) application per organization.

To request an application, please go to

<https://www.dekalbcountyga.gov/human-development/human-services>

All applications must be completed using the **DYSVP Application Form** which is an Excel document.

The Cover Sheet and the Checklist inside of the DYSVP Grant Application must be used as the guide to complete the entire application. Please pay careful attention to all items listed on the Cover Sheet and the Checklist - as failure to address all items may disqualify your application.

The organization of the application is critical. The order of the information provided in your application should follow the Checklist. Applicants are strongly encouraged to use labels so that all requested items are easily identifiable.

Note: Within the Application Form, some of the boxes are inserted word text boxes and some are merged Excel data cells. These boxes and tables will allow for **limited** text. Therefore, *when completing the application, make sure your entire answer fits completely and is visible in the boxes*. If the answer is too long, it will be partially hidden and only the portion visible in the boxes will be read. If you know how to adjust text areas without reconfiguring the page, feel free to do so.

A complete application will include:

One (1) electronic version of the application including all appendices uploaded to SharePoint by the deadline date and time.

Contact and Submittal Information:

For technical assistance, please call Ms. Annette VanDevere at (470) 542-7419 or write to her via email at avandevere@dekalbcountyga.gov.

All Applications must be received by the deadline: June 22, 2022, at 5:00 p.m.

Expenses:

Un-allowable expenses are items that cannot be funded by this DeKalb Youth Safety & Violence Prevention Grant.

DeKalb County funds may not be used to fund:

- Capital Projects
- Fundraising Campaigns/ Endowment Funds
- Debt Reduction or Feasibility Studies
- Furniture, Fixtures or Equipment
- Out-of-State Travel
- 100% of administrative costs or any other activities/items determined to be ineligible
- No more than 50% of the total award amount may be used for salary costs
- No more than 50% of the total award amount may be used for consultant costs

DYSVP Grant Application Review Process:

Phase 1: Review for Minimum Threshold Requirements

The first phase of the review process consists of an evaluation by the Human Services staff to determine if the minimum threshold requirements have been met. *Applications that do not meet the minimum threshold requirements will be disqualified and will not proceed to the next review phase.*

Minimum Threshold Requirements:

- A complete electronic application submitted by the *deadline date and time*.
- Application must demonstrate that the applicant has *at least two (2) years proven track record* of acceptable performance in providing services in DeKalb County.
- Application must demonstrate that the agency is a *Georgia non-profit corporation*.
- Application must demonstrate that the agency must have *a 501(c)(3) tax exempt status*.
- Agency must demonstrate that it has an active governing body that meets at least quarterly.
- Agency must have a complete *Independent Audit* conducted by a licensed Certified Public Accountant, on the auditor's letterhead, that is current as of 2020 or 2021.

Phase 2: DYSVP Review Committee

The second phase of the review process consists of an evaluation by the Youth Safety & Violence Prevention Review Committee.

All applicants recommended for funding must meet minimum threshold requirements and have a composite score of 80 or above on their application.

Phase 3: Review & Recommendation by the DeKalb County Chief Executive Officer

Phase 4: Review & Adoption by DeKalb County Board of Commissioners

DeKalb Youth Safety & Violence Prevention Grant Application Evaluation Criteria:

Each application will be scored on a 100-point rating system with an option to receive bonus points in the following categories: [Sections A-G]. **All applications will be evaluated using the questions listed in Sections A-G.**

A. Organizational Capacity, Staffing and Administrative Management (24 Points)

1. Agency demonstrates capacity to provide services and lists accomplishments that benefit DeKalb County residents.
2. Agency demonstrates staff qualifications and proves capacity to effectively manage and implement the program or project to be funded.
3. Most recent Independent Auditor's Report and its findings raise minimal concerns; *deficiencies, if any have been reviewed and rectified?*
4. Application shows that the organization is appropriately staffed, the Board of Directors is engaged, and the Agency is administratively sound.
5. The agency has provided evidence of programmatic stability to include projected outcomes for the proposed program/project to be funded.

B. Budget, Funding and Resource Development (15 Points)

1. Application presents a strong case for the amount of funding requested and makes it clear how grant monies are to be used to support program plans and objectives.
2. The proposed budget for grant funding appears reasonable, proposed expenses are justified and allowable; amount of funding and proposed number of people to be served is proportionate to amount requested.
3. Organization budget shows diversity in funding streams, including individual donors, foundations, corporations, Board of Directors, in-kind support; application includes proof of two (2) current funding sources for the program.

C. Coordination and Collaboration (10 Points)

1. The organization clearly demonstrates an effective effort to coordinate or partner with other agencies, individuals, and/or the community.
2. Application includes a detailed description of collaboration efforts from each identified agency detailing their roles in implementing the proposed program/project to be funded.

D. Program/Project Design (17 Points)

1. The Program Narrative in the application is well written and clearly addresses DeKalb County's identified Priority Areas; Program Narrative demonstrates how the proposed program/project to be funded will meet the County's needs.
2. The proposed program/project to be funded will serve a reasonable number of DeKalb residents relative to the total dollar amount requested; Application demonstrates a plan to reach DeKalb residents to be served.
3. Program/Project design as written in the application incorporates best practices or evidence-based research for addressing the target population and its needs.

4. Program Narrative demonstrates that proposed program/project to be funded adds value through number served.
5. The services to be provided to the target population are attainable and meet their critical needs.

E. Projected Outcomes (12 Points)

1. The Projected Outcome in the application expresses in detail planned program activities and includes a set of tasks that can be measured in units of service provided.
2. The “Program Activities & Set of Tasks” listed in the proposed Projected Outcomes are relevant to the program/project design as outlined in the Program Narrative.
3. The Projected Outcomes are measurable and appear to be thorough, realistic, and achievable.

Using the Projected Outcomes Table: Grant Application (Page 4)

Use the table to project outcomes to the list of tasks you choose to detail as basic categories of program activities. You will continue to use this table in submitting quarterly reports.

The table will be filled with data as your program advances through the year. To **start out, you will have to complete all the following columns that reflect your projections** (Planned Program Activities and Set of Tasks, and Projected Outcomes). *The other “quarterly” columns are for “actual” numbers.* Carefully review the explanations for each of the columns of the projected outcomes.

1. Planned Program Activities and Set of Tasks: Activities and Set of Tasks that can be measured as units of service (i.e., assessments, tutorials, referrals, evaluations, placements, counseling sessions, meals, field trips, productive projects, phone screenings, deliveries, interventions, home visits, etc.). You may want to think about grouping tasks into general categories to keep this process simple.

2. Number of Units of Service Provided and Number of Residents Impacted by this Service: For each quarter, please enter the actual number of units of service/residents served for each listed activity/set of tasks. In many cases some of these tasks will be performed several times in group settings or in individual settings.

The form will also ask you to enter the number of residents that benefit from, are served, or impacted by each of these performed tasks or units of service. This number of residents served may often be duplicated. You will not be able to avoid this duplication in that many of your DeKalb residents will benefit from a set of services in repeated and different scenarios.

The running total number of impacted residents who are from DeKalb County will be recorded in Form 3 of the Quarterly Report and will give us your best estimate of the unduplicated number of DeKalb residents served by your Grant funded program. This unduplicated number should come close to your projection in answer to the Application question number 23-B.

Actual Totals for each column: Actual totals will calculate in the table. The table will also calculate the year-end total for each **row** of these quarterly totals.

Projected Outcomes and Year End Totals: For each listed activity/set of tasks listed in the first column, please describe a projected measurable outcome using whole numbers. As you may find it necessary, these projected outcomes can be revised at any time during the program year.

Example:

- (1) **Activity:** Provide peer assistance models in which learners support each other
Outcome: 25 groups used peer models that were provided
- (2) **Activity:** Provide free, online training program: Passing your GED Exam
Outcome: 25 learners used the online training program and passed their GED to gain high-school diploma

Percentage of Outcome Accomplished to Date: This is the **actual** percentage of your listed outcome that you successfully reach. The “TO DATE” tracking of the accomplishment of that projected outcome might show that 25% was accomplished by the end of the first quarter, and an accumulated 50% was accomplished by the end of the second quarter. The idea is to reach 100% of that projected outcome by the end of the program year.

F. Organization of Application (6 Points)

- 1. The Application as submitted utilizes the Application Cover Sheet and Check List so that all requested items are easily identifiable; the application in its entirety is complete, organized, easy to follow, and does not contain unanswered questions as stated in the Program Guidelines.
- 2. The Application as submitted includes all required attachments; the attachments are separated and labeled as noted in the Program Guidelines.

G. Community Impact (16 Points)

- 1. The Agency demonstrates a relevant history of service to DeKalb residents (5 years or more).
- 2. The Agency’s proposed program/project to be funded demonstrates positive changes in the lives of their clients as a result of the services provided.
- 3. Application’s proposed number of DeKalb residents to be served through grant award is substantial to the current community need.
- 4. The Agency has a demonstrated history of serving a significant amount of people with limited resources.

Grant Award Terms:

Each approved Memorandum of Agreement will be issued for a twelve-month period.

The DeKalb Youth Safety & Violence Prevention Grant makes payments on a reimbursement basis only. Reimbursement for any services performed must be requested quarterly.



Michael Thurmond, Chief Executive Officer

BOARD OF COMMISSIONERS

District 1 - Robert Patrick

District 2 - Jeff Rader

District 3 - Larry Johnson

District 4 - Steve Bradshaw

District 5 - Mereda Davis Johnson

Super District 6 - Edward "Ted" Terry

Super District 7 - Lorraine Cochran-Johnson