

REQUEST FOR PROPOSALS
for
EVALUATION OF ILLINOIS HOMICIDE SURVIVORS PROJECT

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REQUEST FOR PROPOSALS (RFP)
for
EVALUATION OF ILLINOIS HOMICIDE SURVIVORS PROJECT

SECTION I: General Information

- A. Purpose of RFP:** The Illinois Criminal Justice Information Authority (ICJIA) is soliciting proposals from eligible applicants to evaluate the Illinois Homicide Survivors Project¹ as outlined in this RFP.
- B. Eligible Applicants:** Only 501c3 not for profit organizations and units of government with demonstrated education and experience may apply. Preference will be given to those based in Illinois. Applicant must report any debt due to State of Illinois or involvement in grants recovery within past five (5) years. The applicant must have and show the qualifications necessary to complete the project. Respondents shall meet the following requirements in the areas of education and experience.
- a. **Education:** Principal investigators and other primary team members must possess at minimum a bachelor's degree in social science research or related area of study. A master's or doctoral degree is preferred for principal investigators and other primary members of the project team. Principal investigators may hire research assistants who do not have bachelor's degrees (e.g., undergraduate students) to complete basic administrative or data collection duties.
 - b. **Experience:** Principal investigators must have at least one (1) year experience designing and conducting research and data analysis. At least one (1) year of project management experience is required for a principal investigator. Respondents must submit a current resume or curriculum vita for each member of the team that includes information on education, research and professional experience, publications, professional presentations, and completed research.
- C. Available Funds:** ICJIA will consider requests up to \$150,000 for the initial 12 month grant period. Continued funding of up to \$150,000 for an additional 12 month period is

¹ The term, homicide survivors, refers to those family and close friends survived by the homicide victim. Though the phrase may seem like an oxymoron, it has become the generally used phrase in programming and in literature.

contingent on satisfactory progress in the preceding performance period and continued funding appropriation.

Funds must be used to supplement existing funds for research activities and must not replace those funds that have been appropriated for the same purpose. Supplanting shall be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-ICJIA funds resources occurred for reasons other than the receipt or expected receipt of ICJIA funds.

By letting this RFP, ICJIA does not guarantee that the selected applicant will receive a grant award or contract due to the Executive Order 15-08 (https://www.illinois.gov/Government/ExecOrders/Pages/2015_8.aspx) issued by Governor Rauner. This executive order states, in part, “[u]ntil July 1, 2015, no State Agency shall let, award, or enter into any contract or grant, or any amendment or change order to or renewal of any existing contract or grant, that obligates the expenditure of State Funds...”. If the ICJIA Board approves funding designation to a selected applicant, ICJIA staff will work with the Governor’s Office of Management and Budget (GOMB) to determine whether the designated application can be entered into by ICJIA in light of this executive order.

- D. **Grant Period:** The grant performance period for this Request for Proposals (RFP) is anticipated to be July 1, 2015 – June 30, 2016. Continued funding is contingent upon satisfactory progress in the preceding performance period and continued funding appropriation. ICJIA reserves the right to consider a non-cost extension if the circumstances warrant and it is approved by ICJIA.
- E. **Application Deadline:** Proposals must be received by 4:00 pm on March 31, 2015. To be accepted for consideration, proposals must meet the requirements set forth in this Request for Proposals (RFP).

Within 24-48 hours after submitting your electronic application, you should receive an e-mail validation message telling you the application has been received and validated, or if it has been rejected, and why.

You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that might have caused a rejection notice.

If you experience unforeseen technical issues beyond your control, you must contact ICJIA staff within 24 hours after the due date and request approval to submit your application. At that time, ICJIA staff will require you to e-mail the complete grant

application and full explanation of the technical issues which caused your inability to meet the application deadline. ICJIA will contact you to either approve or deny the request.

To ensure a fair competition for limited grant funds, the following conditions are not valid reasons to permit late submissions: 1) failure to begin the registration process in sufficient time; 2) failure to follow ICJIA instructions on how to register and apply as posted in the Request for Proposals; and, 3) technical issues experienced with the applicant's computer or information technology (IT) environment.

- F. **How to Apply:** Applications can be obtained at <http://www.icjia.state.il.us/public/> by clicking on the link titled, "Services for Families of Homicide Victims Evaluation RFP." Applications must be submitted by following the online application process. Proposals will not be accepted by mail or in-person. The applicant is responsible for notifying ICJIA of any submittal difficulties, as described in the section of this application titled, "Application: Deadline".

- G. **Questions: The State Project Contact for the this RFP is Reshma Desai.** Contact Reshma Desai, Special Projects Program Advisor at 312.814.1708 or via email at reshma.desai@illinois.gov if you have a question or suspect an error, you must immediately notify the Project Contact identified in this section. Do not discuss your offer to this solicitation, directly or indirectly, with any Authority employee other than the State Project Contact. Only written answers to questions shall be binding on the State. All substantive questions and responses will be posted on the ICJIA web site, www.icjia.org.

- H. **Bidder's Conference Call:** The Authority will hold a Bidder's Conference Call on March 3rd, 11:00 a.m.-12:30 p.m. The conference call number is: 888-494-4032. Access Code: 7640884751. All substantive questions and answers will be posted on the ICJIA web site, www.icjia.org.

SECTION II: BACKGROUND

The Illinois Criminal Justice Information Authority ("Authority" or "ICJIA") is a state agency dedicated to improving the administration of criminal justice. The Authority brings together key leaders from the justice system and the public to identify critical issues facing the criminal justice system in Illinois, and to propose and evaluate policies, programs, and legislation that address those issues. The statutory responsibilities of the Authority fit into four areas: grants administration; research and analysis; policy and planning; and information systems and technology. In 2011, state legislators created the Death Penalty Abolition (DPA) Fund (725 ILCS 5/119-1). One of the charges in the DPA act requires the Authority to expend DPA funding for

providing services to the families of victims of homicide/murder^{2 3}. The Authority currently has one grantee developing such services in Suburban Cook County. The purpose of the project is to provide for family members of homicide victims in the Cook County region, a system of accessible, comprehensive, culturally-competent, and effective services that address the family's practical and psychological needs which result from the traumatic experience.

Similarly, with Department of Justice funding, the City of Chicago is developing a Crisis Response and Recovery (CRR) system to provide immediate services to families of victims of homicide/murder within 6 pilot Chicago Police Districts. The Authority is supporting the City's project by underwriting the evaluation of their CRR program.

Beginning in July 2015, the Authority intends to fund one victim service agency to serve the homicide survivors in the Madison/St. Clair county area and one to serve homicide survivors in Northern Illinois serving Winnebago, Lake, McHenry and Boone counties.

Therefore, the Authority is seeking research proposals that address the evaluation of these programs.

SECTION III: Applicant Prequalification Certification:

- A. **Not-for-profit applicants:** Entities that are not-for-profit corporations must provide a letter from the United States Internal Revenue Service dated no older than five (5) years from the application submission deadline that demonstrates the applicant agency's tax exempt 501 (c) (3) status. In addition, applicant agencies that are not-for-profit shall provide a current copy of their Certificate of Good Standing from the Illinois Secretary of State. The Certificate of Good Standing must be dated no older than one year of the application submission deadline. Copies of both the IRS letter of determination and certificate of good standing must be attached to this application.

- B. **All applicants:** Although the grant(s) selected through this RFP will be funded with State dollars, ICJIA requires all grantees to follow the Federal grant guidelines. Federal requirements state that all agencies receiving federal funds shall obtain a DUNS (Data Universal Numbering System) number. Applicants that do not already have a DUNS number can obtain one from Dun and Bradstreet, Inc online at www.dunandbradstreet.com or by calling 1-866-705-5711. In addition to a DUNS number, grantees shall maintain a current registration in the System for Award Management (SAM) database. Each agency participating in the proposed program as a funded partner must provide both a DUNS number, SAM registration expiration date,

² In addition to traditional family created through biological or legal connection, family members can also include long term partnerships and close friends as these people are also significantly impacted by the loss and may be the only "family" the victim had.

³ Homicide is defined as the killing of a human being due to the act or omission of another. Included among homicides are murder and manslaughter, but not all homicides are a crime, particularly when there is a lack of criminal intent.

and CAGE Code as part of their proposal submission. Information about SAM registration procedures can be accessed at www.sam.gov.

SECTION IV: Proposal Content

To be accepted for consideration, proposals must meet the requirements set forth in this RFP. Applications must be submitted by following the on-line application process described in Section I-F. The on-line application process will require you to complete items A-D outlined below.

A. Cover Page: A completed Cover Page (completed through on-line application)

B. Exhibit A: Proposal narrative includes the following sections:

- i. One Page Executive Summary
- ii. Statement of the Problem
 - a. Literature Review
 - b. Context of Research
 - c. Utility of Research
- iii. Research Design
 - a. Methodology Design
 - b. Data Acquisition
 - c. Human Subjects Assurance
- iv. Project Management
 - a. Personnel Management Plan
 - b. Milestone Chart
 - c. Capability
- v. Qualifications of Key Personnel
 - a. Education
 - b. Experience

C. Exhibit B: Budget and Budget Narrative

- Each budget category is totaled correctly and the total line for each budget reflects both a federal/state amount and match (if you plan to show match).
- If no costs are anticipated in a section of the budget itemization, write "not applicable" in that section.
- The Budget Narrative provides the justification and information necessary to 1) determine the manner in which the budget detail was computed, and 2) the relationship between major budget components and the achievement of the project goals.
- Complete two, one year budgets. The Year Two budget may be revised only if grantee can justify revision and if ICJIA approves the revision.
- Review the ICJIA Financial Guide for Allowable and Non Allowable costs:
http://www.icjia.state.il.us/public/pdf/Financial_Guide/FINANCIAL_GUIDE_2012.pdf

D. Attachments

Documentation of compliance with each of the following requirements:

YES	N/A	Item(s) to submit
		ICJIA Coversheet
		One page Executive Summary
		Program Narrative (12-font, Calibri)
		Budget and Budget Narrative for each year up to two years
		Letter of determination (or affirmation) of that status from the United State Internal Revenue Service, dated no older than five (5) years from the date of the application submission deadline
		Federal Employer Identification Number (FEIN)
		Copy of Official Articles of Incorporation
		Most Recent Fiscal Audit Report
		List of Board of Directors
		Certificate of Insurance
		Certificate of Good Standing from the Illinois Secretary of State's Office, dated no later than one year prior to the application submission deadline
		Staff CVs or resumes (Certificates of Training, qualifications, diplomas may be requested at a later date)
		Job descriptions and organizational chart
		Three (3) references regarding your agency's prior grant performance and research product
		Equal Employment Opportunity Plan (EEO) Certification
		Civil Rights Compliance Certification
		Civil Rights Compliance Questionnaire
		Certification regarding lobbying; debarment, suspension and other responsibility matters; and drug-free workplace requirements

SECTION V: REVIEW CRITERIA AND PROCEDURES

Proposals will be reviewed by a panel of ICJIA staff with expertise in this area. The narrative must address all parts of the RFP and demonstrates an ability to successfully implement the proposal.

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

The chart below shows the elements of Responsiveness that we will evaluate, their relative weights in point format and any minimum point requirements. Applicants that receive fewer than the minimum required points will not be considered for price evaluation and award.

The total number of points for Responsiveness is: 100.

Responsiveness Elements	Minimum Required Points	Weight (total points available)
Executive Summary		5
TOTAL for Executive Summary	2	5
Statement of the Problem		
Literature Review		10
Context of Research		10
Utility of Research		10
TOTAL for Statement of the Problem	17	30
Research Design		
Methodology Design		25
Data Acquisition		5
Human Subjects Assurance		5
TOTAL for Research Design	15	35
Project Management		
Personnel Management Plan		5
Milestone Chart		5
Capability		5
TOTAL for Project Management	8	15
Qualifications of Key Personnel		
Education		5
Experience		10
TOTAL for Qualifications of Key Personnel	8	15
Grand Total	50	100

The total number of points for price is 100. Price points are determined using the following formula:

$$\text{Maximum Price Points} \times (\text{Lowest Price} / \text{Offeror's Price}) = \text{Total Price Points}$$

The maximum number of points is 200 (Responsiveness 100 + Price 100)

A panel of ICJIA senior staff will do a final review of proposals for allowability of costs. ICJIA uses federal standards to determine allowability of all grant funds. Review the ICJIA Financial Guide for Allowable and Non Allowable costs:

http://www.icjia.state.il.us/public/pdf/Financial_Guide/FINANCIAL_GUIDE_2012.pdf

Their recommendations will be forwarded to the ICJIA Budget Committee for approval. A preliminary award decision will be made and applicants will be notified of the Budget Committee's decision. Successful applicants whose proposals contained unallowable costs will have their award reduced by the total amount of all unallowable costs.

Note: Proposed project costs for services, activities and other items will be assessed to determine how realistic they are, and the extent to which they have been allocated in a cost-efficient yet effective manner. The Budget Narrative includes all budgeted items listed in the Budget line by line, all costs are accurately calculated and relevance to the program is clearly explained.

SECTION VI: PROGRAM DESIGN

A. Brief Description of the Homicide Survivors Program

The Unified Crime Report (UCR) presents the number of crimes reported by the reporting law enforcement agencies in Illinois. The number of homicides reported from 2010-2013 for the relevant counties is as follows:

County(ies)	Unified Crime Report (UCR) Reported Homicides*			
	2013	2012	2011	2010
Cook	468 (52 reported in Suburban Cook County)	564 (61 reported in Suburban Cook County)	497(66 reported in Suburban Cook County)	497 (65 reported in Suburban Cook County)
St. Clair, Madison, Perry, Washington	38	40	47	40
Winnebago, Lake, Boone, McHenry	39	20	41	38

*Homicides reported by the Illinois State Police are not included in these figures

The loss of a family member is undoubtedly a painful, yet normal, human experience. When the death is unexpected, sudden and violent, as it is with homicide, this excruciatingly painful experience becomes anything but normal and the immediate aftermath is filled with chaos and questions. Families can be left with little or no

information concerning the homicide, and have to navigate the complicated path of funeral arrangements, media requests, crime scene clean-up, police investigation and victim compensation issues while in a state of shock. To respond to this tragedy, victims advocate and social service agencies have developed programs to respond and support families during this difficult time. In 2011, state legislators were able to create the Death Penalty Abolition (DPA) Fund (725 ILCS 5/119-1). One of the charges in the DPA act requires the Authority to expend DPA funding for providing services to the families of victims of homicide/murder.

The Authority currently has one grantee providing such services in Suburban Cook County. The grantee, Association for Individual Development (AID) has over 9 years of experience providing these services in Kane and Kendall Counties. They work in collaboration with the responding law enforcement agency to support the family of the homicide victim while not interfering with the crime scene or investigation. AID's model hinges on being called by the local law enforcement agency (LEA). Given the multitude of LEAs in the Suburban Cook County area, AID has currently expanded that model to access victims through several mechanisms while developing relationships with local LEAs. As of December 2014, AID is just beginning to provide the following services to homicide survivors in Suburban Cook County: response to the crime scene within two hours when called; proper death notification to survivors, as requested; support during criminal investigation and related processes; crime scene clean-up referrals; funeral arrangement assistance; coordinating arrival of family members; ensuring welfare of children; and assistance with media involvement, if needed. AID will continue to provide crisis intervention and support through the process, making appropriate mental health referrals for adult and child family members when appropriate. Should a suspect be charged with the crime, AID can continue to support the family members as the State's Attorney's crime victim advocates take on the primary role during that stage of the process. AID is also responsible to work with LEAs and the State's Attorney's Office to provide training and develop protocols for responding to and working with survivors of victims of homicide.

Beginning in July 2015, the Authority intends to fund one victim service agency to serve the homicide survivors in the Madison/St. Clair area (serving Madison, St. Clair, Monroe, Perry, Randolph and Washington Counties) and one to serve homicide survivors in the Northern Illinois area (serving Boone, Lake, McHenry and Winnebago counties). It is expected that these grantees will follow a model similar to the AID Suburban Cook County model.

With Department of Justice funding, the City of Chicago is developing a Crisis Response and Recovery (CRR) system to provide immediate services to families of victims of homicide/murder within six (6) pilot Chicago Police Districts. The pilot districts are 4,5,9,11,15 and 25. The Mayor's Office, Chicago Department of Public Health, Chicago Police Department, Chicago Public Schools, and the Department of Family Support Services are collaborating to develop protocol and training plans for this initiative. They

are currently in the four month planning phase of the initiative in which the protocol, first responder training planning and staff hiring is taking place. Beginning March 2015, they will begin a testing phase in Districts 4 and 5. The implementation phase will take place over the year with a staggered roll out to the remaining pilot districts. Chicago Citizens for Change (CCC) and Thresholds will be providing the direct support services to families of victims of homicide. They will provide the following services: response to family members within 36 hours of referral from Chicago Police Department; crisis response, supportive counseling and comprehensive referral services to families following a homicide. Thresholds will support CCC's work by providing a Qualified Mental Health Practitioner (QMHP) to assist survivors in emotionally processing incidents. This practitioner will also co-facilitate the survivors support groups with CCC.

The Authority, Chicago Department of Public Health, and service providers, are reviewing the client level data needed, including life functioning and post-traumatic stress measures at this time. The selected evaluator will have access to client level data in raw form to address research questions. The CRR program is currently developing its client level database from the Enterprise Case Management system. ICJIA is assisting the Suburban Cook County and regional programs in developing a client level database. Though separate, these two databases will capture consistent information.

B. Scope of study

This study includes three phases for the evaluation of four programs:

- Crisis Response and Recovery Initiative (City of Chicago)
- Association for Individual Development (AID) Suburban Cook County Victim Services Program
- Madison/St. Clair Region Homicide Survivors Project (serving Madison, St. Clair, Monroe, Perry, Randolph and Washington counties)
- Northern Illinois Region Homicide Survivors Project (serving Boone, Lake, McHenry and Winnebago counties)

The initial phase will be to assess the setup and implementation. The four programs will begin at varying times, with the Chicago and AID suburban programs currently underway and the regional programs beginning in July 2015. The next phase will include a review of the operation and service delivery of the program, with a focus on the practical, management-oriented issues and collaboration with other components of the system. The final phase will address the outcomes and impact of the program in providing an appropriate response to those clients of the programs. This final phase will be the subject of the second 12 month award period, if funded. Overall, the evaluation study will describe if and how the coordinated response produced an effective service delivery for clients, thus improving their functioning. The study will also assess the extent to which the

program improves system efficiency and provides for a more effective response to family members and other surviving victims of homicide. The study will emphasize findings that will aid in identifying the most promising and effective approaches and components that should be included in such programs and identifying those issues that should be considered for program replication.

The selected grantee will interact with staff of all programs to conduct the evaluation and access records and data. The selected grantee will report to ICJIA and communicate any issues regarding the project to ICJIA. Though not exhaustive, the following research elements and questions should frame the evaluation, which will take place over two grant terms. The use of multiple data sources and a mixed method approach (utilizing both qualitative and quantitative data sources) is encouraged.

Initial Phases

Assessment of program set-up and development

- Thoroughly describe the formation of each program noting distinctive features, implementation dates, milestones, key stages or phases of development, changes or expansions in project missions or goals, staffing, and adequacy of resources to accommodate program growth. Include a description of the program structure and any practices implemented by the team.
- Describe how the stakeholders identified the need for the program.
- Describe how resources for the program were identified and obtained.
- Detail the flow of program operations and determine whether the program was implemented in a manner consistent with the original design. Describe any protocols, formalized cooperative agreements or administrative orders that governed the implementation and how they were formed.
- Describe any implementation barriers and discuss how they were resolved. Describe the most effective strategies utilized to overcome implementation barriers. Generally explain the extent to which the program was able to take form as originally intended.
- Was there a clear direction (mission) and was it clearly conveyed to staff and partners as to what the program was working toward? What was the primary focus of the program and what distinguishes it from other programs offered?
- Describe awareness of the program within the criminal justice system (particularly law enforcement) and the community. Was the community, law enforcement and state's attorney made aware of the program and how do they perceive it?
- Describe the program partners or stakeholders, program staff and their respective roles. Describe program collaboration and how it affected program operations.
- Describe the jurisdiction in which the program operates.

- Assess the judicial context within which the program operates. Describe how the program complements or differs from other victim services program (such as the Cook County State's Attorney's Victim Witness Assistance Program and other State's Attorney's Office Programs).
- Assess and document the level of administrative commitment and involvement within the program, particularly with law enforcement.
- Describe training offered to program staff, including law enforcement, to aid in the implementation of the program. Was the training adequate for their respective roles?
- Detail any other aspects about the program set-up and development and provide any additional information that is not noted above but may be relevant to the evaluation report.

Operation and Service Delivery

- Thoroughly describe and assess the program processes in regards to the flow of information and referrals between the collaborating partners.
- Describe the eligibility criteria, or target population, and the extent to which it is applied.
- Provide detail on the mechanism for notification or referral of potential clients to the program.
- Describe and assess the role of the clients in accepting or declining the offer of services.
- Provide quantitative analysis regarding the number of clients referred, enrolled and length of time in the program.
- Describe the extent to which needs assessment instruments are used to determine levels of service. Describe any assessments or inventories used and how they are used in providing services. Describe how the type and circumstances of the homicide effect service planning.
- Describe service planning and case management, including frequency of contacts with clients, law enforcement, courts and other relevant parties.
- Assess the program's ability to identify and coordinate services, perform successful coordinated case management, and fill gaps in service. Determine whether individualized plans are formed with client input.
- Describe the services offered and provided to clients, including services provided directly through the program and those referred. Provide quantitative analysis regarding the number of clients that participated in which types of direct services and service referrals and the extent to which they participated.

- Describe the program's role in de-escalation and prevention of retaliation as it relates to assessment of retaliation risk and communication of that risk to law enforcement.
- Describe the information systems maintained by the program. How are these systems used and what types of data are collected? How is the data shared or communicated to team members? Detail any privacy or confidentiality protections in place.
- Detail training provided by staff to law enforcement, hospital personnel and other partners. Assess effectiveness of training in preparing program partners for their role.
- Assess overall consistency in operations.
- Assess the maintenance of the protocol or adherence to procedures over time.
- Describe and assess process and program improvement mechanisms of the program.
- Describe any other aspects of operation and service delivery that may also be relevant to the evaluation report.

The following will be primarily the subject of a second grant term of approximately 12 months to assess outcomes and impact. To the extent that these measures can be addressed during the initial evaluation phase, they should be.

Final Phase

Outcomes and Impacts

- Assess the ability of the program to identify victims/survivors of homicide crimes and provide services in a manner that restores daily functioning to at least a pre-homicide level.
- Assess the ability of the program to refer children/minors to appropriate services in a manner that lessens the impact of the traumatic event and results in improvement in well-being over time. (Did minor clients maintain or improve to a pre-event state in terms of behavior, school functioning and social ability)
- Assess the ability of the program to offer appropriate services to clients or find appropriate referrals based on services that the clients identify or request. (Did clients get what they needed/asked for)
- Assess what factors resulted in higher client satisfaction with services and outcomes. (What components of the program were most likely associated with positive results)

- Assess the ability of the program to improve law enforcement and other partners' awareness and understanding of victim needs. (Did it improve response and ability to assist victims)
- Assess how the program affected the job of law enforcement. Did it improve efficiency?
- Assess whether and how the program affected the participation of victims in the investigation and court proceedings.
- Assess the feasibility of a cost-benefit analysis attributable to this program.
- Provide quantitative analysis regarding:
 - Characteristics of clients enrolled and their progression through the program.
 - The number of clients that participated in direct services and service referrals, the extent to which they did and differences between those that maximized program resources and those that did not.
 - Differences between those that benefitted most from the program and those that did not in terms of demographics, type of homicide, services required and other salient characteristics.
- Detail any other aspects that may also be relevant to the evaluation report and any suggested instruments or development of instruments.

Description of Expected Services

Grantee will be required to produce three separate reports in the initial grant term to address the main findings. One report will focus on the Chicago program only, while the second report will focus on the AID suburban program and the two regional programs. An additional report based on observations of all the programs will also be required. The initial term of the grant will run for 12 months. An additional 12 months may be awarded for a more thorough outcome and impact assessment. Grantee is expected to:

- At the end of 12 months, deliver an implementation oriented report detailing the initial phases outlined above: program set-up and development, and program service and delivery. To the extent it is feasible, *any preliminary impact or outcomes should also be presented. A separate and distinct report should be drafted for the Chicago site and one for the suburban and regional sites.* These reports may be released as publications.
- At the end of 12 months, deliver a third report, based on observations of all four programs, that outlines recommendations for continued implementation and

critical components of the program operations. This guidance report will be primarily for in-house purposes.

- At the end of 12 months, prepare a fourth document that will be a proposal outlining the study design for the outcome and impact phase of the evaluation. This proposal should contain a plan for continued assessment of the sites in the upcoming 12 month period, if determined to be feasible based on the implementation assessment. It is at the Authority's discretion to award the additional funds to assess impact and outcome. If a program failed to reach sustainability or was not implemented with fidelity, the Authority may choose to postpone or negate the second 12-month study for one or more programs.
- At the end of the second 12-month period, deliver an outcome and impact oriented report reflecting the research questions detailed above. Recommendations, critical components, and implications for replication should be included. A separate and distinct report should be drafted for the Chicago site and one for the suburban and regional sites. These reports may be released as publications.

Up to \$150,000 will be granted for completion of the first 12-month period and deliverables that focus on implementation. An additional amount, up to \$150,000, will be granted for completion of the second 12-month period and deliverables that focus on outcome and impact.

Deliverables:

- Implementation Report for Chicago and one of the suburban and regional sites due at the end of 12 months.
- Guidance Report based on observations of all programs due at the end of 12 months.
- Proposal for assessment of impact and outcome due at the end of 12 months.
- Outcome and Impact Report for Chicago and one for the suburban and regional sites due at the end of the second 12 month term.

The selected Grantee will have the following responsibilities:

- Participate in meetings with Authority staff and project staff to discuss the study design and logistics as determined necessary by Authority. Grantee will also be expected to participate in additional meetings, including meetings to discuss the progress of the project and to garner feedback, if deemed necessary by Authority. Evaluators should be prepared to present information and answer questions at meetings, and include presentations of findings if requested by Authority. Meetings, at Authority's discretion, may involve presentations of

preliminary findings or may include a series of meetings prior to the final development of the report to discuss the results and recommendations.

- Deliver a final written plan that includes the study design, research questions, types of measures that will be used to answer the research questions, data, types of data collection instruments that will be utilized (if applicable), potential data collection methods and procedures (if applicable), and data analysis plan.
- Deliver a written progress report every three months, or more frequently if determined by ICJIA, and an interim report half way through the project. The progress reports should describe the progress made in the previous three months by the Grantee toward completion of the study. Relevant materials reflecting progress should be attached to the progress report, including exact measures and instruments used in the analysis. The interim report should detail progress and preliminary findings to date.
- Engage in all necessary activities to ensure that the study design is in compliance with generally accepted principles and standards regarding the use of human subjects in social science research. Such activities may include completing an application for human subjects research developed by an established Institutional Review Board (IRB) and modifying the study based upon IRB review. If IRB review is not necessary, Grantee will submit confirmation of such to Authority. Should IRB review be necessary, then the Grantee must deliver to the Authority a copy of the accepted application, including signed approval from the IRB, prior to conducting components of the study governed by the IRB. The Authority has an internal IRB. The Authority reserves the right to require that the Grantee obtain approval specifically from the Authority's IRB either solely or in addition to Grantee's IRB. The Grantee may be required to modify procedures specified in the project proposal if the Authority's Institutional Review Board determines that protections to human research subjects should be increased. Grantee has the responsibility of complying with the governing IRB rules and regulations. Grantee has the responsibility of maintaining IRB approval in the event of an extension or change in project scope and forwarding copies of such approvals to Authority.
- Analyze all data in a manner that enables the Grantee to answer research questions.
- Deliver a final report(s) that (1) describes the methodology, research questions and data (2) uses existing criminological and social science research to place the results in a broader research context, (3) describes the data analysis plan, and (4) describes results, then draws conclusions and makes recommendations based on the results. The final project report should be written so that it can be easily understood by the general public, yet not sacrifice sufficient detail. The final report is intended to be useful to the general public, criminal and juvenile justice practitioners, staff and policy makers. The Authority reserves the right to make

the final report available to the public in its full form and in summary form. The final report must adhere to the American Psychological Association (APA) style of reference. The final work products will be jointly held by Authority and Grantee.

SECTION VII: EXHIBIT A: PROPOSAL NARRATIVE

A. Executive Summary

B. Statement of the Problem

- a. Literature Review: Present a comprehensive literature review of applicable existing research and data.
- b. Context of Research: Demonstrate a clear understanding of the project, the operation of the program, and its place within the criminal justice system.
- c. Utility of Research: Demonstrate the potential for using the research findings to inform policy, decision making and contribution to existing literature.

C. Research Design

- a. Methodology Design: Address all research questions outlined in Section VI-B. Demonstrate a solid methodology and understanding of sampling, surveying, measurement, data collection and statistical analysis. Include rationale underlying elements of the plan.
- b. Data Acquisition: Projects may involve on-site work, primary data collection or the acquisition of data beyond what is readily available. Both service providers will provide client level data available in raw form to address research questions outlined in Section VI-B. Address potential limitations and how these would be minimized.
- c. Human Subjects Assurance: Include written assurance that if required informed consent will be obtained from all research participants, as required by federal regulations, regarding the protection of human subjects (28 CFR 46), written assurance that the study will not involve deception of human subjects and written assurance that all applicable federal requirements regarding confidentiality and anonymity of human subjects. Demonstrate that the proposed project will be governed by an established Institutional Review Board if the proposed project design requires such.

D. Project Management

- a. Personnel Management Plan: Demonstrate that the evaluation project team members will have sufficient capabilities, experience, and resources with clear assignment of responsibilities and management capabilities of prospective project managers. Include such experience in the resumes and/or vitae of the principal investigator(s) and primary team members and via references. Interested entities can establish strong resources by making note of applicable resources available at the offices of the interested entity, including support staff and computer equipment that can assist with the project. The feasibility of the project must be demonstrated. Proposals must strike a proper balance between the need to conduct on-site work and the expenditure of funds for travel. Prior

performance in projects previously funded by Authority, if applicable, will be considered. One (1) year minimum of project management experience is required for the principal investigator.

- b. Milestone Chart: Present a clear, detailed and organized plan of coordination of the project, or the tasks that the team will need to engage in to provide necessary deliverables, as well as the timelines by which those tasks will be completed.
 - c. Capability: Demonstrate that the organization has sufficient resources, such as support staff and computer equipment, from which to draw upon for the project.
- E. Qualifications of Key Personnel
- a. Education: Principal investigators and other primary team members must possess at minimum a bachelor's degree in social science research or related area of study. A master's or doctoral degree is preferred for principal investigators and other primary members of the project team. Principal investigators may hire research assistants who do not have bachelor's degrees (e.g., undergraduate students) to complete basic administrative or data collection duties.
 - b. Experience: Principal investigators must have at least one (1) year experience designing and conducting research and data analysis. At least one (1) year of project management experience is required for a principal investigator. Respondents must submit a current resume or vita for each member of the team that includes information on education, research and professional experience, publications, professional presentations, and completed research.