

Introduction

YWCA Southwestern Illinois is a recipient of a State of Illinois R3 Planning Grant. The grant is part of the R3 Program, created as a key equity element of the Cannabis Regulation and Tax Act signed by Governor Pritzker in 2019. The law requires cannabis tax revenue to support communities hurt by economic disinvestment, violence, and the severe and disproportionate damage caused by the war on drugs. These issues largely impact low-income Illinoisans and communities of color. There are eight eligible zones (census tracts) in the City of Alton.

The R3 program (Restore, Reinvest and Renew) is designed to repair the harm impacting our communities, by continuing to build the infrastructure that addresses decades of disinvestment, over-incarceration, and trauma. Program funding is a tool connecting communities to the resources they need, equitably and sustainably, to bring restorative, healing solutions to the people and regions that have for too long been unheard and underserved. Focus areas include violence prevention and youth development.

The 2023 funds include approximately \$40.5 million to support agencies providing service delivery and \$4.5 million to support Planning Grants were awarded to organizations that serve residents of designated R3 eligible zones. The YWCA Planning Grant is approximately \$65,000.

Background of YWCA Southwestern Illinois

YWCA Southwestern Illinois, a non profit organization in existence for over 100 years, has been serving primarily the Riverbend area. Our mission is eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all persons. We serve this mission through impactful programming in the following areas: racial and social justice, economic empowerment and advancement, and healthy and safety, with an emphasis on women and girls.

While our mission and focus has changed over the past 100 years, we have centered our efforts largely on youth development and racial justice. We have offered the following youth programs:

Community Tutoring, a summer program providing reading and math instruction and enrichment activities for students in K-6 grades, mostly using certified teachers.

Riverbend Reading Club, a year round program where we strive to bring below grade level readers to grade level readers using the Fountas & Pinnel Leveled Literacy Intervention program, (new for 2022)

Girls Circle Program, a structured support group that integrates relational theory, resiliency practices and skills training in a specific format designed to increase positive connection, personal and collective strengths, and competency in girls. It aims to counteract social and interpersonal forces that impede girls growth and development by promoting an emotionally safe space and structure within which girls can develop caring relationships and use authentic voices.

Boys Council Program, is a strengths-based group approach to promote boys' and young men's safe and healthy development through pre-teen and adolescent years. Boys Council works toward a future where boys and young men develop healthy and diverse masculine identities which allow them to grow as respectful leaders and connected allies in their communities. (new for 2022)

Child Enrichment is our year round School Year Before/After Care, Summer Camp and Holiday Camp program for children ages 5-12 years. We serve students in 3 school districts (Alton, Wood River Hartford, and Roxana) and utilize a STEAM and mission based curriculum (emphasis on respect for diversity, inclusion and racial/social justice)

Racial and Social Justice Programs, we have offered Racial Justice Awareness Sessions, Community Healing Conversation Circles, Diverstory for Families, Diverstory for Educators, Racial Justice Themed book give-aways, Hampton Garden, Book Talks, and Movie Nights. In addition, we have a Get Out the Vote Initiative committee who works to educate community members on voter education rights, conducts voter forums, and registers voters.

With the exception of our Child Enrichment Program, we serve children with no ability to pay. Our children are primarily living in poverty, struggle in school, and often have limited support systems at home. Their experiences with police are oftentimes negative (family member or friend getting arrested, gun violence . . .) and they often feel a disconnect with the local community.

Our experiences with participants in the above listed programs, (esp the youth programs) have identified a need for an expansion of the youth development programs we offer, a need for mentoring programs, and a need for health or group sessions dealing with trauma faced by our community. We deliver programs at Alton Housing Authority and have helped girls deal with their emotions after gun shot violence in our Girls Circle program. Our Girls Circle Facilitators have reported on girls mentioning suicidal thoughts, feelings of alienation, and a community where they do not feel welcome. Our Child Enrichment program serves children serious emotional needs (many of whom are in need of therapy or who have repeated visits to mental hospitals).

We genuinely work hard to deliver the high quality programming making improvements each year and increasing the numbers served. However, we know that our efforts address a small portion of the youth in need of programming and our capacity to grow in these areas (youth development and violence prevention).

We responded to the Notice of Funding Availability for a R3 Planning grant (8 eligible census tracts in Alton) in hopes of developing our capacity to serve the community to a larger degree with youth development and violence prevention.

Need for Consultation

YWCA will utilize our Planning Grant to

identify needs in the community relating to youth development and violence prevention through various forms of communication (surveys, interviews, small group meetings, community forums),

to identify existing programs addressing youth development and violence prevention,

to identify a Planning Group to help guide us through this process and maintain accountability,

to utilize an Accountability Team to provide input and oversight on the Planning process from a community perspective,

to identify any gaps or barriers to such programs,

to build a collaborative and sustainable network among non profits, youth program providers, the City, Public Safety officials, community members focused on youth development and violence prevention (very limited collaboration amongst entities),

to develop strategies to address needs relating to youth development and violence prevention,

to identify resources to address such strategies, and to finalize this data an actual Plan for distribution throughout the Community, to Planning Group members, and to the State of Illinois.

YWCA is in need of consulting services to assist us with the Planning Process. We have budgeted approximately \$22,000 for such consulting services.

Consultant Requirements

The Consultant should have relevant experience in identifying needs relating to youth development and violence prevention in low income communities and communities of color hurt by economic disinvestment, violence, and the damage caused by the war on drugs.

The Consultant should have experience with developing survey instruments, questionnaires, talking points for small meetings, and other tools used to solicit and document community input on needs and solutions relating to youth development and violence prevention.

The Consultant should have direct experience or working knowledge on various model programs relating to youth development and violence prevention.

The Consultant should be able to identify a variety of resources available to address strategies relating to youth development and violence prevention.

The Consultant should be eligible to work in the State of Illinois and be in good standing with the State. The Consultant must not be debarred from working on federal contracts.

The Consultant should have immediate availability to work on the YWCA Planning grant. Our deadline for expenditure of funds is June 30, 2023.

Scope of Work

YWCA will be using the following groups as part of our R3 Planning Process

Planning Committee—Committee will be utilized for the following purposes: determine needs in the community as related to our key focus areas, to provide critical information on youth development, violence prevention or other related programs serving City of Alton zone residents, to provide insight on the planning process including comments on survey or other instruments used to collect data, to provide comments on data collected, to review and comment on the draft plan, and to review and comment on the final plan.

Community Outreach Workers—three Independent Contractors will be hired to solicit comments from the community (public meetings, group meetings, forums) utilizing surveys, discussion items, interviews and forms relating to youth development and violence prevention. The Outreach Workers will be responsible for conducting meetings in all R3 Zones in the City, and reaching out church groups, neighborhood groups, local schools, and businesses and non profits serving the community. Community Outreach Workers will request information on community needs, programs and services currently utilized, and barriers to participating in existing programs or services.

Accountability Team—YWCA will select an 8 member Accountability Team who will provide input and oversight during the planning process. The 8 members will represent a cross section of the community, especially groups

servicing low income residents, BIPOC, and those significantly affected crime and violence.

The Consultant will work closely with YWCA Staff, Planning Committee and Outreach Workers. The Consultant will assist in the development or refinement of surveys, discussion points and other items needed to solicit community input. The Consultant will provide assistance with the training of Community Outreach Workers. The Consultant will provide guidance on the collection and analysis of all data received. The Consultant will review data collected and make recommendations for strategies to address youth development and violence prevention needs, to identify resources for various youth development and violence prevention (and other related) programming, including funding sources.

The Consultant will assist YWCA in the development of a draft Plan that will include the following: community outreach measures, demographic data analysis for R3 zones, crime statistics for the City of Alton, data collection and needs analysis, multiple strategies to address the need and identification of a variety resources to address strategies identified.

YWCA and the Consultant will share the draft Plan with community stakeholders, Planning Group, Accountability Group and others. A comment period will be allowed and YWCA will actively solicit comments on the draft plan. Final comments will be reviewed. The draft Plan comments will be reviewed. If needed, the draft Plan will be amended to include any needed changes and any comments made on the draft plan. The Final Plan will be completed and submitted to the State of Illinois in accordance with the R3 Planning Grant guidelines.

See attachments Exhibit B Deliverables or Milestones, Exhibit E Performance Measures, Exhibit A Map of Eligible R3 Zones City of Alton IL

Timeline for Consulting Services

The main steps in the RFP for consulting project are:

- *Distribution of the RFP for consulting and intention to Bid. January 30, 2023*

- *Questions and Answers pre-proposal submission (Answers will be shared with all participants)*
- *Proposals due to YWCA by February 17, 2023.*
- *Proposals will be reviewed. Consultant will be selected by February 28, 2023.*
- *Consultant begins scope of work. March 1, 2023.*

Proposal Contents

Name of Firm and Contact Information

Years in Business

Relevant Consulting Experience Relating to Youth Development and Violence Prevention Plan Development and or Implementation, State of Illinois ICJIA Programs, and Other Relevant Areas

Information on Team Members

Proposed Scope of Work

Timeframe for Completing the Work

References and Full Contact Information for References

Selection Criteria and Expectations

- The capability of the firm to get the job done
- The expertise of the firm in the required field
- The clarity of the approach and the deliverables
- The composition of the team
- The fit with YWCA and the City of Alton community
- The price for the project

Any Questions? Please submit questions in writing to YWCA Points of Contact listed below. Responses will be provided to all interested parties submitting proposals for the Consultant Contract.

YWCA Point of Contact

Dorothy Hummel, YWCA Executive Director, execdirector@ywcaswil.org,
618.465.7774

Taylor Jeans, YWCA Programs Director, programs@ywcaswil.org, 618.465.7774

EXHIBIT B

DELIVERABLES OR MILESTONES

Task	Staff Position Responsible	Date Due
Identification of Planning Group Members and Timeline for Meetings	Programs Director	Dec 1 2022
Prepare Request for Proposals for Consultant	Programs Director and ED	December 7 2022
Develop Scope of Work for Outreach Workers	Programs Director	December 15, 2022
Develop Scope of Work for Marketing Assistant	Programs Director	December 12, 2022
Advertise and Hire Marketing Assistant	Programs Director	January 5, 2022
Schedule Planning Group Meetings	Programs Director	December 10, 2022
Advertise and Hire 3 Outreach Workers	Programs Director	January 3, 2023
Training Meeting for Outreach Workers	Programs Director	January 5, 2022
Initial Meeting with Planning Group to discuss various stages of the Planning process and responsibilities of the Planning Group	Programs Director	December 20, 2022
Selection of Consultant	Programs Director and ED	January 6, 2022
Develop Survey Instruments, Interview Questions, and Public Forum Guidelines and Instructions	Programs Director	December 15, 2022

Conduct inventory and data on existing area programs relating to youth development and violence prevention	Programs Director and ED	January 5, 2022
Identify Accountability Team Members	Programs Director	December 15, 2022
Schedule Community Forums, Meetings and Interviews	Programs Director	December 20, 2022
Outreach Workers collect data from surveys and interviews and public forums	Outreach Workers	March 31, 2022
Compile data from surveys, interviews, and public forums	Programs Director	March 1, 2022
Meeting with Accountability Team on Outreach Process	Programs Director	January-February 2022
Meet with Consultant to review data collected,	Programs Director and ED	January thru March, 2022
Draft Plan to be Developed	Consultant	April 1, 2022
Public Meetings and Planning Group Meetings on Draft Plan –Comment Period on Draft Plan	Consultant	April, 2022
Final Plan finalized, Copies distributed to Community, Accountability Team, Planning Group Members and State of Illinois	Consultant	May, 2022
Submit quarterly data report to ICJIA	Programs Director	October 15 (for Jul-Sept), January 15 (for Oct-Dec) April 15, (for Jan-Mar) July 15 (for Apr-Jun)
Submit timekeeping certifications at the end of each quarter (if personnel are listed in the budget).	Bookkeeper	October 15 (for Jul-Sept), January 15 (for Oct-Dec) April 15, (for Jan-Mar) July 15 (for Apr-Jun)
Submit monthly financial status reports to ICJIA	Bookkeeper	15 th of each month
Submit closeout financial status reports and closeout data report to ICJIA	Bookkeeper and Executive Director	July 30 th , 2023

EXHIBIT E

PERFORMANCE MEASURES

Overall Goal of Your Program:	
To develop a community informed plan of action for youth and young adults connecting them to a positive future with reduced criminal involvement through youth development, violence prevention and trauma informed/restorative programs	
Process Objectives	Performance Measures
Neighborhood Meetings in Program Priority Areas	10 Neighborhood Meetings and Public Forums At Least 10 persons in attendance
Planning Group Meetings Initial meeting, during data collection stages, post data collection stage, initial plan review, and final plan review.	Six Planning Group Meetings are conducted At least 50% of invitees attend the meetings
Community Forums	2 Forums -The first to solicit input on needs relating to youth development and the second to present draft Plan and receive comments. At least 35 participants per meeting. 50% of attendees will give comment or complete surveys.
Request for Consulting Proposals	Request for Proposals completed and posted. Interview at least 3 consultants for the Consultant opening.
Survey tool(s) created and finalized	3 survey instruments finalized—one for community members, one for teens, and one for children.
Complete Assessment (identification, effectiveness, barriers) of existing Programs and Services related to Youth Development and Violence Prevention	Inventory of existing programs and services and identification of barriers to programs and services. Identify at least five programs that focus on youth development and violence prevention. Identify number of persons served by the existing programs. Identify at least 5 gaps in services or barriers to programs.
Outreach workers, Planning Group members, and YW staff conduct public meetings/forums, complete surveys, interview stakeholders and community members to identify what is needed to develop youth and prevent violence in youth and young adults	Data from surveys, interviews, public meetings and forums is compiled after major effort for broad-based community participation. Participation by 1% of population of each Zone in meetings, interviews or forums and 70% of attendees at meetings, forums, or interviews complete surveys.
Identify an Accountability Team to provide input and oversight of the planning process from a community perspective.	Identify and recruit 8 Accountability Team members. 50% attendance at Accountability Team meetings.
Local crime statistics will be collected and analyzed	Data will be reviewed for each of the 8 R3 Zones

Review Data from Public Meetings and Forums	At least 100 community members provide input
Data is compiled	100% of data from surveys, interviews, public forums (outreach efforts) is tabulated and put in presentation format for Planning Group, Community Groups
Outcome Objectives	Performance Measures
Consultant evaluates data from surveys, interviews, public meetings and forums and makes recommendations for program delivery options addressing youth development and violence prevention and restorative healing, identification of funding sources and other resources for program delivery.	Consultant makes multiple recommendations for program delivery relating to youth development and violence prevention, identifies funding and other resources to address needs identified in the plan.
Due to the broad-based planning process and highly collaborative nature of this plan, YWCA will act as a liaison in the community sharing information on various programs, data collection, and collaborations relating to youth development and violence prevention.	Various groups in the community will be aware of other programs, operational and in planning stages, addressing violence prevention and youth development and will find a forum to communicate with other entities.
Final plan is drafted encompassing data collection (existing programs and services, crime statistics, community input) barriers to existing programs, identification of restorative healing practices, identification of programs to address youth development and violence prevention and funding sources for such programs.	Draft Plan will include at minimum the following 5 areas: strategies to enhance existing programs or address gaps, new solutions for youth development and violence prevention, collaborations, funding sources, and strategies to enhance youth development and violence prevention. Draft of final plan is reviewed by Planning Group, community members and Accountability Committee.
Community, Planning Groups, Accountability Team and other interested entities provide comments on the Draft Plan.	At least 50 comments are received on the Draft Plan. YWCA Staff and Consultant will review comments received and make final changes to the Plan if appropriate.
Final comments on draft plan are reviewed. Final plan is completed.	Final plan is distributed to interested community members, Accountability group, Planning Group and State of IL.