



Allegheny County Department of Human Services

# RFP Response Form

## RFP for Countywide Support for Violence Prevention

### PROPOSER INFORMATION

**Proposer Name:** Center for Victims

**Authorized Representative Name & Title:** Laurie MacDonald, President/CEO, Center for Victims

**Address:** 3433 East Carson Street, Pittsburgh PA 15203

**Telephone:** [REDACTED]

**Email:** [REDACTED]

**Website:** www.centerforvictims.org

**Legal Status:**  For-Profit Corp.  Nonprofit Corp.  Sole Proprietor  Partnership

**Date Incorporated:** July 1976

**Partners and/or Subcontractors included in this Proposal:** N/A

**How did you hear about this RFP? Please be specific.** Email received; part of ACDHS solicitations alert email list

**Does your organization have a telecommunications device to accommodate individuals who are deaf or hard of hearing?**  Yes  No

### REQUIRED CONTACTS

|                             | Name             | Phone      | Email      |
|-----------------------------|------------------|------------|------------|
| Chief Executive Officer     | Laurie MacDonald | [REDACTED] | [REDACTED] |
| Contract Processing Contact | Tracey Provident | [REDACTED] | [REDACTED] |
| Chief Information Officer   | Jennifer Hileman | [REDACTED] | [REDACTED] |
| Chief Financial Officer     | Amy Cortes       | [REDACTED] | [REDACTED] |
| MPER Contact*               | Amy Cortes       | [REDACTED] | [REDACTED] |

\*MPER is DHS's provider and contract management system. Please list an administrative contact to update and manage this system for your agency.

## RFP for Countywide Support for Violence Prevention

### BOARD INFORMATION

Provide a list of your board members as an attachment or in the space below.  
(Attached)

Board Chairperson Name & Title: John Rago, Board President

Board Chairperson Address: [REDACTED]

Board Chairperson Telephone: [REDACTED]

Board Chairperson Email: [REDACTED]

### REFERENCES

Provide the name, affiliation and contact information [include email address and telephone number] for three references who are able to address relevant experience with your organization. *Please do not use employees of the Allegheny County Department of Human Services as references.*

- Allegheny County District Attorney Steven Zappala, [REDACTED]
- GVI City of Pittsburgh, Cornell Jones, [REDACTED]
- Woodland Hills High School, Shelly Manns, [REDACTED]
- H.O.O.P.s Cathy Welsh, [REDACTED]

### PROPOSAL INFORMATION

Date Submitted 3/4/2022

Amount Requested: 197,958.00

### CERTIFICATION

Please check the following before submitting your Proposal, as applicable:

I have read the standard County terms and conditions for County contracts and the requirements for DHS Cyber Security, EEOC/Non-Discrimination, HIPAA and Pennsylvania's Right-to-Know Law.

By submitting this Proposal, I certify and represent to the County that all submitted materials are true and accurate, and that I have not offered, conferred or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantaged information, recipient's decision, opinion, recommendation, vote or any other exercise of discretion concerning this RFP.

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Choose one:

My Proposal contains information that is either a trade secret or confidential proprietary information and I have included a written statement signed by an authorized representative identifying those portions or parts of my Proposal and providing contact information.

OR

My Proposal does not contain information that is either a trade secret or confidential proprietary information.

### ATTACHMENTS

Please submit the following attachments with your Response Form. These can be found at <http://www.alleghenycounty.us/dhs/solicitations>.

- MWDBE and VOSB documents
- Allegheny County Vendor Creation Form
- Audited financial reports or other financial documentation for the last three years
- W-9
- Strategy staffing attachments
- Stakeholder support attachments

### REQUIREMENTS

Please respond to the following. **All Proposers must complete the Organizational Experience and Budget Sections. Please complete these sections only once, regardless of the number of strategies proposed.** The score from these sections will be added to the score for each strategy proposed. Each strategy will be scored and evaluated separately and the maximum score a Proposal can receive in each strategy is:

- ~~• Countywide Violence Prevention Convener (Convener) = 110 points possible~~
- ~~• Homicide and Data Reviews = 110 points possible~~
- ~~• Hospital Based Violence Intervention Programs (HVIP) = 100 points possible~~
- **Parent and Survivor Support = 105 points possible**

Complete only the sections for the strategies you wish to propose. Strategies not included in your proposal may be left blank. Please stay within the page limit listed at the top of each section.

## **RFP for Countywide Support for Violence Prevention**

### **A. Organizational Experience (25 points possible)**

*All Proposers must complete this section. Your response to this section must not to exceed 5 pages.*

#### **1. Describe your organization and any experience working with individuals at high risk of Community Violence and/or with communities impacted by violence.**

Center for Victims (CV) is a community based nonprofit organization and the largest, most comprehensive, inclusive provider of services, advocacy, and education for victims of all crime in the Commonwealth of Pennsylvania. Serving Allegheny County and the Greater Pittsburgh region, CV's mission is "Healing Trauma, supporting victims, and creating social change for a more peaceful community." Our goal is to break the cycle of violence in our communities.

Center for Victims provides critical programs and services to the Allegheny County, Greater Pittsburgh Community as a:

- Domestic Violence Emergency Shelter, Housing & Counseling Center
- Rape Crisis/Sexual Assault Center
- Comprehensive Crime Victim & Witness Assistance Center
- Community Crisis Response Team
- Professional Development, Training, Education, Mediation & Advocacy Center

Date of Incorporation – July 1976

Staff – 72 full time

For more than 45 years, CV has provided effective and quality services to hundreds of thousands of victims of all crimes including: domestic violence, rape and sexual assault, child sexual assault and physical abuse, elder abuse, homicide, burglary and incidents of mass violence. On average, CV provides direct services to 16,000 clients annually. Additionally, CV reaches 25,000 individuals through prevention education and training programs and outreach and awareness activities across Allegheny County. CV's staff provides critical crime victim support as well as training and education that meet the diverse needs of people of all ages, races, religions, ethnicities, sexual orientation, gender identities, physical disabilities and socio-economic status.

CV is a one-stop-shop with one message, one number to call, and one door for people to walk through to get the best combination of services to meet their needs. CV's trauma informed care is evident in all aspects of service delivery, incorporating an understanding of the prevalence and impacts of trauma and the multifaceted and individualized paths to healing. CV ensures that any and all victims in need of services can easily and readily access quality, seamless, and comprehensive services that allows for reduced confusion for victims in their time of trauma; increases CV's effectiveness, influence, and presence; avoids duplication of services; ensures sustainability for the organization; and creates a consistent and improved quality of service for clients. CV's core victim services include: a 24-hour crisis hotline, offender release notification, legal advocacy and accompaniment, therapy and counseling, assistance filing victims compensation, and more.

As leaders in the human services sector, CV's professional, highly trained staff includes more than 70 advocates, counselors, therapists, mediators and trainers. CV staff implements innovative

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practices and methodologies to ensure that the needs of individuals and families, who, through no fault of their own, have found themselves victims of crime, are met. These practices offer individuals the opportunity to garner the strength and tools they need to be safe, feel empowered, and recover from the trauma they've experienced. Strategies for victim advocacy and support include: individual, family, and group treatment using evidenced-based therapeutic modalities such as Trauma Focused-Cognitive Behavioral Therapy, Eye Movement Desensitization and Reprocessing Therapy, Parent Child Interaction Therapy and Art Therapy; on-site mediation in neighborhoods and housing programs with high levels of conflict and violence; emergency shelter and rapid rehousing programs for victims of domestic violence; immediate crisis response following an incident of violence, and a unique Canine Assisted Advocacy Program featuring the use of 3 trained dogs who support victims at Childrens Hospital and throughout therapeutic services.

In addition to the organization's primary offices, CV maintains satellite offices at each of the following locations: City of Pittsburgh Police and Allegheny County Police Investigative Units, Allegheny County Criminal and Juvenile Courts and Juvenile Probation and sustains a weekly presence in several local Magisterial District Judges' offices. CV also assists victims with emergency protection from abuse filings and sexual violence protection orders. CV has a child advocate co-located within the Child Advocacy Center of UPMC Children's Hospital of Pittsburgh to intervene with child victims of sexual and physical abuse and their families. These remote placements enable the organization to react as quickly as possible when a victim or community needs immediate assistance. Services are delivered in courthouses, hospitals, homes, schools, residential programs, businesses, community centers, senior centers and many other locations in the Allegheny County community.

CV provides immediate access to all of these services via experienced and trained professionals through its 24-Hour Hotline, (412) 392-8582 or 1-866-644-2882 (toll-free). Caring, certified staff are available to respond to emergency needs of crime victims and witnesses, answer questions, and provide crisis counseling and support. The hotline, which serves as a gateway to all services, can be utilized by anyone, including victims, witnesses, and their families or friends, law enforcement, hospitals, social workers, or mental health professionals. Staff helps callers to identify their needs and connects them to resources. The hotline staff are also responsible for Allegheny County's only contracted Offender Release Notification program. In collaboration with the Allegheny County Jail, CV notifies victims of the release or transfer of offenders from ACJ. This is a critical part of an overall safety plan, and mandatory component of Victims Rights. In addition, agency staff provide in-person crisis response to hospitals, police departments, and communities in all of Allegheny County.

CV's exemplary staff and array of comprehensive victim services have led Harrisburg funders, service providers, schools and hospitals to look to CV to provide model programs such as: CAC Advocacy and Canine Advocate accompaniment, expanded conflict resolution and mediation services in low income, high crime communities, lifesaving offender jail release notification, parent engagement groups for families coping with abuse and trauma, teen dating violence prevention education programs, as well as CV's status as the state leader in victim compensation claims assistance and a pilot organization of ETO, the PA victim services data collection system.

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In recognition of excellence and leadership abilities, CV has been honored with the following awards:

- Pittsburgh Business Times 2020 CFO of the Year Award
- Pennsylvania Association for Justice – Community Service Award 2019
- Governor’s Victim Service Pathfinder Award – Individual Organization Capacity Building – Vice President/CPO, Tracey Provident
- Recognized by Pennsylvania throughout the years with four additional Governor’s Victim Service Pathfinder Awards; Outstanding Agency, Professional Capacity Building, Leadership, and Survivor Activism
- Outstanding Television Public Service Announcement 2015 – Men Challenge PSA
- 36th Annual Telly Awards 2015 – Silver Award – Men Challenge PSA
- Dignity & Respect Champion 2013 – President/CEO, Laurie MacDonald
- Greater Pittsburgh Athena Award Finalist 2010 – President/CEO, Laurie MacDonald
- NAACP of McKeesport – Community Organizer Award – President/CEO, Laurie MacDonald
- South Pittsburgh Coalition for Peace – Youth Violence Prevention Award 2010
- Good Government Award 2008
- Alfred J. Wishart Award Finalist 2008
- Numerous staff honored with various awards

CV has been appointed to, sat on, and participated on multiple boards, committees, task forces, and think tanks within local communities, and is considered an expert in the victim service field.

### **2. Describe your organizational experience maintaining databases/using software for managing finances and service delivery and for providing accurate, timely reports of financial and program data.**

For its program data collection tool, CV utilizes Social Solutions’ web-based software ETO (Efforts to Outcomes) as a decentralized data entry and case management system, as well as for recording and reporting outcomes. CV’s Director of Grants and Contracts provides staff with ongoing training and technical assistance as well as monitors data input for quality control. All direct services provided to victims and witnesses are captured in ETO’s universe and can be reported out based on staff work, types of victimizations, types of services, hours of services and demographics of clients. The Director of Grants and Contracts is responsible for all data pulled, validated, and reported via ETO. As key staff and partners meet with community members and identified participants meeting the eligibility for this program, a separate excel spreadsheet will be maintained tracking: 1) how many participants were reached monthly; 2) the basic demographics of each participant [identified gender, race, age, and neighborhood]; 3) type of crime/incident affecting the participant receiving services.

Financial Data is collected and maintained by CV’s Chief Financial Officer, via Blackbaud Financial Edge fiscal management system.

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### **3. Describe your organization's policy on and history of hiring formerly incarcerated individuals**

CV is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, gender identity or expression, sexual orientation, age, religion, creed, physical or mental disability, genetic information, pregnancy, marital status, parent status, veteran status, political affiliation or other factor protected by law. CV complies with the Affirmative Action requirements and the Americans with Disabilities Act regarding reasonable accommodation for qualified employees with a disability.

All CV employees must have the ability to secure Act 33 and 34 clearances (Child Abuse & Criminal History) and FBI Clearances. Due to the nature of the work of CV, employees and volunteers must not have an Indicated or Founded Report of child abuse or a criminal conviction relating to certain Department of Public Welfare published standards (e.g.- criminal homicide, aggravated assault, rape, sexual assault, etc.)

### **4. Describe and provide examples how your organization is committed to providing high-quality services to all individuals and families so that everyone feels welcomed, well-served and supported regardless of their race, ethnicity, sexual orientation, gender identity and expression (SOGIE), intellectual or physical ability, English language proficiency or life experiences.**

All individuals, families, and communities shall have equal access to services. CV does not discriminate on the basis of race, color, national origin, religion, gender, sexual orientation, gender identity and expression, disability, age, or any other factor. Our services have been requested at previous incidences of violence and hate that targeted specific communities, including (but not limited to) the mass homicide event at Tree of Life synagogue (targeted members of the Jewish Community), the Wilksburg mass shooting (a racially motivated attack), as well as locally providing emotional support and response to Pittsburgh residents experiencing vicarious trauma from the Pulse mass homicide event against the LGBTQ community in Florida. Interpreter services are available and frequented by non-English language users or those without proficiency. Building and facilities are regularly reviewed and assessed to confirm they meet accessibility requirements per the Americans with Disabilities Act.

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### **~~B. Countywide Violence Prevention Convener (Convener) (75 points possible)~~**

~~Complete this section only if you are proposing this strategy. If you are not proposing this strategy, please leave this section blank. Your response to this section must not to exceed 10 pages.~~

1. Describe why your organization is interested in the Convener strategy, including how it fits within your mission.  
Click or tap here to enter text.

2. Describe any synergies of the Convener strategy with your current work and/or with the other strategies you are proposing in response to this RFP.  
Click or tap here to enter text.

3. Describe your experience with, and provide examples of, how your organization has successfully convened a broad range of stakeholders and coordinated large-scale initiatives to achieve results.  
Click or tap here to enter text.

4. Describe your approach, why you chose it and how it can be expected to reduce Community Violence. If you based your approach on a promising or best-practice model, please describe the model.  
Click or tap here to enter text.

5. Describe how you will manage and deliver the Convener responsibilities, as outlined in section 2 of the RFP. Include how you envision forming a collaborative (who would be essential to include, how you would convene and meet, how you would communicate).  
Click or tap here to enter text.

6. What potential outcomes do you envision for this Convener strategy? How would you know if the convening is a success?  
Click or tap here to enter text.

7. Describe where the Convener will fit within the overall administrative structure of your organization and why you placed it there. Summarize the staff positions needed to implement the Convener strategy and if you will need to hire and/or reassign staff.

- a. If you will hire positions, include the education and/or experience you will require and the traits you will emphasize in hiring decisions. Please attach summary job descriptions.
- b. If you have already identified individuals to staff the Convener strategy, include their names and a short description of their qualifications. Please attach resumes.

Click or tap here to enter text.

8. Identify a few key challenges you anticipate encountering as the Convener and how you might mitigate them.  
Click or tap here to enter text.

9. Please list the key stakeholders that support your Convener Proposal (e.g., partners or stakeholders from local government, community-based organizations and other groups, residents and other individuals). Provide evidence of their support. This can be in the form of attached support letters, a description of their commitment to participate in aspects of your Proposal, or other form of endorsement.

Click or tap here to enter text.



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### **C. Homicide and Data Reviews (75 points possible)**

*Complete this section only if you are proposing this strategy. If you are not proposing this strategy, please leave this section blank. Your response to this section must not to exceed 10 pages.*

1. Describe why your organization is interested in the Homicide and Data Review strategy, including how it fits within your mission.

Click or tap here to enter text.

2. Describe any synergies of the Homicide and Data Review strategy with your current work and/or with the other strategies you are proposing in response to this RFP.

Click or tap here to enter text.

3. Describe your experience with, and provide examples of, how your organization has successfully convened a broad range of stakeholders to review relevant data and information and develop solutions.

Click or tap here to enter text.

4. Describe your analytical experience and provide examples of how you have used homicide, shootings, social media, and other information sources in your work.

Click or tap here to enter text.

5. Describe your approach to the Homicide and Data Review strategy, why you chose it and how it can be expected to reduce Community Violence. If you based your approach on a promising or best-practice model, please describe the model.

Click or tap here to enter text.

6. Describe how you will manage and deliver the Homicide and Data Review responsibilities, as outlined in section 2 of the RFP. Include how you envision forming the review panel (who would be essential to include, how you would convene and meet, how you would communicate).

Click or tap here to enter text.

7. Describe where the Homicide and Data Review strategy will fit within the overall administrative structure of your organization and why you placed it there. Summarize the staff positions needed to implement the Homicide and Data Review strategy and if you will need to hire and/or reassign staff.

- a. If you will hire positions, include the education and/or experience you will require and the traits you will emphasize in hiring decisions. Please attach summary job descriptions.
- b. If you have already identified individuals to staff the Homicide and Data Review strategy, include their names and a short description of their qualifications. Please attach resumes.

Click or tap here to enter text.

8. Identify a few key challenges you anticipate encountering in the Homicide and Data Review work and how you might mitigate them.

Click or tap here to enter text.

9. Please list the key stakeholders that support your Homicide and Data Review Proposal (e.g., partners or stakeholders from local government, community-based organizations and other groups, residents and other individuals). Provide evidence of their support. This can be in the form of attached support letters, a description of their commitment to participate in aspects of your Proposal, or other form of endorsement.

Click or tap here to enter text.

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### **~~D. Hospital-Based Violence Intervention Programs (HVIP) (65 points possible)~~**

*~~Complete this section only if you are proposing this strategy. If you are not proposing this strategy, please leave this section blank. Your response to this section must not to exceed 10 pages.~~*

1. Describe why your organization is interested in the HVIP strategy, including how it fits within your mission.  
Click or tap here to enter text.

2. Describe any synergies of the HVIP strategy with your current work and/or with the other strategies you are proposing in response to this RFP.  
Click or tap here to enter text.

3. Describe your approach, why you chose it and how it can be expected to reduce Community Violence. If you based your approach on a promising or best-practice model, please describe the model.  
Click or tap here to enter text.

4. Describe how you will manage and deliver the HVIP. Be sure to include:

- A description of your partnership with your chosen trauma hospital.
- The roles and responsibilities your organization and the hospital will have in the HVIP.
- How you will work with high-priority communities to coordinate care inside the hospital and after release.

Click or tap here to enter text.

5. What potential outcomes do you envision for your HVIP? How would you know if it is a success?  
Click or tap here to enter text.

6. Describe where the HVIP will fit within the overall administrative structure of your organization and why you placed it there. Summarize the staff positions needed to implement the HVIP and if you will need to hire and/or reassign staff.

- If you will hire positions, include the education and/or experience you will require and the traits you will emphasize in hiring decisions. Please attach summary job descriptions.
- If you have already identified individuals to staff the HVIP, include their names and a short description of their qualifications. Please attach resumes.

Click or tap here to enter text.

7. Identify a few key challenges you anticipate encountering in the HVIP and how you might mitigate them.  
Click or tap here to enter text.

8. Please list the key stakeholders that support your HVIP Proposal (e.g., partners or stakeholders from the healthcare system, local government, community-based organizations and other groups, residents and other individuals). Provide evidence of their support. This can be in the form of attached support letters, a description of their commitment to participate in aspects of your Proposal, or other form of endorsement.  
Click or tap here to enter text.

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### **E. Parent and Survivor Support (70 points possible)**

*Complete this section only if you are proposing this strategy. If you are not proposing this strategy, please leave this section blank. Your response to this section must not to exceed 10 pages.*

#### **1. Describe why your organization is interested in the Parent and Survivor Support strategy, including how it fits within your mission.**

Center for Victims (CV) has provided seamless, integrated support for victims of crime, witnesses, and their family members since 1976. Victims of crime have access to CV's trauma-informed core services, including: crisis support through CV's 24 hour hotline, emergency shelter, legal accompaniment, therapy and counseling, assistance filing victims compensation, and long-term supportive care. It has always been CV's mission to support individual victims in their times of need as well as to provide a systems-level support network to allied professionals, civic groups, business partners and others who are working to disrupt community violence on different levels and from different angles.

For those who have lost a loved one to homicide, their experiences are life-changing traumatic events that impact not only family units but entire communities. In fact, exposure to community violence acts as a contagion, with adverse multi-generational effects across measures of physical health, mental health, economic outcomes, and an increased future likelihood of both criminality and victimization. In Allegheny County, this violence is not homogenously distributed.

Our internal client data and independent research demonstrates a vast disparity in the county's neighborhoods—with neighborhoods inhabited predominantly by people of color experiencing higher levels of poverty and higher levels of violent crime. Due to the history of systemic "red-lining", we find these communities highly segregated even to this day. These areas of greater need are chronically underserved, having many barriers preventing them from accessing available services. Beyond the immediate impacts of violent crime, exposure to community violence is particularly disruptive to the healthy development of children. The end result of such a cascade of systemic adversities is a unique burden placed on minority communities in Allegheny County.[1]

The reality of under-investment in majority-Black neighborhoods for decades has resulted in its own barrier: trust. In the absence of support from 'outside', local charity groups and support organizations were mobilized by concerned neighbors, mothers who lost children to violence, church groups, and more to fill the gap. This legacy of 'parallel systems' continues to this day, and so any county-wide community violence reduction effort must involve these disparate groups and organizations to marshal resources, avoid duplication of efforts, and make the greatest and most targeted impact.

In this regard, CV has and continues to work closely with allied groups in local neighborhoods, with the acknowledgment that it is these individuals who know their communities best. These neighborhood ambassadors know which organizations and resources have worked well for them historically, and which tend to be a dead end. CV aims to support the knowledge base and reach of these ambassadors; CV's organizational capacity, knowledge, experience and resources can bolster and support these communities' existing grassroots efforts. CV's Family and Community Support staff provides in-person, on-the-ground crisis response, problem solving, and

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community building. Community based staff provides ambassadors with information and access to CV's crisis hotline, providing a 24 hour intake system that can be used not only for core victim services we provide to any crime victim, but also can be used to connect homicide survivors with local support groups of people they know and will trust. Likewise, referrals can originate from local groups, when they are working with a survivor and see they may need additional resources. Greater integration and coordination with these local groups and organizations directly complements our mission while providing a greater scale of impact in the areas that need help the most. By providing trauma-informed training to these groups we can help increase their organizational capacity and knowledge and help them provide better services to those they serve.

[1] <https://www.wesa.fm/education/2018-10-18/pittsburgh-neighborhoods-and-schools-remain-segregated-but-how-did-it-start>

### **2. Describe any synergies of the Parent and Survivor Support strategy with your current work and/or with the other strategies you are proposing in response to this RFP.**

The goal of CV's Family and Community Support team is to provide intervention strategies that prevent future instances of violence for youth and families, as well as the greater community. This includes working directly with at-risk youth and local schools to disrupt violence before it happens, as well as providing care and support to those impacted by the devastating loss of a loved one by providing support, training, and assistance to local groups running survivor support groups.

This team is designed to be dynamic, as core victim services and federally funded programming sometimes do not cover all the help someone needs. Common requests received by our Family and Community Support team include: "how do I pay for my child's funeral?" "I don't have enough money to have food at the wake, what do I do?" "I think my kid needs to talk to someone about all this crime in our community, can you help?"

Our Family and Community Support Team provides a caring, personal and proactive face to our agency, however, it is impossible to have enough employees to be everywhere we need to be at all times. Leveraging our networks of allied partners and community organizations will enable us to provide the most impact: by providing support, training, and assistance to local groups running survivor support groups, we can increase quality of care throughout the county on a scale impossible if undertaken alone.

### **3. Describe your experience with, and provide examples, of how your organization has successfully formed or led parent and survivor support groups.**

With 45 years in survivor support, we have formed and sustained several parent and survivor support groups. We have championed child survivor groups led by therapy staff; we have facilitated intergenerational healing groups for women exposed to violence; as well as leading support groups that community members invite us to.

### **4. Describe your approach, why you chose it and how it can be expected to reduce Community Violence. If you based your approach on a promising or best-practice model, please describe the model.**

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CV provides a robust, comprehensive continuum of victim services and violence prevention efforts that are designed to 1) support victims and survivors through the most difficult points in their lives; and 2) reduce community violence through targeted interventions, community awareness efforts, and more. Violence destabilizes individuals as well as communities, and so we aim to address both facets of this issue.

Children who are exposed to violence in their communities, homes, or schools are at an increased risk of both violence perpetration and being victims of such violence in the future.[1]

The landmark CDC-Kaiser Permanente Adverse Childhood Experiences (ACE) Study remains among the most rigorous and in-depth investigations on the effects of adverse experiences (such as witnessing community violence) and later health, behavioral, and criminal outcomes.[2]

Compounding these known links between adverse experiences and an increased risk of negative outcomes in adulthood is the prevalence of exposure to community violence among the nation's youth. OJJDP's National Survey of Children's Exposure to Violence (NatSCEV) revealed that "more than 60 percent of the children surveyed were exposed to violence within the past year, either directly or indirectly (i.e., as a witness to a violent act; by learning of a violent act against a family member, neighbor, or close friend; or from a threat against their home or school.)" [3]

Future criminality and instances of violence are only a portion of the public health issue: children exposed to community violence, for example, have been shown to suffer deleterious developmental effects associated with traumatic stress.[4]

Community violence is defined as "exposure to intentional acts of interpersonal violence committed in public areas by individuals who are not intimately related to the victim".[5]

In these instances, children may not be identified as direct victims of these crimes (i.e. hearing gunshots close by), and therefore will not be counted in official statistics related to crime victims. Despite these potential risks for undercounting the number of children exposed to community violence, studies have found that children are more likely to be exposed to violence than adults.[6]

Unaddressed traumatic experiences in one's youth, such as exposure to community violence, is tied to a substantial list of long-term effects. These effects include: increased prevalence of chronic illness, increased likelihood of criminal perpetration and victimization, increased risk of substance abuse disorders, and more.[7]

The self-reinforcing nature of these unaddressed childhood adversities led the American Academy of Pediatrics to write that "this confluence of financial burden and debt combined with the higher prevalence of chronic physical and mental health conditions suggest that the health and financial tolls of early childhood adversity are compounding, with the worsening of financial health likely to imperil physical health, and vice versa, in a self-perpetuating spiral." [8]

For parents who lose their children to homicide, they are forever changed--and if they are raising other children, that relationship and dynamic is dynamically impacted as well. The way they

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interact with their community may also change. Violence has profound multi-generational effects, and it must be noted that a survivor support group for parents and caregivers will not on its own reduce community violence. A multi-pronged, coordinated violence prevention and reduction plan is vital to the success of any support group or service offered in response to violence. Evidence exists that a survivor's involvement in support groups, when done in conjunction with therapy (a service CV provides to all victims free of charge), can lead to reduction of traumatic symptoms. [9]

Paired with access to CV's comprehensive continuum of care including therapy / counseling, legal advocacy, Healing Rivers Project and other resources with a shared goal using a violence reduction model and trauma-informed care, survivors in any part of the county will have the tools and resources they need when they need it.

[1] <https://www.cdc.gov/violenceprevention/aces/index.html>

[2] <https://www.cdc.gov/violenceprevention/aces/about.html>

[3] <https://www.ojp.gov/pdffiles1/ojdp/227744.pdf>

[4] <https://www.cdc.gov/mmwr/volumes/68/wr/mm6844e1.htm>

[5] <http://www.nctsn.org/trauma-types/community-violence>

[6] <http://www.unh.edu/ccrc/pdf/CV189.pdf>

[7] <https://vpc.org/studies/trauma17.pdf>

[8] <https://www.aappublications.org/news/2019/06/14/healthbrief061419>

[9] <https://www.tandfonline.com/doi/full/10.1080/15299732.2020.1770149>

### **5. Describe how you will manage and deliver the Parent and Survivor Support responsibilities, as outlined in section 2 of the RFP. Include how you would help others to build support in their communities.**

CV's Family and Community Support Team have already conducted and hosted meetings with multiple survivor-led support groups throughout the county. All expressed an interest in coordination and trauma-informed training. CV intends to manage and deliver Parent and Survivor Support responsibilities by building on our existing survivor support groups and current violence prevention efforts. This includes:

- Tailored, trauma-informed training for local Survivor Support Group Leaders through a "Train the Trainer" model;
- A 24-Hour intake system through our current crisis hotline that will enable referrals to and from CV and partner groups;
- A "Best Practice" model for conducting and operating survivor support groups in a healing way that avoids re-traumatization, is culturally relevant, and is informed by the latest research;
- A Platform for the expansion of these support groups to other communities: a "one-stop-shop" for survivors to learn how to successfully implement these groups in their own neighborhoods and become "ambassadors" to the program;
- Supportive therapy services, including on-site visits with survivors on an as-needed basis provided by a trained CV therapist;
- Supportive homicide-specific legal advocacy services provided by trained CV Counselor Advocates to guide survivors through the legal system and understand their rights as a victim;

## RFP for Countywide Support for Violence Prevention

- Direct Access to crisis intervention, individual counseling, and other supportive services in the immediate aftermath of a homicide through CV's trained Crisis Response staff and other allied professionals;
- Incentives and wellness supplies for survivor support groups to encourage attendance and enable exploration of wellness and healing modalities;
- Assistance with transportation needs to and from CV offices as needed.

CV will coordinate regular meetings with survivor-led support groups throughout the funding period, and will work to build out the organizational capacity and knowledge of these partner groups to enable them to expand their reach. As the county's lead victim service agency, we will also continue to provide core victim services for survivors, witnesses, and their family members that includes therapy and counseling for those who reside in areas without a support group. However, the goal is to use the training model to assist the formation of competent, trained groups in at-need communities throughout the county. CV will also provide a trained CV therapist for on-site counseling as needed, and access to immediate Crisis Intervention, individual counseling, and other supportive services in the immediate aftermath of a homicide. This immediate response also offers the potential for immediate referrals to local survivor support groups.

CV has longstanding relationships with school districts, civic groups, and organizations throughout the county, and will leverage these connections to connect to those best suited and motivated to form these groups. CV will provide each survivor support group's leadership with training through our Healing Rivers Project and our "Seeing Clearly through a Trauma Lens" Training. CV incorporates the latest research in neuroscience to inform its educational offerings and Healing Rivers Project. Based on leading research outlined previously, CV is fully convinced that a public health approach is key to reducing the prevalence of violence and its devastating impact on society. CV is committed to a public health approach in order to promote education and experiential learning opportunities as major strategies for healing and violence prevention. In 2018, CV was thrilled to have the opportunity to dedicate an entire floor of our office space to the creation of a one-of-a-kind educational and experiential learning center: **The Healing Rivers Project**.

The Healing Rivers Project Overall Goals:

- Increase participants' understanding and impact of trauma experiences created by exposure to violence and abuse, chronic stress, adversity, and social inequities.
- Increase the understanding of therapeutic and trauma informed interventions and strategies that assist in the healing and recovery process of those impacted by trauma.
- Increase the understanding and implementation of experiential learning activities and personal awareness tools that foster growth, resiliency and wellness.
- Increase the number of individuals and families who integrate personalized wellness plans and implement resiliency and protective factors regularly.
- Increase proficiency and usage of conflict resolution, mediation, and violence prevention and intervention skills.

## **RFP for Countywide Support for Violence Prevention**

### **Educational and Experiential Learning Center:**

CV employed the expertise of local technology and visual effects guru Dan Thomson of Visionary Effects to create an interactive and educational experience that allows participants to “walk through” nine educational stations that focus on understanding and recognizing the impact of traumatic experiences caused by violence and corresponding strategies for healing and well-being. As complimentary to this exhibit, experiential learning opportunities and workshops are offered to reinforce the educational lessons and will include opportunities to experience firsthand mindfulness, yoga, relaxation techniques, healthy cooking and nutrition, gardening, and creative expression through music and art. These experiential opportunities help participants to expand their coping and wellness strategies, build resiliency and promote personal well-being.

All activities are based on trauma informed research and promising practices that mitigate the short and long-term impacts of violence. These approaches and therapeutic modalities are designed and incorporated to meet the specific needs of every individual CV serves in an effort to provide crime victims with the strategies, skills, and tools they need to move forward in their journey to healing and wellness.

#### **Educational Stations Include:**

1. The Brain: How our brain works and how neuropathways are created.
2. What is trauma?
3. What is the impact of trauma?
4. What does trauma look like?
5. The Gathering and Processing Space: Guided by CV staff, this gathering space will be used for participants to process and discuss the messages they have just experienced.
6. Personal Reflection & Inventory: As participants move through the next four stations, they will begin to personally apply the information on how trauma and violence has impacted them, their loved ones, and their community. How has what has happened to me impacted my current thinking and behaviors? How have I been harmed and injured? Self-awareness and wellness tools will be offered to allow participants to gain personal insight.
7. Fostering Growth, Resiliency and Wellness: There are ways to calm your brain and nervous system and access all parts of your brain and problem-solving skills. This station introduces the power of experiential hands-on opportunities. Hear how and why new learning opportunities create new neuropathways that can improve your health, happiness and wellness and increase your personal reserve of Resiliency.
8. Experiential Learning Opportunities: Building upon the previous lesson, participants will have opportunities to actually experience new positive experiential learning opportunities that create new neuropathways of health, happiness and wellness. Workshop opportunities include: Mindfulness and mediation, yoga, journaling, writing, music, art, cooking, and nutrition; how Diet, exercise, sleep, meditation/mindfulness, communication, and conflict resolution skills can improve functioning.



## RFP for Countywide Support for Violence Prevention

9. Personalized Resiliency & Wellness Portfolio. What have you learned about yourself on this journey? What ideas do you have for your journey towards recovery and wellness? What's a wellness plan look like for you? What are you going to try to increase your resiliency, your buffers and protective factors? Create your own resiliency and wellness portfolio. Write it down. Take it with you.

Providing trauma-informed training to survivors who are leading support groups is essential to avoid accidental re-traumatization of those they work with--it is also needed for their own personal wellbeing and self-care. The ability to recognize the signs and symptoms of trauma grants them an awareness that can allow them to prevent being "burned out" or otherwise negatively affected by secondary trauma.

In addition to trauma-specific training, CV intends to provide a "Best Practices" model for the running of a Survivor Support Group. This is drawn from our long history of working with homicide survivors and incorporates trauma-informed practices with input from our Clinical Team. It is not a rigorous "curriculum", but rather a guide on themes to explore in a Survivor Support Group.

### Themes covered in Survivor Support Group (SSG) Best Practices Model Include:

- Personal Stories
- Recognition of Loss/Reaction to Separation from a Loved One
- Learning to live day by day without your Loved One
- Re-experiencing the past and recollection of your relationship with the deceased
- Triggers and Self-Care
- Adjusting to Life without the Deceased Person
- Coping with and Understanding the Legal System
- Relinquishing or Re-establishing old attachments
- Emotional Relocation of the Deceased
- Old World not forgotten

It is CV's desire to equip allied professionals, local groups and other organizations with the tools and resources they need to be active agents of violence reduction and prevention in their communities. We believe giving survivor-led support groups the training and resources they need is an excellent opportunity for meaningful impact.

**6. Describe where Parent and Survivor Support will fit within the overall administrative structure of your organization and why you placed it there. Summarize the staff positions needed to implement the Parent and Survivor Support strategy and if you will need to hire and/or reassign staff.**

- a. **If you will hire positions, include the education and/or experience you will require and the traits you will emphasize in hiring decisions. Please attach summary job descriptions.**

## RFP for Countywide Support for Violence Prevention

**b. If you have already identified individuals to staff the Parent and Survivor Support strategy, include their names and a short description of their qualifications. Please attach resumes.**

Center for Victims is already conducting activities and providing services aligned with many aspects of the proposed project, therefore, CV will not need to adjust any administrative structures to implement this proposal.

CV's Family and Community Support Department will act as liaison to local Survivor Support Groups and provide the following services:

- Coordinate meetings and set up training times
- Act as a point-of-contact for questions or referrals as needed
- Respond on-site for follow-up meetings as needed
- Facilitate "Seeing Clearly Through a Trauma Lens" Training in coordination with Healing Rivers Project staff
- Maintain records of referrals, group trainings, and other key metric data for reporting and trend analysis

Identified Staff: Valerie Dixon; Calvin Murphy [latest resumes on file attached]

Valerie Dixon is Director of Family and Community Support at CV as well as the Executive Director and founder of the P.A.C.T. Initiative. She has 19 years' experience in trauma care with Center for Victims and has a powerful connection to those who lost a child to gun violence: her own son was murdered. Valerie works with other mothers, law enforcement, and building community bridges.

Calvin Murphy, Family and Community Support Advocate, has an extensive history of community service and advocacy. His background in education and youth services solidified his commitment to building networks for at-risk youth and their families; improving sustainable access to life skills, education, and violence interruption. He draws on over a decade of education and social service experience in his work at CV, and has been with the agency for over 2 years.

Our Education and Community Outreach Department will provide the following services:

- Immediate Crisis Response, Individual Counseling, Referrals to Survivor Support Groups and / or CV as needed in the immediate aftermath of homicide when requested by partner groups or allied stakeholders

Identified Staff: Darnell Drewery [latest resume on file attached]

Darnell Drewery, Community Outreach & Intervention Specialist, has nearly 20 years of experience working as a Community Specialist, Crime Prevention Education Specialist, an Advocate for Crime Victims and Witnesses, and as an Intensive Case Manager working with individuals with intellectual disabilities. His extensive experience has enabled him to implement crime prevention information sessions with companies, grass-roots and non-profit organizations locally and nationally as well as prepare and disseminate critical crime prevention information via electronic and print media. Darnell currently conducts workshops on conflict resolution,

## **RFP for Countywide Support for Violence Prevention**

trauma response, anger management and crisis intervention at CV. Additionally, From January 2019 – December 2021, Darnell served as the Chaplin with the street outreach group South Pittsburgh Peacemakers with South Pittsburgh Coalition for Peace.

### Our Call Center will provide the following services:

- 24 Hour Hotline, staffed with trained advocates, for intake and referrals to CV victim services and / or local survivor support groups
- Overall reporting of intake statistics relevant to grant parameters

Identified Staff: Chris Chambers [latest resume on file attached]

Chris Chambers has over 13 years' experience with CV as a trained homicide-specific Counselor Advocate. Over the years, she has forged positive relationships with allied professionals such as Law Enforcement and District Attorneys, advocating for victims' rights, and effectively bridging the gap for victims who are not familiar with the Criminal Justice System. In her new role as CV's Call Center Supervisor, she brings vast personal experience and empathy to CV's 24-hour crisis hotline.

### Our Therapy Department will provide the following services:

- Trained CV therapist available to meet survivors as needed
- Ongoing trauma-informed therapy via referral to CV for core victim services

Identified Staff: Geraldine Massey [latest resume on file attached]

Geraldine Massey has over 2 decades of valuable trauma training and advocacy experience. She is a community advocate who embraces the events that have shaped her life and career up to this point. She is the mother of five children, two of which are deceased as a result of gun violence. She is a therapist who enjoys helping others navigate their journey through trauma. She was worked in various capacities with CV for over 20 years. She received her Masters Degree from Carlow University in 2014.

### Our Advocacy Department will provide the following services:

- Trained CV homicide-specific Counselor Advocate to guide survivors through the legal system and understand their rights as a victim [job description is attached; we have not yet assigned a specific staff person to this task; it will be an existing staff person, not a new hire.]

### Our Healing Rivers Project will provide the following services:

- Co-Facilitate "Seeing Clearly Through a Trauma Lens" Trainings and guided tours of experiential trauma exhibit
- Provide logistical and scheduling support for Survivor Support Groups
- Coordinate wellness and healing giveaways for Survivor Support Groups

Identified Staff: Gail Fleckenstein [latest resume on file attached]

## **RFP for Countywide Support for Violence Prevention**

Gail Fleckenstein is a former teacher at Elizabeth Forward School District that brings her 15 years of educational experience to our Healing Rivers Project and associated "Seeing Clearly Through a Trauma Lens" training. She has worked at CV for over 3 years.

### Our Development Department will provide the following services:

- Technical assistance with internal tracking system creation and maintenance to satisfy reporting obligations under proposal guidelines

Identified Staff: Tyler Dague; Danielle Grooms [latest resumes on file attached]

Tyler and Danielle have a combined 12 years of nonprofit development and grant writing experience. Both are trained in victim services and managing government and private foundation data and reporting systems.

### Administrative, Programmatic Reporting, Fiscal Responsibility and Oversight:

Jennifer Hileman, Director of Grants and Contracts, will provide programmatic updates and reports as required by guidelines. [latest resume on file attached]

Jennifer Hileman brings nearly 20 years of experience in community and victim services. An employee of CV across various departments since 2002, Ms. Hileman is well versed in not only the needs of victims via her experience in direct services but also the required reporting and data collection necessary to maintain crucial funding for the provision of services.

Amy Cortes, Chief Financial Officer, will provide fiscal oversight and reporting data as required by guidelines. [latest resume on file attached]

Amy Cortes, was named a 2020 CFO of the year.[1] Ms. Cortes' nearly 20 years in victim service financial management has allowed CV to grow and thrive to the 6-million-dollar budget she oversees today. Ms. Cortes also has experience being the fiscal agent in grant disbursement; following a mass shooting at a synagogue in Pittsburgh in 2018, CV partnered with leaders in the Jewish Community, and successfully applied for a grant through VOCA. CV was the lead agency, being the pass-through funder for the Jewish Community Center (JCC) and Jewish Family and Community Services (JFCS).

[1] <https://www.centerforvictims.org/amy-cortes-cfo-award/>

Tracey Provident, Vice President / Chief Program Officer, will oversee total project implementation and requirement satisfaction under guidelines. [latest resume on file attached]

Tracey Provident has been with CV in various roles since 1990. Spending her initial years with the organization in direct services, she brings a unique and in-depth knowledge of the inner workings of victim services from the front lines. She is the recipient of the Governor's Victim Service Pathfinder Award for Individual Organization Capacity Building, and is a recognized and respected leader in the field of Victim Services leadership, locally and across the Commonwealth.

## RFP for Countywide Support for Violence Prevention

### **7. Identify a few key challenges you anticipate encountering in the Parent and Survivor Support work and how you might mitigate them.**

One particular challenge we may face is participant consistency. While our staff is available for training, the parent and survivor group participants and ambassadors are on a volunteer basis. Childcare, food, and transportation can all be factors that will need addressed in order to ensure their participation. These factors can be mitigated by working with parents and survivors to understand what needs they may have and provide in-building childcare, a meal, and/or organize transportation to trainings.

### **8. Please list the key stakeholders that support your Parent and Survivor Support Proposal (e.g., partners or stakeholders from local government, community-based organizations and other groups, residents and other individuals). Provide evidence of their support. This can be in the form of attached support letters, a description of their commitment to participate in aspects of your Proposal, or other form of endorsement.**

See attached letters of support.

## RFP for Countywide Support for Violence Prevention

### **F. Budget (10 points possible)**

*All Proposers must complete this section. Your response to this section must not to exceed 5 pages.*

1. Provide a detailed, line-item budget that reflects a realistic estimate of the costs associated with all strategies you are proposing. Be sure to include:

- a. Staff salaries and fringe benefits by position
- b. Any matching funds, listing the funding source
- c. Total expenses and total revenues

Click or tap here to enter text.

2. Provide a budget narrative that clearly explains and justifies all line items in the proposed line-item budget.

Click or tap here to enter text.

| <b>Center For Victims</b>                                  |                   |
|--|-------------------|
| <b>Allegheny County</b>                                    |                   |
| <b>Violence Prevention - Parent &amp; Survivor Support</b> |                   |
| <b>1 Year Budget</b>                                       |                   |
|  | <b>TOTAL</b>      |
| <b>Revenue</b>   |                   |
| Allegheny County   | \$ 197,958        |
|  |                   |
| <b>Total Income</b>  | <b>\$ 197,958</b> |
| <b>Expense</b>   |                   |
| <u>Personnel</u>   |                   |
| Salaries and Wages   | \$ 118,650        |
| Payroll Taxes & Benefits                                   | \$ 32,409         |
| <b>Total Personnel</b>                                     | <b>\$ 151,059</b> |
| <u>Operations</u>  |                   |
| Rent   | \$ 14,063         |
| Insurance  | \$ 1,237          |
| Telephone  | \$ 1,639          |
| Rent/Maint of Equip  | \$ 2,320          |
| Subscriptions  | \$ 186            |
| Supplies   | \$ 1,237          |
| Payroll processing   | \$ 217            |
| Staff Travel   | \$ 1,000          |
| Transportation   | \$ 5,000          |
| Program Supplies   | \$ 20,000         |
|  |                   |
| <b>Total Operations</b>                                    | <b>\$ 46,899</b>  |
|  |                   |
| <b>Total Expense</b>                                       | <b>\$ 197,958</b> |

## Center for Victims

### Countywide Support for Violence Prevention: Parent & Survivor Support

#### Budget Narrative

Personnel - CV's Budget includes, primarily, personnel costs for direct service staff to carry out the goals and objectives of this project. It also includes personnel costs for direct service support and administrative staff that supervise, manage, and oversee the project.

**Community Outreach & Intervention Specialist:** Darnell Drewery - Percentage of Time 15% - This is a direct service position that provides services to individuals, families, and groups in the immediate aftermath of community violence and crime. Services include: Immediate Crisis Response, Individual Counseling, Referrals to Survivor Support Groups and / or CV as needed in the immediate aftermath of homicide when requested by partner groups or allied stakeholders with on-scene response.

**Community Relations Specialist:** Tyler Dague - Percentage of Time 10% - This position is responsible to support direct service staff by providing technical assistance with internal tracking system creation and maintenance to satisfy reporting obligations under proposal guidelines. This position, a member of the development team, creates CV's public relations materials such as educational materials, flyers, brochures, newsletters, annual reports, e-blasts, website and social media.

**Development Manager:** Danielle Grooms - Percentage of Time 10% - This position is responsible for developing and executing overall strategy for community outreach and awareness through social media, digital marketing and public relations in accordance with Center for Victims' mission, vision and values. This position oversees the development and production of CV's public relations materials such as educational materials, flyers, brochures, newsletters, annual reports, e-blasts, website and social media.

**Director of Family & Community Support:** Valerie Dixon - Percentage of Time 20% - This position is responsible for overseeing parent and survivor groups. This position will serve as manager of this project and work with direct service staff, while helping train parents and survivors throughout grant duration; maintaining records of referrals, trainings, and other key metric data for reporting. This position will respond to any on-site follow-up meetings, as necessary.

**Family & Community Support Advocate:** Calvin Murphy - Percentage of Time 25% - This is a direct service position that provides services to individuals, families, and groups in the immediate aftermath of community violence and crime. This position will attend and lead parent and survivor groups through our "Seeing Clearly Through a Trauma Lens" training, and act as point-of-contact for questions or referrals, as needed. This position will also provide services that include: Crisis Intervention, Individual Counseling, Support Groups, Referral to Other Services, Supports and Resources, Individual Advocacy, and On-scene Crisis Response.

**Supervisor of Call Center:** Chris Chambers – Percentage of Time 10% - This position is responsible overseeing staff of 24-hour hotline for intake and referrals to CV victim services and/or local survivor support groups. Position will also handle the overall reporting of intake statistics relevant to grant parameters. The hotline serves as the gateway to all of our services. Anyone can call the hotline seeking



help for themselves or others, including victims and witnesses and their families or friends, law enforcement, hospitals, social workers or mental health professionals. Staff helps the caller to identify their needs and resources including those provided by Center for Victims and other community organizations.

**Counselor Advocate – Criminal Justice System:** TBD – Percentage of Time 15% - This is a direct service position that is responsible for legal advocacy and accompaniment. This position is highly skilled in providing advocacy for homicide-specific cases to guide survivors through the legal system and understand their rights as a victim. This position will explain the steps in the process and attend legal and court proceedings to support the parent and survivors. From police or prosecution interviews and the first court hearing through the sentencing, or disposition, of the offender, staff is there to answer their questions, address their fears, protect their rights, and help victims through the experience.

**Healing Rivers Project Coordinator:** Gail Fleckenstein - Percentage of Time 15% - This is a direct service position, providing coordination of the Healing Rivers Project, CV's educational and experiential learning exhibit. This position will maintain an update calendar of trainings and events in this space. This position will serve as manager of the parent and survivor support group training schedule. This position will also serve as a co-facilitator to group trainings.

**Therapist, Family & Community Support:** Geraldine Massey – Percentage of Time 100% - This is a direct service position that provides services under the categories Individual Counseling, Therapy, Support Groups, Crisis Intervention and On-scene Crisis Response. Position is responsible for the triage, assessment and short term treatment of persons whose lives have been disrupted by trauma and violence and who given age or physical limitation are not able at the time to access site based clinical services. Activities include: assessment and treatment planning, individual and family therapy, case management, and advocacy. The clinician provides services in a way that promotes client responsibility, family and significant other involvement as is safe and appropriate. This position also provides facilitation of groups addressing trauma and victimization within various community settings.

President/CEO, Vice-President/CPO, Chief Financial Officer, Director of Grants & Contracts, Fiscal Coordinator, and Director of Human Resources: Percentage of Time 2% - These positions are essential to the overall operations of the whole agency and are considered shared costs among grants. The percentage for these positions were determined as a percentage of grant funding.

## Benefits

Associated benefits for funded positions, all calculated based on amount and percentage dedicated to this project:

FICA 7.65%, Worker's Compensation .70%, Retirement 5%

Medical \$540.51/month for each employee  $540.51 * 12 = \$6486.12$

Unemployment calculated on the first \$10,000 @ 3.1877%.  $10,000 * 3.1877\% = \$318.77$

Short term disability rate is .72% and maximum is \$40,000. Life insurance is .216% and capped at \$50,000 maximum.

## Operating –

Rent, insurance, telephone and telecommunications, supplies, rent & maintenance equipment, subscription for Blackbaud software, and payroll processing fees are included in the budget as direct program costs associated with this project. The percentage was calculated based on the project funded FTE's. The percentage of FTE's funded in this project is 3.09% (2.32 project FTE's divided by 75 total CV FTE = 3.09%)

Rent includes the cost to lease the office space and training space located at 3433 E. Carson Street

Supplies includes all consumable general office supplies such as paper, file folders, pens/pencils, hanging file folders, paperclips, binder clips, labels, tape, staples, file boxes, highlighters/markers, post its, envelopes and other miscellaneous general office supplies. Supplies also includes general cleaning supplies and products.

Rent & Maintenance of Equipment: includes the costs associated with our copiers, fax and postage machines, phone equipment and workstations and servers. This equipment is necessary to provide clients with essential materials, information, communication and for client outcome surveys. This includes monitoring and backup, review of system performance and metrics, maintaining backups, network documentation and on-site or remote support.

Telephone/Telecommunications includes the costs of all telephone lines and fees for our 24-hour hotline, call center and all department lines and extension to assist clients. This also includes internet costs as our phone system is internet based.

Insurance includes the agency Commercial package (general liability, auto and professional), Umbrella, crime policy, directors & officers and Employment practices. All policies are effective from 7/1/21 to 7/1/22 and renewed annually.

Blackbaud Subscription includes 1-year subscription maintenance for Raisers Edge and Financial Edge Software. Financial Edge includes accounts payable, accounts receivable, budget management, cash management, cash receipts and general ledger.

Payroll processing is completed by ADP and includes complete payroll functions, tax filings and new hire reporting.

Travel - Costs related to traveling to various locations throughout Allegheny County in order to provide services to victims as outline in this project.

Transportation – costs associated with Client transportation using bus tickets, UBER, LYFT and other means as needed. Transportation is often a barrier for clients/victims.

Program supplies – This line item can include a variety of expenses such as gift cards, food, wellness items, and supplies for specific group sessions. These items will be used as encouragements for participation and engagement in the projects groups to both incentivize and remove barriers.

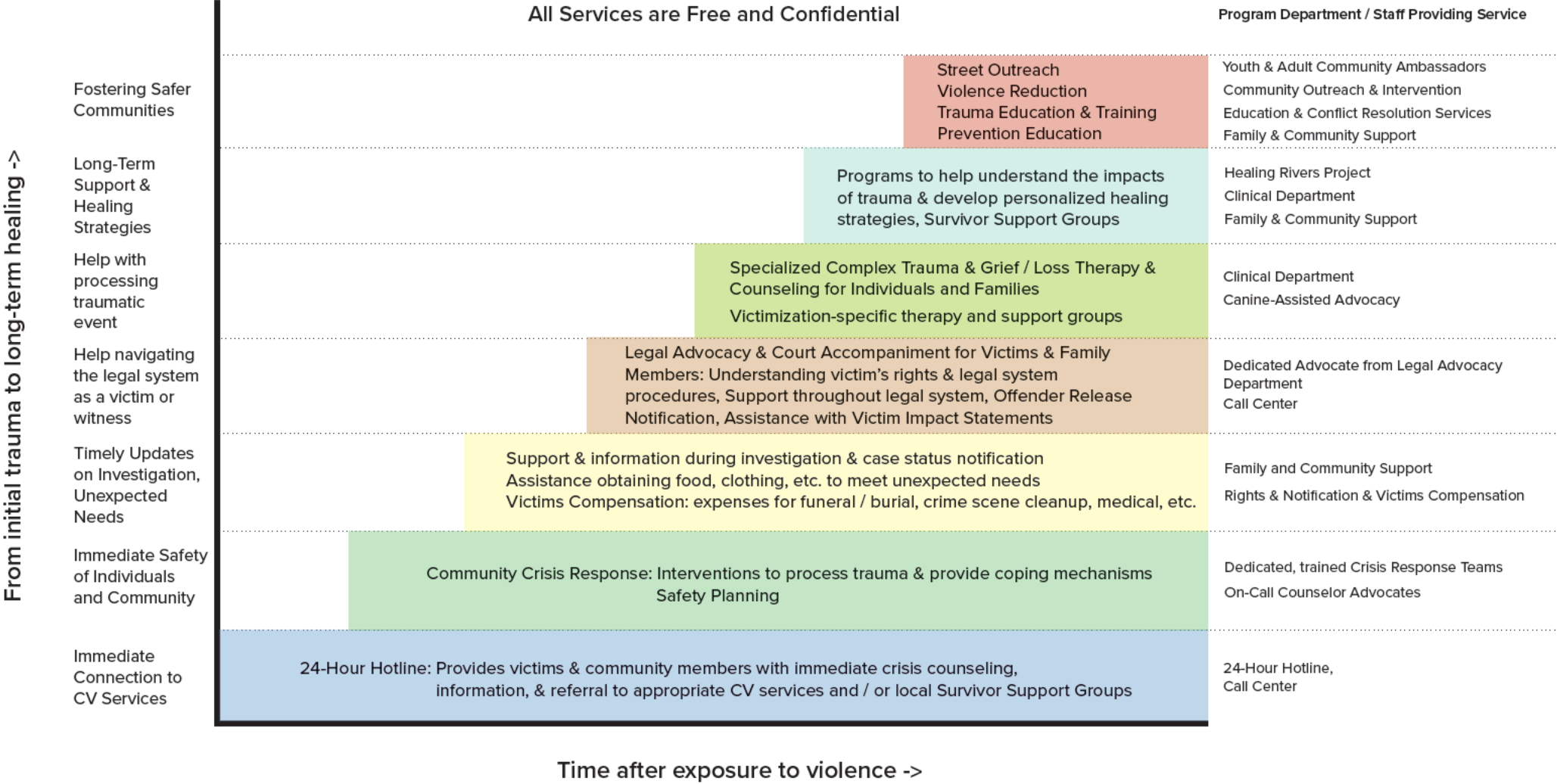
**2021/2022 CENTER FOR VICTIMS BOARD OF DIRECTORS MEMBER DIRECTORY**

| <i>Last Name</i>            | <i>First Name</i> | <i>Title</i>  | <i>Board Position</i> | <i>Term</i>                 |
|-----------------------------|-------------------|---------------|-----------------------|-----------------------------|
| Antkowiak, Esq.             | Bruce             | Professor     | Board Member          | July 01, 2020-June 30, 2023 |
| Asturi                      | Joseph            |               | Board Member          | July 01, 2020-June 30, 2023 |
| Corbett, Esq.               | Thomas            | The Honorable | Board Member          | July 01, 2020-June 30, 2023 |
| Fogarty, Ph.D.              | Gay               |               | Board Member          | July 01, 2020-June 30, 2023 |
| Kelly, Esq.                 | Linda             | The Honorable | Board Vice President  | July 01, 2020-June 30, 2023 |
| MacDonald                   | Laurie            |               | Ex Officio            | N/A                         |
| McGuire, M. Ed., CAGS, NCSP | Maryssa           |               | Board Secretary       | July 01, 2020-June 30, 2023 |
| Patterson, MSCP, LPC, NPC   | Devin             |               | Board Member          | July 01, 2020-June 30, 2023 |
| Rago, Esq.                  | John              | Professor     | Board President       | July 01, 2020-June 30, 2023 |
| Saks                        | Benjamin          |               | Board Treasurer       | July 01, 2020-June 30, 2023 |
| Zappala, Jr.                | Stephen           | The Honorable | Ex Officio            | N/A                         |
| Gallippi                    | Mia               |               | DA Representative     | N/A                         |
|                             |                   |               |                       |                             |
|                             |                   |               |                       |                             |



# Comprehensive Trauma-Informed Service Delivery Visualization

## Continuum of Care for Individuals, Families, and Communities Affected by Homicide and Community Violence



From initial trauma to long-term healing ->



Start Here.

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|                        |  |
|------------------------|--|
| <b>Position Title:</b> | <b>Counselor Advocate, Criminal Justice System</b> |
| <b>Classification:</b> | <b>Full Time, Non-Exempt Position</b>              |
| <b>Supervisor:</b>     | <b>Supervisor, Criminal Justice System</b>         |
| <b>Supervises:</b>     | <b>N/A</b>   |

### Overview

A Counselor Advocate provides crisis counseling, legal and medical advocacy and accompaniment and other mandated and supportive services to victims and witnesses within the Criminal Justice System. Some Counselor Advocate positions specialize in the provision of services to specific types of victimization including sexual assault, child abuse, and homicide. The Counselor Advocate also provides education and assistance as to other various systems clients may encounter. The Counselor Advocate supports and empowers victims and/or witnesses in their personal decision making process. A Counselor Advocate provides education and training to various systems professionals to ensure appropriate first response and victim sensitivity.

### Essential Duties and Responsibilities

***\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities\****

- Provides crisis counseling and ongoing counseling to victims, witnesses and significant others via phone, hospital visits, court or law enforcement proceedings, home, office or other designated locations.
- Utilizing case management standards assesses clients' needs; provides appropriate internal and external referrals including follow-up services.
- Educates clients with accurate information about the Criminal Justice System and processes, and Victims' Rights.
- Provides accompaniment to legal / court system proceedings including but not limited to: police and forensic interviews, preliminary hearings, trials, sentencing hearings, and other post-trial hearings.
- Provides psycho-educational information to clients on the impacts of violence and trauma.
- Serves as a liaison to various systems within the Criminal Justice System and obtains early referrals and provides subsequent outreach to the referred victims.
- Provides individual and personal advocacy on behalf of victims, witnesses and significant others throughout all relevant systems such as the medical, legal and court systems including providing information and advocating for the victim's rights and needs.

- Provides Emergency Advocacy coverage during assigned shifts or on-call rotation. Emergency Advocacy entails hospital emergency department visits, police interviews, emergency protection from abuse order assistance as well as other emergency in-person responses.
- Serves as a member of Community Crisis Response Teams as assigned, once required training is completed.
- Provides systems advocacy on local and state levels on behalf of crime victims.
- Provides education, material resources, and/or training to allied/systems professionals, as assigned.
- Provides and contributes to all assigned reports, grants and statistics as required by CV and/or the various funding sources.
- Provides timely and accurate data regarding client demographics, service plans, and staff efforts utilizing CV established data collection and reporting systems.
- Participates as an active member with all client focused staffing's, trainings, in-services, and team and agency meetings.
- Other VOCA eligible duties as assigned.

### Requirements

- Bachelor's degree in Social Work, Psychology, Criminology, or a related field or an Associate's degree in the same fields with three years minimum related work.
- Prior experience in social services, criminal justice system or victim services a plus.
- Strong crisis response and presentation skills.
- Able to serve as a liaison between clients, the criminal justice and juvenile justice systems and appropriate service providers.
- Excellent verbal and written communication skills.
- Completion of mandatory victim assistance training including domestic violence, sexual assault/rape crisis, & other crimes and basic conflict resolution training – provided by the organization.
- Ability to commit to additional training hours as required.
- Ability to secure Act 33 and 34 (Child Abuse and Criminal History) and FBI clearances.
- Ability to secure additional clearances/testing that may be required by funding regulations.
- Proficient in Microsoft Office Programs; computer/database skills including ability to learn state, county, and CV's various software programs.
- Ability to work closely with others in a team environment.
- Supportive of organization's mission along with sensitivity of cultural diversity and workplace harmony.
- Ability to adhere to CV's confidentiality policy along with respect to sensitive, confidential client data and adherence to all Federal, State and local statutes.
- Access to a personal cell phone for safety and immediate business communications.
- A readily available and reliable means of transportation.
- Self-directed with strong problem-solving abilities and flexibility to meet the needs of the program.

### Working Conditions

- Work in a professional office environment.
- Work in CV's various offices and in other community/public locations and sites as assigned.
- Ability to work a 40-hour work week with the flexibility to accommodate various hours, including evenings and weekends, that may be necessary to complete the work.

### EOE Statement

- CV is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, gender identity or expression, sexual orientation, age, religion, creed, physical or mental disability, genetic information, pregnancy, marital status, parent status, veteran status, political affiliation or other factor protected by law. CV complies with the Affirmative Action requirements and the Americans with Disabilities Act regarding reasonable accommodation for qualified employees with a disability.

### Disclaimer

- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.
- This job description reflects management's assignment of essential functions; it does not restrict or prescribe the tasks that may be assigned.
- Critical features of this job have been described in the narrative. They may be subject to change at any time due to reasonable accommodation or other reasons.

\_\_\_\_\_  
Counselor Advocate, Criminal Justice System

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date



*The P.A.C.T. Initiative*

*March 1, 2022*

*(Prevent Another Crime Today)*



*Executive Director: Valerie Dixon*

[www.makeapac.org](http://www.makeapac.org)

Allegheny County DHS  
Countywide Support for Violence Prevention”

To Whom it May Concern

I am writing to express our support of the Center for Victims’ proposal for the Countywide Support for Violence Prevention.

My knowledge and experience with the Center for Victims (CV) for the past 20 years confirms that they are the most comprehensive, inclusive provider of services, advocacy and education for victims of all crimes in Allegheny County. The Center for Victims offers free and confidential trauma-informed programs and services for victims and witnesses of crime, their families, and significant others. The Center also provides a complete continuum of care for mother’s, grandmother’s aunt’s and women who have suffered directly from the loss of losing a loved one to violence and crime.

The agencies outreach, education and advocacy are key components to reducing the prevalence of violence and its devastating impact on society. The Center for Victims Family and Community Support unit provides vital information, tools, and resources, which in turn raise awareness about victimization and the impacts of crime, increase public and personal safety, and facilitate violence prevention. Through culturally and socially competent programs that address and serve the diverse needs of the community, CV increases the ability of all individuals, families, and communities to live violence and crime-free lives while also providing a variety of avenues towards healing and wellness.

The P.A.C.T. Initiative organization directly supports and provides services to women and families that live in the communities that are highly impacted by gun violence and the aftermaths of such heinous crimes. The services encompass individuals, and families on the impacts of crime and violence towards their health, with a great emphasis on wellness which opens further opportunities for them to take part in their own healing through intervention and prevention initiatives.

The Center for Victims has been an intricate partner in the work of The P.A.C.T. Initiative’s “Prevent Another Crime Before it Happens” Unsolved homicide Billboard campaign. As clients that engage with The Center for Victims for their extraordinary services, they often receive surviving families that have



suffered the loss of a loved one and there has not been an arrest. The clients, who are seeking for justice, are often referred to the Center for Victims along with The P.A.C.T. Initiative to participate in the billboard campaign, Women Wellness Groups and multiple options of healing which promotes wellness, self-care and resilience that ultimately ignites activism.

I strongly advocate that the Center for Victims' services are crucial to the ongoing support of mother's, children and families exposed to violence in Allegheny County, and I fully support the funding of their work via this particular funding stream.

Sincerely,

*Valerie Dixon*

Executive Director; The P.A.C.T. Initiative

R.E.L.I.E.F. Informal Support Group



WE CARE

*Recognizing Every Inward Emotional Feeling*

*Executive Director: Lueana Coward*

*Contact Info: 412-520-2979*

*Lueanacoward@gmail.com*

To Allegheny County DHS

March 1, 2022

As the Director of the R.E.L.I.E.F. Informal Support Group and a mother that has lost 3 son's to homicide here in Allegheny County, I have been on a mission to mitigate the pain and agony that comes from such a tragedy by reaching other mothers and family members who have unfortunately suffered the same fate. Since my tragic losses which began in 2001, I have worked diligently to support mothers that are in need of direction and guidance in their journey towards healing. I understand the importance of that through my own journey that could not have been possible without the assistance from the services that I have received from the Center for Victims. The Center has been an integral part in the healing process for me and my family and have provided me with the tools that I needed to understand the impacts of trauma, it's effect on my family and the how to mitigate the negative outcomes that can develop if left unaddressed.

In my journey towards healing and wellness I have been able to assist so many other mothers and families on how to utilize the knowledge obtained from the Center for Victims to become an ambassador for resilience and growth while creating an avenue of creative methods to reach families before, during and after such unfortunate tragedies occur in their lives so that they are aware that they are able to heal and help others in their own journeys while making a difference in their communities.

I believe that the Center for Victims is focused on empowering communities to become self-efficient in their need for healing and wellness but are very much aware that these communities need education, support and structure to assist them in those efforts. The Center for Victims has these opportunities to provide this type supportive service to organization such as mine and several other mother driven initiatives that requires assistance to move forward.

I strongly suggest that you review and accept funding the Center for Victims in their efforts to empower mothers who wish to transform their pain into power. This funding would help immensely to educated and advanced awareness in victim advocacy and the many avenues of healing support systems offered which could propel mothers groups, their work and dedication into assisting in the recovery of their hurting communities.

Thank you very much for your time,

*Lueana Coward*

Executive Director; Lueana Coward