



**Cure Violence Global Training and Technical Assistance  
Scope of Services for Louisville, KY  
11.05.2021**

**TRAINING AND TECHNICAL ASSISTANCE**

Cure Violence Global (CVG) has provided an array of training and technical assistance (TTA) to over 100 communities in over 15 countries. The services are adapted to each community based on the needs and capacity of the local partners. CVG’s ultimate goal is to provide quality TTA services for community, city, state, and federal partners to assist in ending the violence epidemic.

Even within a single locality, the crisis of violence is constantly evolving, with new groups involved, new technologies and different methods used, and “hot spot” locations changing regularly. Additionally, the scientific understanding of effective methods for identifying and treating people at highest risk for involvement in violence is rapidly advancing. Interventions that remain static lose their effectiveness. Programming must continually explore new, more effective methods. Few jurisdictions can do this without help from expert advisors. TTA providers, like CVG, who are continually learning and evaluating the effectiveness of their services, can provide access to advancements in violence prevention and intervention work and respond to a diverse set of issues.

To assist the City of Louisville in reducing violence in communities disproportionately affected, the following is a proposed 12-month Scope of Work. This project will focus on TTA for the City of Louisville in the overall oversight of implementation and provision of training for local community-based partners to implement the public health approach to violence prevention.

**PRE-IMPLEMENTATION**

Program Expansion and Site/CBO Selection

CVG staff will work in partnership with the City of Louisville to review the selected communities in Louisville by reviewing existing data sets, assisting with the RFP process for the selection of the community-based partner, and developing a recruitment plan to ensure the right workers are selected. The work will include participation on regular calls, provision of CVG best practice tools and protocols for program set up, and written recommendations on all key aspects of implementing the model in Louisville.

Hiring Panel Interviews

The CVG model uses hiring panels to hire all violence interrupters and outreach workers which include representatives from the implementing agency (i.e., Office of Violence Prevention), community-based partner organizations, local faith leaders, community residents, and law enforcement, to ensure that the best candidates are selected for each target area. These following are tools which are used to ensure the best candidates are recruited and selected: (1) The prescreening checklist to ensure that sufficient

background work has been done with the potential candidate to determine that they are suitable to serve as a staff member and have a reliable personal support system; (2) The panel briefing form to assist in educating all members of the panel on the goals and objectives of the hiring panel and their participation to ensure that the strongest candidates are selected (with the least likelihood of relapse); (3) The implementation of uniform interview questions and scorecards for each staff position to ensure that the selection of a worker is predicated on their possessing the necessary skillset to implement the model successfully; and (4) The use of the panel tracking form designed to ensure the appropriate individuals and institutions are included in the hiring panels.

## **TRAINING**

The following are the trainings which will be available to City of Louisville and identified partners:

### Management Training: Interruption & Outreach

The CVG Program Management Training is conducted to impart management-level staff with critical knowledge, skills, strategies, and insights specific to managing a health intervention, frontline staff (Violence Interrupters & Outreach workers), strategic recruitment and deployment of staff, building a strong team, creating a positive work environment, enforcing accountability, mobilizing the community and shifting community norms that perpetuate violence. This training is designed to prepare management for providing oversight of the day-to-day operations, including potential programmatic challenges, strategic planning and the use of data to guide the work and problem solving based upon nearly 20 years of programmatic experience, current staff and community dynamics. This training will be made available to partners who are implementing violence interrupters and outreach workers in cohorts of 10-15.

### Violence Interruption and Reduction Training (VIRT)

The Violence Interruption and Reduction Training (VIRT) has been developed for outreach workers, violence interrupters, and other administrative staff. It includes a mix of presentation of core concepts and skill development through demonstration and practice. The curriculum is focused on four core areas: 1) Introduction to interruption and outreach, including roles and responsibilities with an emphasis on boundaries and professional conduct; 2) Identifying, engaging and building relationships with participants and prospective participants, assisting participants to change their thinking and behavior as it relates to reducing risk for injury/re-injury and/or involvement in violence; 3) Preventing the initiation of violence or retaliatory acts when violence occurs through mediation and conflict resolution; and 4). Working with key members of the community, including residents, faith leaders and service providers through public education, responses to violence and community building activities. This training will be made available for individuals selected to serve in the role of violence interrupters, outreach workers, or hospital responders in cohorts of 15-20.

### Database and Documentation

Cure Violence developed a database system to collect and analyze program components of the CV intervention based on 15 years of developing documentation tools and techniques for outreach work to prevent violence. The system is web-based and password protected. It collects data related to all programmatic activities, including outreach participants, case management, community activities, violent incidents, community mobilization, public education, and conflict mediations. Participants are trained on using the database system for tracking and analysis to monitor and strengthen their programs. This training comes with access to the Cure Violence database for one (1) year. This service includes analysis, reports, regular check-in calls, and maintenance.

## **ONGOING TECHNICAL ASSISTANCE**

### Biweekly Training and Technical Assistance Calls

Ongoing support will be provided through Biweekly conference calls with the community-based partners and representatives of the City of Louisville. These calls will include analysis and review of the monthly data reports. Cure Violence TTA staff will also be available to provide immediate crisis response assistance in addition to the scheduled calls, as needed.

Site Visits

Quarterly Site certification visits will be conducted over the course of the contract period. These visits will allow Cure Violence Global staff to ensure that the lessons from the TTA have been embedded into the local work. Site visits will include observation of daily operations and opportunities to provide onsite feedback and additional training as the site works towards Cure Violence certification.

**DRAFT Schedule of Activities\***

<b>Dates TBD</b>	
<b>Quarter</b>	<b>Activity</b>
<b>1</b>	<ul style="list-style-type: none"> <li>• Pre-Implementation – site and CBO selection</li> <li>• Hiring Panel Interviews</li> <li>• Program Management Training 1</li> <li>• VIRT 1 &amp; 2</li> <li>• Database Training 1</li> <li>• Biweekly calls</li> <li>• Monthly data reports</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>• Hiring Panel/Pre-Termination Panel Reviews</li> <li>• Program Management Training 2</li> <li>• VIRT 3</li> <li>• Database Training 2</li> <li>• Biweekly calls</li> <li>• Monthly data reports</li> <li>• Site Visit 1</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>• Hiring Panel/Pre-Termination Panel Reviews</li> <li>• Biweekly calls</li> <li>• Monthly data reports</li> <li>• Site Visit 2</li> <li>• Understanding the Health Approach Training 2</li> </ul>
<b>4</b>	<ul style="list-style-type: none"> <li>• Hiring Panel/Pre-Termination Panel Reviews</li> <li>• Biweekly calls</li> <li>• Monthly data reports</li> <li>• Site Visit 3</li> </ul>

\* Exact dates of trainings will be scheduled with the city and partners

**BUDGET AND PAYMENT**

<b>Unit</b>	<b>Unit Cost</b>	<b>Total number of units</b>	<b>Total</b>
Pre-Implementation – Program Expansion	\$10,000	1	\$10,000
Management Training: Interruption & Outreach	\$15,000	2	\$30,000
Violence Interruption and Reduction Training (VIRT)	\$25,000	3	\$75,000
Database and Documentation	\$20,000	2	\$40,000
Certification Site Visits	\$5,000	3	\$15,000
Ongoing Technical Assistance and Program Monitoring: Includes database subscription, access, technical assistance, and reports; bi-weekly training and technical assistance calls, hiring panels, pre-termination panel reviews, and emergency response (12 months)	\$30,000	1/Ongoing	\$30,000
<b>Total</b>			<b>\$200,000</b>

The total estimated cost of this scope of services is **\$195,000**. CVG will work with the City of Louisville to meet your specific needs. A twenty percent (20%) down payment for services is due upon signing of the contract. Thereafter, CVG will invoice the City for the remaining contract total in twelve (12) equal monthly payments due on the first of each month.