

City of Racine
Official Notice #6-2025
Request for Proposal (RFP)
Community Violence Prevention Providers



| | |
|----------------------------|---|
| 03/06/2025 | Published in Newspaper Published Online |
| 03/07/2025 | Published in Newspaper |
| 03/13/2025 | Questions Due by 2pm |
| 03/14/2025 | Addendum Posted |
| 03/21/2025 10:00 am | DUE DATE Bid proposals received after this time will not be considered |
| Method of Submittal | DemandStar ONLY https://www.demandstar.com/app/agencies/wisconsin/city-of-racine-purchasing/procurement-opportunities/01dc3f5c-ed8d-466f-9fa8-3f31a8e08705/ <small>Bids submitted to any other email or using any other method, other than what's stated in this bid document, will not be considered.</small> |
| Contact Information: | City of Racine Purchasing 730 Washington Ave. Room 102 Racine, WI 53403 Email: purchasing@cityofracine.org Website: http://www.cityofracine.org/purchasing |

The undersigned hereby proposes to furnish all labor, tools, equipment and all materials, except as definitely specified to be furnished by others, ready for use, all in accordance with these specifications, all as attached hereto and all of which the undersigned has examined, the following work for the compensation indicated.

Firm: Focus on Community, Inc.

Name: Jason Meekma

Address: 1240 Washington Avenue

City, State, Zip: Racine, WI 53403

Phone: 262-632-6200

Email: jmeekma@focusracine.org

1. General Information

The City of Racine Department of Community Safety is making available, funding for multiple awards from \$25,000.00 - \$50,000.00 to community-based organizations with proposals that use evidence-informed strategies to reduce violence within the city through tailored community-centered initiatives.

These multidisciplinary strategies engage individuals and groups to prevent and disrupt cycles of violence and retaliation; and establish relationships between individuals and community assets to deliver services that save lives, address trauma, provide opportunities, and improve the physical, social, and economic conditions that drive violence.

The contract term is anticipated to be May 1, 2025 through September 30, 2025.

The City of Racine is the sole judge of the suitability of all bidders and reserves the right to reject any and all parts of the proposal that is not in the best interest of the City of Racine. The City of Racine may also give additional work as needed. The City of Racine, in its sole discretion and without cause, may terminate this Request, Purchase Order, or Contract, in whole or in part, at any time without incurring liability to the bidder for lost profits, or any other costs of damages.

The City of Racine is committed to promoting fair and open competition and encourage all DBE/MBE/VBE/WBE to bid or submit proposals.

Invoice(s) related to any award should reference the Purchase Order (PO) or Contract number and be sent to accountspayable@cityofracine.org

2. General Questions

Have you performed any work for the City of Racine in the past? ☒ YES ☐ NO

Are you able to perform work for the State of Wisconsin? ☒ YES ☐ NO

Are you part of any of these program(s)

Disadvantage Business Enterprise (DBE) YES ☒ NO

Minority Business Enterprise (MBE) YES ☒ NO

Women's Business Enterprise (WBE) YES ☒ NO

Veteran Business Enterprise (VBE) YES ☒ NO

Cooperative Purchasing

Would you be willing to extend the pricing from any contract that may result from this bid to other V.A.L.U.E/WAPP members of local government entities in the Wisconsin area?

YES ☒ NO

3. References

As a part of properly completing the bid, provide the names, addresses, phone numbers and contact persons for a minimum of two companies or municipalities for which the bidder has satisfactorily performed related work within the past five (5) years.

Company Name: Racine Unified School District

Address: 3109 Mount Pleasant Street, Racine, WI 53404

Contact Person: Andrea Rittgers

Phone Number: 262-631-7190

E-mail: adrea.rittgers@rusd.org

Company Name: United Way of Racine County

Address: 2000 Domanik Dr. Racine, WI 53404

Contact Person: Jessica Safransky Schacht

Phone Number: 262-898-2251

E-mail: jsafransky@unitedwayracine.org

Company Name: Extended Learning

Address: 2333 Northwestern Ave. Racine, WI 53404

Contact Person: Jennifer Barncard

Phone Number: 262-664-6990

E-mail: jennifer.barncard@rusd.org

BIDDER'S CERTIFICATION

I hereby certify that all statements herein are made in behalf of:

Focus on Community, Inc.

Name of Corporation, Partnership or Person submitting bid

a corporation organized and existing under the laws of the State of: Wisconsin

a partnership consisting of: _____

an individual trading as: _____

of the City of Racine State of Wisconsin

that I have examined and carefully prepared this proposal from the

plans and specifications and have checked the same in detail before

submitting this proposal; that I have full authority to make such statements

and submit this proposal in its (their) behalf, and that said statements are true and correct

SIGNATURE: _____

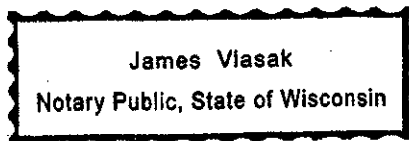
TITLE: Executive Director

Sworn and subscribed to before me

this 20 day of March 2025.

James Vlasak
(Notary or other officer authorized to administer oaths)

SEAL:



My commission expires 01/28/2029

Grant Proposal: Empowering Futures Program

Submitted by: Focus on Community, Inc.

Partner Organization: Racine Unified School District (RUSD)

Funding Source: Wisconsin Community Safety Fund (WCSF)

I. Executive Summary

The *Empowering Futures Program* is an alternative to expulsion initiative designed to provide structured intervention for high school students facing expulsion due to violent or aggressive behavior, substance use, or possession on school grounds. This ten-week after-school program focuses on SMART Recovery and social skill development to empower youth, mitigate risk factors for future substance use, and enhance community safety. The program will be housed at Park High School in Racine, Wisconsin, operating four days a week from 3:30 p.m. to 5:30 p.m.

By utilizing evidence-based strategies, including the All Stars Prevention Program and cognitive-behavioral interventions, *Empowering Futures* aims to:

- Reduce youth substance use, youth violence, and associated disciplinary actions.
- Strengthen social and emotional competencies to decrease risky behavior.
- Improve community safety by providing a public health-oriented alternative to punitive expulsion policies.

This proposal aligns with WCSF's goals by addressing **youth violence prevention, adverse childhood experiences, and disproportionate disciplinary impacts** while fostering positive behavioral change and long-term success.

II. Statement of Need

Youth Substance Use and School Discipline in Racine

Racine Unified School District (RUSD) reports a concerning rate of disciplinary referrals related to substance use and possession among high school students. Traditional punitive measures, such as expulsion, disproportionately impact marginalized students and fail to address the root causes of substance use. In the 2024-25 school year, there have been 96 expulsions in Racine Unified Schools. 30% of those were for substance-related issues and 58% for aggressive or violent behavior. According to the National Library of Medicine, in a study correlating drug use and violence, "we found that individuals with a diagnosed drug use disorder have a 4- to 10-fold higher risk of perpetrating violence compared with the general population or individuals without the drug use disorder being studied¹." Prevention is founded on the concept that if something never becomes a problem, then we don't need to fix it. There are clear implications that addressing early onset drug use will also be able to reduce the number of violent incidents associated with that use.

¹ Shaoling Zhong, Rongqin Yu, Seena Fazel, Drug Use Disorders and Violence: Associations With Individual Drug Categories, *Epidemiologic Reviews*, Volume 42, Issue 1, 2020, Pages 103–116, <https://doi.org/10.1093/epirev/mxaa006>

Public Health Approach to Community Safety

The *Empowering Futures Program* shifts the response from exclusionary discipline to **evidence-based intervention**, reducing recidivism and promoting healthier behaviors. Research shows that **preventative approaches**, particularly those combining substance use education with social-emotional learning, reduce youth engagement in high-risk activities and improve community well-being.

III. Program Goals & Objectives

Goal 1: Reduce school-based substance use incidents and disciplinary recidivism.

- **Objective 1.1:** Enroll 50 students per academic year who meet the alternative expulsion criteria.
- **Objective 1.2:** Ensure 85% of enrolled students successfully complete the program.
- **Objective 1.3:** Provide a structured intervention that leads to a measurable decrease in repeat disciplinary incidents.

Goal 2: Improve student resilience, decision-making skills, and emotional regulation.

- **Objective 2.1:** Teach coping strategies using SMART Recovery tools and cognitive-behavioral techniques.
- **Objective 2.2:** Conduct bi-weekly progress evaluations measuring self-reported growth in self-management and problem-solving.

Goal 3: Strengthen family engagement and community connections.

- **Objective 3.1:** Require parental participation in orientation and periodic check-ins.
- **Objective 3.2:** Conduct at least three structured family involvement activities per program cycle.

IV. Program Design & Implementation

The program follows a structured **10-week curriculum** (meeting three times per week) designed to foster behavioral change. Each session incorporates SMART Recovery techniques, peer-supported learning, and targeted skill-building activities.

Program Structure:

- **Location:** Park High School, Racine, WI
- **Schedule:** Tuesdays, Wednesdays, and Thursdays, 3:30 – 5:30 p.m.
- **Eligibility:** First-time substance use violations and second-time possession violations

- **Facilitators:** Focus on Community trained staff, using evidence-based curricula

Curriculum Overview

1. **Introduction & Trust Building:** Establish rapport, set goals.
2. **Self-Management Skills:** Coping mechanisms, emotional regulation.
3. **Social Skills Development:** Communication, conflict resolution.
4. **Resilience & Self-Esteem:** Problem-solving, affirmations.
5. **Understanding Substance Use:** Science of addiction, peer influence.
6. **Rebuilding Trust & Relationships:** Apology, making amends.
7. **Exploring Values & Choices:** Decision-making framework.
8. **Preparing for Challenges:** Handling setbacks, refusal skills.
9. **Reinforcing New Habits:** Stress management, future planning.
10. **Graduation & Transition:** Student presentations, family celebration.

Parent & School Engagement

- **Parents:** Required to attend orientation, participate in check-ins, and attend program graduation.
- **Schools:** RUSD administrators will refer students, monitor attendance, and support compliance.

V. Alignment with WCSF Priorities

This proposal directly aligns with WCSF's community safety framework:

✓ Addresses Youth Violence & Adverse Childhood Experiences (ACEs)

- Substance use often coexists with **trauma, peer violence, and mental health challenges**. The program builds protective factors to mitigate these risks. The correlation between substance abuse and violence among youth is significant. A series of studies highlighted by the National Library of Medicine show that "Alcohol and drug use are risk factors for physical victimization and aggression among youth. Conceptually, some researchers posit that the link between violence and substance use is due to the acute and chronic pharmacological effects of substances on individual functioning¹. For instance, disruptions in cognitive processes, irrational behavior, increased arousal, and a reduction in the inhibition of aggressive impulses may all contribute to increased violence.²

¹ [Rothman, McNaughton Reyes, et al., 2012](#)

² [Chermack & Giancola, 1997; Ito, Miller, & Pollock, 1996; Pihl & Peterson, 1995; Virkkunen & Linnoila, 1993](#)

✓ Focuses on High-Risk Youth

- Participants are identified based on school discipline data. Students that enter the expulsion process will have the option to hold their suspension in abeyance with the expectation that if they complete the ten-week program, their expulsion will be removed from their record. Youth entering the expulsion process do not always have the resources to find success during their expulsion period; this program will ensure that those most at risk receive intervention.

✓ Implements Preventative Strategies

- This program will be a vital intervention in curbing substance use during the most formative years of a young person's life. According to the National Institute of Health, youth intervention and prevention programming can reduce substance abuse in adulthood by up to 25%.¹
- By intervening early, the program prevents **escalation into juvenile justice involvement**.

¹ Feinberg, M.E., Fang, S., Fosco, G.M. *et al.* Long-term Effects of Adolescent Substance Use Prevention on Participants, Partners, and their Children: Resiliency and Outcomes 15 Years Later During the COVID-19 Pandemic. *Prev Sci* 23, 1264–1275 (2022). <https://doi.org/10.1007/s11121-022-01384-2>

✓ Promotes Equity & Reduces Disproportionate Impact

- Suspension and expulsion disproportionately affect students of color and low-income families. This program offers an **alternative to exclusionary discipline** that keeps students engaged in school.

✓ Strengthens Community Partnerships

- The collaboration between **Focus on Community and Racine Unified School District** ensures sustainability and community integration.

VI. Program Evaluation & Outcomes

A mixed-method approach will assess the program's impact:

1. Quantitative Metrics

- 30% Reduction in repeat substance-related disciplinary actions.
- 85% program completion rate.
- Increased attendance and academic engagement for participants.

2. Qualitative Metrics

- Pre- and post-program surveys measuring resilience and decision-making skills.
- Parent and student focus groups on program effectiveness.

- School administrator feedback on behavioral changes.

VII. Sustainability Plan

Focus on Community will ensure the long-term sustainability of *Empowering Futures* by:

- **Leveraging existing partnerships** with RUSD to maintain funding and in-kind resources.
- **Seeking additional grants** from public health and education sources.
- **Integrating program graduates** as peer mentors, fostering a **self-sustaining support network**.
- **Collaborating with local organizations** to expand services and community outreach.

VIII. Conclusion

The *Empowering Futures Program* is a **proven, community-driven solution** that promotes public health and community safety while **breaking the cycle of school-based substance use and disciplinary exclusion**. By supporting this initiative, the WCSF will invest in **equitable, evidence-based alternatives** that prevent youth violence and empower students to build a **healthy, successful future**.

We welcome the opportunity to discuss this proposal further and appreciate your consideration.

Contact Information

Jason Meekma
Executive Director, Focus on Community, Inc.
jmeekma@focusracine.org
262-632-6200

Racine Unified, partnering with Focus on Community, has created an expulsion abeyance opportunity for our high school students who are facing disciplinary action for possession and/or use of alcohol and/or marijuana/THC.

The **Empowering Futures Program** will utilize the SMART Recovery model and the All Stars Prevention curriculum. SMART stands for Self-Management and Recovery Training, a transformative method of moving from addictive substances and negative behaviors to a life of positive self-regard and willingness to change.

Students, with guardian support, may opt to engage in the Empowering Futures Program as an expulsion abeyance for their first instance of alcohol or marijuana USE at school or for their second instance of alcohol or marijuana possession at school.

This program will focus on the following topics, with 3 lessons related to each topic for each week of the program:

1. Introduction and Building Trust
2. Developing Self-Management Skills
3. Enhancing Social Skills
4. Building Resilience and Self-Esteem
5. Understanding the Consequences of Substance Use
6. Rebuilding Trust and Relationships
7. Exploring Values and Making Positive Choices
8. Preparing for Real World Challenges
9. Reinforcing New Habits and Skills
10. Graduation and Future Planning

The program lasts for ten weeks, meeting every Tuesday, Wednesday, and Thursday afternoon, from 3:30 to 5:30 PM. The program will be housed at Park High School.

Parents/Guardians must agree to be an active participant in the student's program by attending a mandatory orientation with the student, assuring the student's attendance in the program, and participating in any family-oriented activities, including the student's graduation from the program.

Students must agree to actively participate in the program, maintain at least 90% attendance, and complete the program by a designated date, to be determined based on the date of entry.

Successful completion of the program will result in the student's referral for expulsion being negated.

Failure to successfully complete the program will result in commencement of the student's referral for expulsion.

Guidelines for inclusion in the *Empowering Futures* program

Violation the Code Book of Rights and Responsibilities by engaging in:

1. First offense for use of alcohol or marijuana/THC at school or at a school sponsored activity.

OR

2. Second (plus) offense for possession of alcohol or marijuana/THC at school or at a school sponsored activity.

School Administrator completes the [Expulsion/Alternative Placement Request Form](#). Note the recent update for consideration of the *Empowering Futures* Program.

RECOMMENDATION:

☐ **Alternative Placement**

--Please identify some specific target behaviors that must be addressed while participating in the alternative educational setting that will prepare them for successful transition back into the comprehensive school setting.

☐
☐
☐
☐
☐

☐ **Expulsion**

Include length of time, reinstatement options, placement considerations

--If considering Alt Placement, consult with the Director of Alternative Education, Savonte Walker, prior to the Expulsion Hearing for necessary enrollment information.

Please consider this student for referral to the *Empowering Futures Program*, for students in grades 9 - 12, for AODA violations only

School Administrator submits form to Executive Director of Student Services, following standard procedures, checking the box to request consideration for the program.

Executive Director of Student Services will notify School Administrator of the determination to allow the abeyance opportunity or not.

If notified of allowance of the abeyance opportunity, you must schedule a meeting with the student, parent/guardian, and any identified school support staff to discuss the program and review the [Empowering Futures Release of Student Information](#). Parents/guardians must sign the RoI indicating that they **do** want their child to participate in the program **OR** that they **do not** want their child to participate in the program.

The signed form, whether accepting or declining, must be sent to the Executive Director of Student Services.

If the parent/guardian **accepts**, the Executive Director will notify Focus on Community staff and provide them with a copy of the signed form. They will make contact with the parent/guardian and begin the process of bringing the parent/guardian and student into the program. The student will return to school, maintaining regular attendance while engaging in the program.

If the parent/guardian **declines**, the process of expulsion will commence and the student's suspension will continue.

COMMUNITY VIOLENCE PREVENTION

BUDGET APPLICATION

TO BE FUNDED THROUGH CITY OF RACINE
FISCAL YEAR TO RUN MAY 1, 2025 thru SEPTEMBER 30, 2025

| ACCOUNTS | | | BUDGET | |
|----------------------------|---|---|---------------|--|
| <u>INCOME</u> | | | | |
| | | | | |
| GRANT : CITY OF RACINE | | | 50,000 | |
| CONTRIBUTION: RESTRICTED | - | - | - | |
| CONTRIBUTION | | | | |
| | | | - | |
| TOTAL REVENUE | - | - | 50,000 | |
| <u>EXPENSES</u> | | | | |
| | | | | |
| SALARIES | | | 30,000 | |
| EMPLOYEE BENEFITS | | | 2,813 | |
| PAYROLL TAXES | | | 2,895 | |
| CONTRACT FEES - OTHER | | | 500 | |
| CONTRACT FEES - AUDIT FEE | | | 1,000 | |
| LICENSE | | | | |
| SUPPLIES | | | 1,000 | |
| TELEPHONE | | | 562 | |
| POSTAGE | | | | |
| RECYCLING/SHREDDING | | | | |
| OCCUPANCY | | | 1,063 | |
| RENT/MAINT. OF EQUIP. | | | 392 | |
| EQUIPMENT | | | - | |
| PRINTING/PUBLICATIONS | | | 600 | |
| TRAVEL | | | 1,300 | |
| MEETING EXPENSE | | | 1,000 | |
| MEMBERSHIP DUES | | | 250 | |
| STAFF TRAINING | | | 1,000 | |
| PROF. LIABILITY INSURANCE | | | 1,000 | |
| MISCELLANEOUS | | | - | |
| STATE,NAT'L DUES | | | 125 | |
| DEPRECIATION (UNALLOWABLE) | | | | |
| MANAGEMENT & GENERAL | | | 4,500 | |
| | | | | |
| TOTAL EXPENSES | - | - | 50,000 | |
| | | | | |
| EXCESS/(DEFICIT) | - | - | - | |

Official Notice #6-2025 Community Violence Prevention Providers

Focus on Community, Inc.

Budget Narrative

General Request: We are applying for a grant of \$50,000, which we believe will provide sufficient funding to carry out program activities, as detailed below.

Salaries: Salaries are sufficient for 0.8 FTE (30 hours per week) of one full-time person, 0.5 FTE (20 hours per week) of one full-time, and 0.40 FTE (16 hours per week) of a part-time staff member.

Employee Benefits: The amount is based on life insurance, which is nominally cost, health insurance, which is expensive, and an IRA match of 3% of employee pay. The last two are optional and based on historic take rates. Health insurance is offered to all employees working 0.75 or more FTE.

Payroll Taxes: The Amount is based on mandatory taxes: FICA (6.2%), Medicare (1.45%), and Unemployment (1.1%). Only the first \$14,000 of each person's pay is taxed for unemployment, so the percentages won't reconcile

Other: Other professional fees for which a portion is charged include Zoom and other technology platforms and our payments to an HR platform, the Employer Group, for help with that aspect of our operations.

Audit Fees: A portion of the cost of our annual audit and tax engagement with Clifton Larson Allen based on historical cost percentage. This is a necessary expense and increases the public's confidence in us, and it is hoped that all funders will share an equal part of the cost.

Supplies: In addition to general office supplies (staples, paper, writing utensils, etc., this line is used for program supplies, which is a wide-ranging category, but involves any items that reinforce messages of the program. A specific example for this context might be refrigerator magnets, buttons, or stationery that have messages about violence prevention.

Telephone: Telephone includes a portion of the cost of our cellphones, which certain key employees must carry, as well as the cost of internet coverage for the office. Each grant is asked for a fair share based on direct wages and salaries in that grant.

Utilities: This includes a portion of Gas and Electric, Water/Sewer, and pest control for our building in Racine. A percentage is budgeted to each program based on historic average cost, which is about 1% of total funding

Occupancy: A portion of the interest part of our monthly mortgage payment on our building. Cost is somewhat smaller than utilities.

Rent/Maint. Of Equip: Used for small item purchases for program staff, possibly office furniture or part the cost of a Surface Pro laptop or other device. Equipment may be used offsite, but is to be returned in the event an employee leaves.

Printing/Publications: A portion of the monthly lease payment for our copier. Allocation is based on historical cost of roughly 0.05% of funding. In addition, the cost of special print jobs through (e.g.) Canva is included. These are for flyers and other promotional materials to disseminate program information.

Travel: This includes in-town travel between work locations by program staff, at \$0.625 per mile, and out-of-town travel for training and other purposes. It also includes hotel and food up to the per diem limit.

Meeting Expenses: Meeting expenses involve any items purchased for program sessions, either one-on-one or with a group of clients. These may include room or facility fees, snacks, or small gifts for program clients.

Membership Dues: This line item includes a portion of our dues to local community organizations and a portion paid to Amazon Prime and Sam's Club, which help us obtain lower-cost program supplies.

Staff Training: Staff training is used for any amount paid for courses or conference-type training, whether online or off-site. If training requires travel, we tend to use this line for training and conference fees, while travel is used for food and lodging, although this is not universal.

Prof. Liability Insurance: Insurance expense is based on direct salaries and pay in each program and is for mandatory coverages, such as workers' compensation, and for best practices-based insurance, such as liability, bond, and director and officer insurance. Historical cost is about 1.5% of total funding.

State/National Dues: State and national dues are allocated to prevention agencies like CADCA, and this line may also be used for a portion of our charitable organization and annual report fees paid to the state.

Management & General: Management and General is a cost pool of administrative costs, including a portion of the Executive Director's and other administrators' salaries, spent on indirect activities. The federal government charges a de minimis 10% of all other expenses (or 9.0909% of total expenses), so we are not required to submit an indirect cost proposal.

City of Racine
Purchasing Department
730 Washington Ave Room 102
Racine, Wisconsin 53403
www.cityofracine.org/purchasing



City of Racine, Wisconsin

Crystal Moore
Asst. Finance Director
Office: (262) 636-9198
Purchasing@cityofracine.org

| | |
|------------------------|---------------------------------------|
| To: | Notice to all Vendors |
| From: | Crystal Moore, Asst. Finance Director |
| Solicitation: | Official Notice #6-2025 |
| Addendum Issued: | March 13, 2025 |
| RFP Response Due Date: | March 21, 2025 at 10am CST |

The purpose of this Addendum is to clarify questions received from Proposers. All requirements of the proposal documents remain unchanged except as cited herein. Information contained in this Addendum will be included in any subsequent contractual agreement between the City and the successful bidder(s).

Question 1:

It says that "the contract term is anticipated to be May 1, 2025 through September 30, 2025." Our program runs from August to December. Is there a possibility that the grant dollars, if awarded, be utilized through the fall and winter for a program that runs during the academic year?

Answer: The expenditure period won't be extended past the timeline stated in the RFP due to needing to close out and rectify accounting with these grants well in advance of the end of the year.

Question 2:

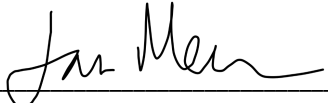
In the proposal can you place links to Youtube or news articles?

Answer: A reference to videos or articles can be included in the proposal, however, due to the logistics of the review process, we will not be able to click on any active links.

Acknowledgment of Addendum

(To be returned with your response)

I Jason Meekma, as an authorized representative of Focus on Community, Inc. have received this Addendum, I fully understand and will comply with all the information contained within this Notice.

Signed:  Date: 3/19/2025