



December 27, 2017

To Interested Parties:

**Community Connectors Partnership Opportunity with Miami-Dade County Project PEACE: Innovations in Community Based Crime Reduction (CBCR)**

This past August, the Department of Justice (DOJ) Bureau of Justice Assistance (BJA) and the Local Initiatives Support Corporation (LISC) approved Project PEACE's proposed Implementation Plan which includes contracting professionals to work in selected Micro-Target Areas in Liberty City assisting the community as "Community Connectors". Community Connectors will maintain a visible presence in the micro-target areas on a routine basis through August 2018. This federally funded, innovative crime reduction project involves working with Police, community-based organizations, residents, and businesses to improve communications, relationships, and conditions in the area.

Project PEACE will execute the approved strategies in the Micro-Target Areas which comprise a small portion of unincorporated Liberty City that has been particularly hard hit in terms of violent crime during the past few years. The boundaries are, 18<sup>th</sup> Avenue Corridor between NW 63<sup>rd</sup> Street and NW 67<sup>th</sup> Street, and a portion of 62<sup>nd</sup> Street (M.L.K. Blvd.) between NW 19<sup>th</sup> Court and NW 21<sup>st</sup> Avenue. (*Attachment 1*).

At this time, Miami-Dade County seeks to partner with a local 501(C)3 non-profit organization located in or near the area for the next seven months or until August 2018. In addition, the selected agency must have a track record of providing similar services in Liberty City. The agency will hire, train, staff, manage, and supervise the "Community Connectors" (*Attachment 2*). However, these "Community Connectors" will be identified with Project PEACE rather than the agency itself.

The Community Connectors strategy is a component of the Economic Environment Best Practice Intervention category approved by the Department of Justice, in order to provide employment opportunities to at least 2 full-time qualified residents from the area, while identifying needs and providing services to its residents. These professionals will identify appropriate services for residents and businesses from the target areas (*Attachment 1*) by completing needs assessments followed by outreach, case-management, and referral services. In addition, Community Connectors will attend training, workshops, and other meetings or events as required.

Interested qualifying agencies must submit a signed Letter of Interest (LOI) via e-mail that adequately responds to the questions included in *Attachment 3*. The submission deadline for all LOI is **January 10, 2018 at 1:00PM**. The contact person for this request is Karen Diazgranados, Project Manager, at the Miami-Dade County Office of Management and Budget, 111 NW 1<sup>st</sup> Street, 22<sup>nd</sup> Floor, Miami, Florida 33128 or by e-mail at [Karen.Diazgranados@miamidade.gov](mailto:Karen.Diazgranados@miamidade.gov). She can also be reached at 305-375-4989.

The selected agency will enter into a grant agreement with Miami-Dade County which will specify reimbursement procedures and reporting guidelines. Should you require additional information or have any questions, please contact Ms. Diazgranados. We appreciate your consideration of this opportunity.

Sincerely,

Daniel T. Wall, Assistant Director  
Office of Management and Budget



## Community Connectors

### Job Description

Community Connectors will maintain a visible presence in the micro-target areas on a routine basis through August 2018. Connectors will perform as neighborhood mobilizers by facilitating linkage to resources and services needed, in order to make the neighborhood safer and stronger and empowering residents to build community capacity and improve overall neighborhood quality of life. The Connectors perform various duties including outreach, conducting interviews, home and business based visits, needs assessments and referrals to services. Connectors identify clients and help Micro-Target Areas' residents find support for health, safety, education and legal problems, and community awareness. In addition, connectors may also be called upon to provide similar services for identified businesses located in the micro-target areas. A critical part of the Community Connectors' function is to participate in community-police relationships events, and work closely with the Project PEACE Project Manager and law enforcement.

The Community Connectors will maintain close contact with clients and stay current on available community services and resources. To promote teamwork and safety, these individuals will work in pairs while in the field. Connectors might help people identify appropriate services based on face-to-face, in-home visit. Field visits are conducted with clients to determine appropriate services. Community Connectors follow up with residents' progress and ensure quality of services. In addition to connecting residents with appropriate services, community connectors will also engage in donation/volunteering efforts and participate in Project PEACE and other community engagement events in the micro-target areas. The Community Connectors serve as a primary point of contact for residents, businesses, referred organizations, and the Project PEACE Manager. In addition, Community Connectors will attend trainings, workshops, and other meetings or events as required.

The Community Connectors will work with the Project PEACE Project Manager and/or other community-based organizations to coordinate community forums, block watch meetings, and other community collaborations. They will also provide resources information and advocacy to encourage crime prevention, gang prevention, and crime awareness and response. Community Connectors serve as a technical and planning resource for community anti-crime events and initiatives.

### **Basic Requirements:**

- Should have a valid driver's license, a vehicle, and proof of automobile insurance.
- Must be able to pass a criminal background check.
- Must to be a resident of or live near one of the micro-target areas at the time of hire.

**Educational Background and Experience:** Bachelor's degree in Criminal Justice, Social Work, human services or a related field. Experience working with neighborhood organizations, residents and/or churches. It is highly recommended knowledge of the community and social issues. Additional experience in juvenile assessment, counseling, family or rehabilitation intervention or related work experience may substitute for educational requirements on a year-for-year basis.

**Illustrative Tasks:** Participate in daily out-door activities. Maintain high level of performance. Participate and assist in monthly Project PEACE Community Engagement Events and logistics. Complete assessments in the field and make timely referrals to appropriate service providers. Maintain a daily journal of activities completed in Liberty City. In addition, maintain a log of daily activities and contacts, including client files, document referrals, services and outcomes. Also, ensure accurate and timely reporting of activities for assigned sectors. Identify progress toward meeting goals and objectives. Submit data and narratives for weekly, monthly, and quarterly reports.

## Community Connectors

**Knowledges, Abilities, and Skills:** Ability to effectively present written and verbal information. Ability to respond to questions from the general public, law enforcement, neighborhood residents, youth, and staff of various community-based organizations. Ability to participate in daily physical activities. Ability to regularly visit the assigned Micro-Target Areas, including business and residential areas. Ability to carry-out and complete assigned tasks in an appropriate timeframe and work independently. Ability to relate well to team members, supervisors, and other interested parties.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Job responsibilities include door-to-door canvassing and facilitating/participating and assisting with set up/take down of neighborhood events, block watch, and community meetings.

### Daily Activities and Events

#### Outdoor Events (Attendance required)

- Help organize, promote and assist with and set-up/take down for monthly events
- Attend events and follow-up as needed

#### Community Engagement

- Encourage Civic Engagement by bringing government to residents. The Community Connectors will go out to Project PEACE Areas 1, 2 and 3. This includes bus stops, businesses, faith-based organizations and landmarks where public gather. There is a three step process involved:
  - (1) Inform people about services and grant opportunities (housing or business repairs, etc.) via one-on-one encounters including home visits.
  - (2) Ask people what do they want/need to see in their neighborhood and assess household and individual needs
  - (3) Identify community resources and services, provide referrals, make services connections, and perform follow-up

❖ *Anticipated start date February 1, 2018 to August 31, 2018 with possibility of extension. End date subject to available funding.*



**Community Connectors Letter of Interest requirements**

- A. Describe your organization's experience providing similar services to those described herein in this community (or similar community), including years of experience and size of the program (total funding, number of staff, number of clients, etc.).
- B. Based on the designated target areas and program duration provide us with a description of your proposed program and provide the corresponding budget including the total funding required narrative and a budget justification.
- C. Identify outcome measures and corresponding target numbers.
- D. Provide additional back up information or documentation to support responses to items A to C.