



**Regional Municipality of York**

**TRAUMATIC INCIDENT RESPONSE PROTOCOL:  
COMMUNITY HEALING PROGRAMMING**

**Application Guide**

**Questions?**

Please contact [communityaction@york.ca](mailto:communityaction@york.ca)

**APPLICATION DEADLINE:**

**Monday, June 12<sup>th</sup>, 2023 at 4:00 PM**

# TRAUMATIC INCIDENT RESPONSE PROTOCOL: COMMUNITY HEALING PROGRAMMING

## A. BACKGROUND:

### **Traumatic Incident Response Protocol Pilot Program**

The Traumatic Incident Response Protocol (TIRP) pilot program will provide enhanced safety planning, integration and coordination of key strategic partners and local community-based services when a gun or gang related traumatic incident occurs (see B – Scope of Service & Initiative Deliverables for more information on what is in and out of scope).

York Region staff will mobilize community resources and establish a Traumatic Incident Response Protocol identifying roles and responsibilities when a traumatic incident occurs in the community.

The TIRP consists of short term and long term components.

- Short term: Support traumatic incident intervention by identifying and mobilizing local municipalities and community partners to carry out actions such as coordinated community information-sharing debriefs within 12-72 hours following a traumatic incident;
- Long term: Reduce traumatic incidents from re-occurring by establishing safety audits and community safety monitoring programs, and making systemic policy recommendations

A traumatic incident is defined as any event which has community-level impacts. A community is a group of people that share a bond together, such as residing with the same geographical area or having a shared culture or identity. A gun or gang related traumatic incident within the scope of TIRP may include, but is not limited to, a shooting, stabbing, community conflict, gun/gang related activity, hate motivated incident, etc. (see B – Scope of Service & Initiative Deliverables for additional examples.)

### **The Opportunity: Community healing programming following the activation of a TIRP**

A key role following the activation of the TIRP, is community healing programming immediately following the traumatic incident. The successful applicant will coordinate the associated healing programming, informed by the TIRP, based on the needs of the community impacted by the traumatic incident.

Community healing programming will serve all residents, especially children, youth and young adults aged 6-26 years who are in one or more priority groups (See J – Definitions). Supports to reduce barriers and promote participation will be required based on the needs of the individuals or community.

The goal of community healing programming is to enhance trust and foster safety and well-being within the community and build community connections. Community healing programming consists of:

- A variety of measures to support those who are impacted by a traumatic incident and can reflect on the impact the incident has had or is having
- Opportunities to bring community together through shared experiences
- Community debriefings, coping skills sessions, mediation sessions, etc.

Although York Region overall is doing well, we know that not all areas are the same and there are some areas in the Region that would benefit more from support. During the development of the Region's [Community Safety and Well-Being \(CSWB\) Plan](#), through analysis of data and community consultation, four focus areas were identified to illustrate the Plan's place-based approach. Based on emerging data, the City of Vaughan is also being considered for inclusion as a focus area for this pilot program.

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The pilot program will be established in the geographic area of the Regional Municipality of York to align with the four geographic focus areas identified in the Region's [Community Safety and Well-Being \(CSWB\) Plan](#):

- a) Northern Georgina
- b) Central Newmarket
- c) South-central Markham; and
- d) South-central Richmond Hill (south-central Richmond Hill will also include the City of Vaughan geographic boundaries)

After two years a third-party program evaluation and impact assessment will be conducted by York Region.

The pilot program will align with existing plans and programs. For example, Regional and local plans and programs establish a strong framework and foundation for understanding and addressing the issues that are important to residents of the focus areas. Examples include:

- Community Safety and Well-Being Plan for York Region 2022 to 2026
- York Region's 10-year Housing and Homelessness Plan, Housing Solutions: A Place for Everyone, York Region Economic Development Action Plan: 2020 to 2023,
- The Inclusion Charter for York Region
- York Regional Police Business Plan: Our roadmap for 2020 to 2022
- Georgina's Economic Strategy and Action Plan
- Newmarket's Council Strategic Priorities
- Richmond Hill's Affordable Housing Strategy
- Markham's Diversity Action Plan

### **B. SCOPE OF SERVICE & INITIATIVE DELIVERABLES:**

York Regional staff will:

1. Establish a Traumatic Incident Response Protocol
2. Set up a Traumatic Incident Response Table and mobilize supports for implementation of the Protocol
3. Activate the Protocol when a traumatic incident occurs

### **Scope of Service**

The successful Applicant or partnership of Applicants will:

1. Work with Traumatic Incident Response teams consisting of various community partners (e.g., York Regional staff, York Regional Police, School Boards, faith-based organizations, mental health service agencies, victim services, etc.).
2. Provide community healing programming for the local community impacted by the traumatic incident (such as community debriefings, coping skills sessions or meditation sessions).
3. Allow community members to reflect on the impact the incident has had or is having on the community and themselves (e.g., organizing small, closed groups with appropriate facilitators for several sessions).

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4. Assist community members in identifying needs (e.g., using safe online platforms to ask what the community might need as supports and resources).
5. Plan and implement re-occurring safety audits semi-annually and community safety monitoring programs, and make systemic policy recommendations.
6. York Regional staff will play a lead coordination role in the pilot.
7. Report and update as required

Partnership applications are encouraged.

In Scope	Out of Scope
<p>Traumatic incidents that would activate the TIRP include but are not limited to:</p> <ul style="list-style-type: none"> <li>-Shooting</li> <li>-Stabbings</li> <li>-Hate Motivated Incident</li> <li>-Community Conflict</li> <li>-Violent Crimes</li> <li>-Other gun/gang related activity</li> <li>-School related violence that can put the safety of students at risk</li> </ul> <p>Healing activities and services for Tertiary Groups impacted by the traumatic incident</p>	<p>Service coordination outside the activation of the TIRP which include but are not limited to:</p> <ul style="list-style-type: none"> <li>-An event that does not impact community members</li> <li>-An event that did not involve violence or use of weapons</li> <li>-An event that did not occur in a public or commonly shared space</li> </ul> <p>Examples can include:</p> <ul style="list-style-type: none"> <li>-Car crashes</li> <li>-Home invasions</li> <li>-Missing persons</li> </ul> <p>Activities and services for Primary or Secondary Groups impacted by the traumatic incident</p>

### Initiative Deliverables

The selected Applicant or partnership of Applicants will deliver the following during the contract period:

- An implementation plan for community healing both short and longer term activities
- A communications plan
- A training plan, including online and/or in-person training modules for community healing, as applicable
- A list of grassroots organizations that provide community healing programming serving priority groups (See J – Definitions)
- Interim, final reports and updates as required

### C. WHAT IS THE FUNDING AMOUNT?

The successful Applicant(s) will receive up to \$825,000 until March 2026, including up to \$225,000 in the 2023/24 fiscal year. Only one Applicant or partnership of Applicants will be selected to carry out the work.

The Region shall, in the Region's sole discretion, be entitled to amend the terms of payment and the total budget, and subject to maximum spend caps, with an exception process where applicable.

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## **D. WHAT IS THE TIMEFRAME?**

The scope for the current opportunity and deliverables has an end date of March 31, 2024, with the understanding that the pilot program is intended to run through to March 31, 2026. Contracts will be subject to annual budget approval.

## **E. HOW CAN FUNDS BE USED?**

York Region will fund costs related to the effective delivery of the funded activities listed under Section B (above). This includes:

- Staff time (salaries, benefits, including temporary contracted project employees)
- Rent for project specific, dedicated activity space
- Training and facilitation for residents and staff (subject to maximum spending caps, with an exception process)
- Equipment, software, digital platforms, supplies or materials required for activities
- Printing
- Graphic design
- Health and safety items, including masks
- Interpretation and translation services
- Community outreach to reduce barriers to participation
- Transportation costs
- Honoraria

### **Ineligible Applicants**

- Individuals
- Organizations engaged in political activity supporting or opposing any political party, elected representative, or candidate for public office
- Organizations where the service component is conditional upon participation in the religious activities of the organization
- Municipalities (excluding libraries)
- Provincial and federal government agencies (excluding broader public sector organizations, such as hospitals, universities, colleges, and school boards, that are seeking funding as part of a collaborative initiative, in partnership with eligible organizations)
- Organizations acting in the capacity of a funding body, fundraising drives, or events

### **Ineligible Use of Funds**

- Duplication of existing funding
- Costs for which an alternate source of funding is available
- Political activities supporting or opposing any political party, elected representative, or candidate for public office
- Activities which are religious or include a requirement to participate in any dimension of faith
- Purchase of property

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- Organizational core funding or ordinary course expenses such as operating and maintenance costs
- Activities, programs, or services which do not provide a benefit York Region residents/ communities
- Activities, programs, or services carried out or provided outside of York Region
- Activities completed, or costs incurred, before the start date specified in the Community Investment funding agreement between the Agency and the Region
- Loans
- Debt retirement, depreciation, or deficit funding
- Administrative costs associated with project delivery beyond 15% of a project's total budget

### F. WHO IS ELIGIBLE TO APPLY FOR FUNDING?

The general criteria are guided by three values: responsiveness, transparency, and accountability.

**Partnership applications are highly encouraged.** Applicants should meet the following general criteria to be considered for funding:

1. 3 years+ sustained experience providing community healing programming including preventative strategies to reduce incidents of crime and victimization
2. Ability and experience providing prevention and intervention strategies to increase safety and well-being within the community
3. Experience building community capacity providing educational workshops on violence prevention
4. Experience connecting residents to supports and services and dealing with/healing from traumatic incidents in the community
5. Demonstrate an understanding of the four local focus areas identified in the [CSWB Plan](#)
6. Demonstrate experience engaging and working with priority groups
7. Operate in York Region
8. Share a primary purpose of delivering community programs and services to benefit York Region residents
9. Build on existing community strengths, such as volunteers, and have collaborative relationships with other community and health service providers in York Region
10. Use community data, evidence-based research, engagement with people with lived experience and partners, and other information to inform program planning and delivery
11. Demonstrate ability to evaluate the process and outcome of funded projects, including methods to receive and report on client and partner feedback
12. Have capacity to deliver funded services in-person and virtually
13. Capacity to offer oversight to staff, including training and supervision
14. Willingness to work in close collaboration with York Regional staff on the implementation of the full scope of this work
15. Can commit to delivering the project in a timely and responsive manner
16. Evidence of effective financial and program management experience
17. Experience with and can demonstrate ability to manage the service (administrative oversight, processes and procedures, including budget management and reporting, and capacity to offer oversight to staff/volunteers, including training and supervision).
18. Have established and documented financial management systems that could be accessed for auditing purposes by York Region or the Auditor General of Canada
19. Have audited financial statements for the most recent fiscal year, or two years if available
20. Evidence of insurance coverage acceptable to York Region

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21. Be in good standing with York Region
22. Be an incorporated not-for-profit organization or a registered charity for the purposes of the Income Tax Act (Canada), unless working in a flow-through partnership with a not-for-profit corporation

### G. WHAT SUPPORT WILL YORK REGION PROVIDE?

York Region will provide the successful Applicant with:

- Background information
- Reporting requirements and templates
- Regular meetings with York Regional staff

See Section B for additional information on roles.

### H. HOW TO SUBMIT YOUR APPLICATION

Applications must be submitted by 4:00 pm on Thursday, June 1<sup>st</sup>, 2023.

A PDF of the completed budget template and a completed work plan are required. An end date of March 31, 2024 will be used for the budget and workplan. The budget template is provided as part of the online application form.

Complete applications, budget and work plan should be submitted online by [clicking here](#).

#### The online application contains:

1. Eligibility Self-Assessment Screening
2. Application Questions: Please respond to all application questions, including uploading a completed workplan document and budget template

#### Alternative Formats

This document is available in alternative format. Please contact [communityaction@york.ca](mailto:communityaction@york.ca).

### I. KEY DATES

DATE	ACTION
Monday, May 1 <sup>st</sup> , 2023	Call for applications opens
Mondayday, June 12 <sup>th</sup> , 2023	Deadline to submit your application

Successful applicants will be notified in July.

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## J. DEFINITIONS

### Administrative Costs

Up to 15% of the total funding amount can be allocated to administrative costs of the selected community-based organization/partnership of community-based organizations. Administrative costs include items such as rent for base operational office space for the pilot program, utilities, back-office functions (i.e. technology support, bookkeeping, human resources and project oversight).

### Focus areas

The pilot program will be established in the geographic area of the Regional Municipality of York to align with the four geographic focus areas identified in the Region's CSWB Plan:

- a) Northern Georgina
- b) Central Newmarket
- c) South-central Markham; and
- d) South-central Richmond Hill (south-central Richmond Hill will also include the City of Vaughan geographic boundaries)

### Priority groups

The call for applications will focus on supporting projects that address the needs of residents from marginalized and vulnerable groups that would most benefit from programs and services, including but not limited to those aged 6-26 years who are:

- Indigenous, Black and other racialized populations
- Lesbian, Gay, Bisexual, Trans, Queer, Two-Spirit (LGBTQ2S) communities
- Newcomers
- People living with disabilities
- Residents living in focus areas identified under the Community Safety and Well-being Plan for York Region
- Residents living with low income\*
- Women

\* Low income - Statistics Canada's low income cut-off, before tax for residents living in jurisdictions with 500,000+ populations:

- o 1-person household: \$26,620
- o 2-person household: \$33,141
- o 3-person household: \$40,743
- o 4-person household: \$49,467
- o 5-person household: \$56,105
- o 6-person household: \$63,276
- o 7-person household or more: \$70,449

### Service Groups\*\*

- **Primary Group** – the individual(s) that have directly been impacted by the traumatic incident requiring approaches that may include conflict resolution, life skills training, social-emotional learning, healthy relationship skill programs, and safe dating



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- **Secondary Group** – an individual(s) close social circle-peers which may include family and friends with prevention strategies designed to strengthen communication, problem solving skills, and promote healthy relationships
- **Tertiary Group** – the community that is impacted by the traumatic incident which includes, schools, workplaces, and neighbourhoods. Strategies at this level focus on improving the physical and social environments by creating safe places

\*\* Referencing Socio-Ecological Model: A Framework for Prevention from the Centers for Disease Control and Prevention – goal is to stop violence before it begins

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## ASSESSMENT OF APPLICATIONS FOR THE TRAUMATIC INCIDENT RESPONSE PROTOCOL PILOT PROGRAM:

Applications will be assessed according to their ability to successfully complete the eligibility screening and by their rating based on the rubric below.

<b>1</b>	<b>Organizational Expertise (30%)</b>
	<p>Does the organization demonstrate experience in:</p> <ul style="list-style-type: none"> <li>• Implementing services of a similar nature and subject matter to this opportunity</li> <li>• Designing, delivering and facilitating intervention strategies to increase safety and well-being and reduce incidents of crime and victimization</li> <li>• Experience engaging and working with one or more <u>priority groups</u>, including but not limited to those at risk or involved with gangs</li> <li>• Building partnerships with schools and community organizations, such as community-based mental health organizations, School Boards, York Regional Police and others)</li> <li>• Working within York Region's 4 <u>Focus Areas</u></li> <li>• Demonstrated commitment to and practice in Anti-Black Racism and Anti-Indigenous Racism</li> </ul>
<b>2</b>	<b>Work Plan Review (30%)</b>
	<ul style="list-style-type: none"> <li>• How appropriate is the proposed approach, rationale and milestones?</li> <li>• Are partnering agencies roles reflected and clearly outlined? Does the plan show effective collaboration?</li> <li>• Does the workplan show innovative outreach to priority groups</li> <li>• Does the work plan indicate readiness to commence the work once funding is released?</li> </ul>
<b>3</b>	<b>Staffing (20%)</b>
	<ul style="list-style-type: none"> <li>• Are the skillsets, expertise, service experience of the proposed staff appropriate and aligned to the work assignment?</li> <li>• Does the proposal indicate sufficient capacity for supervision/support to staff team</li> </ul>
<b>4</b>	<b>Monitoring and Reporting (10%)</b>
	<ul style="list-style-type: none"> <li>• Experience developing qualitative and quantitative methods to capture data for reporting</li> <li>• Experience collecting and reporting on qualitative data including local narratives, lived experience, digital storytelling, photo diaries, community-based participation research, etc.</li> <li>• Are metrics for monitoring and evaluation SMART (Specific, Measurable, Achievable, Relevant and Timely)?</li> <li>• Experience and capacity to prepare a comprehensive report summarizing engagement process, mentorship program roll-out and results</li> </ul>
<b>5</b>	<b>Financial Information (10%)</b>
	<ul style="list-style-type: none"> <li>• Is sufficient detail provided?</li> <li>• Does the request reflect a maximum 15% cost for administration?</li> <li>• Is the proposed breakdown of staff tasks and allocation of time appropriate?</li> </ul>

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	<ul style="list-style-type: none"><li>• Is the budget realistic given activities described?</li></ul>
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A Selection Committee will evaluate each application on the basis of all information provided by the Applicant(s). Each application will be individually reviewed and scored. York Region reserves the right, in its sole and absolute discretion, to follow up with the Applicant to seek further information and/or clarification with respect to any information included in its application. Applications from a partnership of organizations are encouraged. There is no guarantee that any application that meets the overall requirements will be selected. Only one Applicant or partnership of Applicants will be selected to carry out the work.

It is each Applicant's responsibility to seek clarification on any matter that may seem unclear before submitting an application. The Region cannot be held responsible for any misunderstanding of the application by an Applicant.

If there are any questions, email [communityaction@york.ca](mailto:communityaction@york.ca) for support.

# TRAUMATIC INCIDENT RESPONSE PROTOCOL: COMMUNITY HEALING PROGRAMMING

## APPENDIX A: COMMUNITY SAFETY AND WELL-BEING FOCUS AREAS

(For this project, south-central Richmond Hill will also include the City of Vaughan geographic boundaries)

