

A BRIGHTER OUTLOOK FOR COURT-INVOLVED YOUTH

*Mini-grant competition for program and
service providers to join the DYRS Service
Coalition*

Request for Applications FY17

RFA Release Date:
Monday, May 9, 2016

Application Submission Deadline: Friday, June 10, 2016 at 4:00PM EST
LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Pre-Application Technical Assistance Workshops
Location: The DYRS Achievement Center, located at 450 H. Street, NW, Washington, DC 20001
Session 1: 10:00 AM to 12:00 PM May 18
Session 2: 1:00 PM to 3:00 PM May 18

Attendance is required

RSVP is required for Pre-Application Technical Assistance Workshops

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SECTION I: Program Scope

About DYRS and the Community Programming Initiative

DYRS Mission

To improve public safety and give court-involved youth the opportunity to become more productive citizens by building on the strengths of youth and their families in the least restrictive, most homelike environment, consistent with public safety.

DYRS Vision

To provide the nation's best continuum of care for court-involved youth and their families through a wide range of programs that emphasize individual strengths, personal accountability, public safety, skill development, family involvement and community support.

DYRS Service Delivery Models (the "Models")

DYRS is focused on aligning its programs and accountability mechanisms to the Positive Youth Justice (PYJ) framework.¹ PYJ is aimed at helping youth succeed, thereby reducing the chances that they will commit another offense. The agency is committed to meeting the developmental needs of youth, building on youth assets and potential, utilizing youth as resources, and creating partnerships with youth to generate positive, sustainable change—all while engaging parents and families, promoting intergenerational connectivity, reducing the likelihood of re-offending, and aiding with successful transition into the community.

DYRS provides the vision, youth care coordination, and oversight for two service delivery models. The DC YouthLink (DCYL) model consists of a network of providers and programs that deliver supportive services and programs to young people in the community. In addition, services and programs are provided to youth at the DYRS Achievement Centers. All programs, services, and providers selected to participate in both models will be managed in partnership with an administrative entity, the Capacity Building and Administrative Partner (hereinafter the "Administrative Partner").

DYRS Care Coordination

Unique and individualized programming and service plans are developed for each youth throughout their commitment. These plans are called Success Plans, and they are reviewed and updated every 90 days through a process called Team Decision Making (TDM).² It is through the TDM meetings that youth are referred to the service delivery models by DYRS.

¹ Positive Youth Justice (PYJ) focuses on the specific developmental needs of young people involved in the juvenile justice system. The PYJ framework was published in 2010 by a team of researchers led by Dr. Jeffrey Butts at the John Jay College of Criminal Justice in New York City. The framework establishes two key assets for court-involved youth: (1) learning/doing; and (2) attaching/belonging, and the goal is to develop these two assets within six core developmental domains: work, education, health, relationships, community and creativity.

² In a Team Decision Making (TDM) meeting, the youth, his/her parents and family members, other support persons in the youth's life, service providers, community representatives, and the caseworker come together to create a plan for each youth. The meeting is a sharing of all information which relates to the youth, including but not limited to: education, safety, functioning of the family, strengths, challenges, placement, goals, and mental health treatment. The goal is to reach

History

The Department of Youth Rehabilitation Services (DYRS) was established in 2004 as a cabinet-level agency for the District of Columbia's juvenile justice system, replacing the former Youth Services Administration, a division of the DC Department of Human Services. Since its inception, DYRS enacted a number of reforms to advance the District's juvenile justice goals of rehabilitating youth in the least restrictive, most home-like environment consistent with public safety. In partnership with families and the public, DYRS aims to empower court-involved young people and foster accountability to their communities. As the key initiative in this effort, DYRS established a community-based continuum of services that is local, accessible, and focused on positive youth development.

While the agency's early efforts sought to shift the focus of intervention from institutions to the community, it predominately relied on supervision as the method for intervention, rather than on increasing access to supports and services that build on a young person's strengths, leading to positive outcomes. DYRS recognized that placing youth in the community and engaging them in structured, positive activities, and systemically connecting young people to a broader network of formal and informal supports, was a more effective way to help youth succeed while promoting public safety.

Phase One: DC YouthLink (DCYL)

In 2009, DYRS and the DC Children and Youth Investment Trust Corporation (the Trust) collaborated to launch DC YouthLink (initially known as the Lead Entity/Service Coalition initiative) to respond to the need for a coordinated system of community-based supports and services for youth. DC YouthLink was an award winning program and helped set a national trend for supporting youth through the use of community-based services. DC YouthLink was focused on preparing youth to succeed and investing in the community so that youth could be best served within the context of their home community. Ultimately, the implementation of these tenets was found to be an effective way to enhance public safety.

DC YouthLink's structure was inspired by two model systems of care: Wraparound Milwaukee and Wayne County, Detroit's juvenile care management network. Both systems were developed to reduce the number of youth in secure facilities, serve youth within the context of their home communities and achieve better outcomes for youth and their families. Wraparound Milwaukee and Wayne County's Juvenile Assessment System/Care Management Organizations have been linked to decreases in recidivism, increases in education and work-related outcomes and decreased substance use. Although similar, DC YouthLink is unique to the District of Columbia, operating with DYRS' distinctive Positive Youth Justice (PYJ) framework and intentionally building upon community strengths to further improve public safety

At inception, DCYL was a collaborative partnership between DYRS and two local lead organizations (the "Lead Agencies"), which managed the network of local community based organizations, known as the Service Coalition. This coalition implemented a diverse array of services to court-involved youth throughout DC. Such collaboration and investment in community partnerships among the Lead Agencies, as well as across the Service Coalition, provided a channel to support youth and promote safer and stronger communities overall.

consensus on decisions regarding the youth. TDM meetings allow everyone involved to have a voice and understand the basis for decisions.

Phase Two: Community Programming Initiative- Achievement Centers

In July 2014, DYRS opened its first Achievement Center with the intention of expanding and strengthening the continuum of programming to committed youth at its headquarters. DYRS opened its second Achievement Center in Southeast DC in March 2016. The opening of its second Achievement Center allowed the agency to expand its reach of drop-in center programming and supports for youth and families.

The Centers empower court-involved youth through programs grounded in PYJ that foster career development, life skills, and healthy living. Consistent with PYJ, the Centers provide new experiences, thereby creating opportunities that may not otherwise be available.

Designed as a safe space for youth, the Achievement Centers provide drop-in center activities, as well as structured programming and classes. Moreover, the Achievement Centers seek to serve as a bridge between youth, families, and the community through outreach, engagement, and other supportive services.

The Achievement Centers also host several events throughout the year for youth and families, including job fairs, family nights, guest speakers, and community forums.

Phase Three: Community Programming Initiative - Streamlining and Tailoring Service Delivery

As the population of committed youth changes and programming options and innovations evolve, DYRS finds itself in the unique position to be able to streamline and sequence its efforts around service delivery and initiatives for young people and families. Utilizing the experience and knowledge gained by serving youth in the community through DCYL, the agency's expertise in case management/care coordination, and its ability to engage youth in unique programs at its own facilities, DYRS plans to streamline and enhance the service delivery models in FY 17 by implementing a care coordination pathway.

The care coordination pathway establishes a basic sequencing of programming and services for youth and frames the way in which youth could progress through a continuum of services as their unique needs change and evolve.

Purpose and Goals

Purpose

The purpose of this Request for Applications is to announce funding availability to assist qualified applicants in the development and implementation of programs and services that in the aggregate make-up the service delivery models, a comprehensive and coordinated system of programs and services for court-involved youth and families.

DYRS invites local organizations to submit proposals for high quality programs and services that will provide the experiences, skill-building opportunities, supports, resources and enrichment activities that assist youth in reaching their personal goals and developmental milestones. DYRS is seeking up to (16) providers to participate in the Service Coalition for Fiscal Year 2017 ("FY17" extends from October 1, 2016 – September 30, 2017).

Critically, applicants should be aware that there are two service delivery models for which we are seeking programming for. One is the community-based programs and services that will make up the DC YouthLink service delivery model. The other is for Achievement Center-based programs

that serve youth at DYRS office locations and function as an additional service delivery model. The specific services for which applications are being accepted under each service delivery model can be found in the relevant subparts below. Subpart A identifies the desired programming, requirements, and payment structure specific to DC Youthlink services, and Subpart B identifies the desired programming, requirements, and payment structure specific to Achievement Center services. Applicants may apply for up to 3 awards total and may apply for both community-based and Achievement Center-based awards.

Goal

The Community Programming Initiative will serve as a bridge between youth, families, and the community through outreach, engagement and other supportive services by implementing the service delivery models with the following three objectives in mind:

1. To advance the rehabilitation of DYRS youth by connecting them to services, supports, and resources that help them reach their goals and developmental milestones;
2. To enhance public safety by engaging youth in positive, developmentally appropriate, and structured activities that complement and enhance DYRS's methodologies for the care and supervision of young people; and
3. To create safer and stronger communities that support youth and families by investing directly in local organizational and human resources that are accessible and dedicated to strengthening young people and their families.

Positive Youth Justice (PYJ) promotes the development of court-involved youth in six core areas, known as the PYJ domains. The following table illustrates the PYJ domains and the typical activities or experiences that support growth in each domain.

SIX POSTIVE YOUTH JUSTICE PRACTICE DOMAINS

Work <ul style="list-style-type: none"> •Job Experience •Apprenticeships •Job Preparedness •Income and independence 	Relationship <ul style="list-style-type: none"> •Communication Skills •Conflict Resolution •Family systems •Intimacy and support 	Health <ul style="list-style-type: none"> •Physical activity •Diet and nutrition •Behavioral health •Lifestyle and sexuality
Education <ul style="list-style-type: none"> •Literacy •Credentials •Learning skills 	Community <ul style="list-style-type: none"> •Civit engagement •Community leadership •Service 	Creativity <ul style="list-style-type: none"> •Personal expression •Visual arts •Performing arts

The Service Coalition providers are selected by DYRS in many of the key areas illustrated above. With the support of a Capacity Building and Administrative Partner³ and DYRS, the Service Coalition works within this framework to achieve the aforementioned goals and objectives.

Core Functions and Scope of Duties

DYRS established core functions, processes, and policies to support the implementation of an effective continuum of community and Achievement Center-based services that reflect and embody PYJ principles. The Community Programming Initiative is delivered through a partnership relationship among DYRS, the Administrative Partner, and service providers. The core functions that guide the work of the Community Programming Initiative and each of the partners are listed below. Applicants are encouraged to carefully review the detailed information on the specific roles and responsibilities of the Service Coalition within each of these areas, presented in Appendix B, prior to completing the application.

1. Establish and maintain a continuum of community-based services tailored to the needs of DYRS youth and families
2. Support case planning, care coordination and ongoing case management
3. Create and maintain data-driven programmatic management practices and processes
4. Promote continuous learning and capacity building
5. Ensure fiscal and financial stewardship
6. Support effective communications and advocacy
7. Ensure risk management
8. Measure overall impact

In addition to the core function, the selected Service Coalition members will be expected to adhere to all standard operating procedures and DYRS policies related to the Community Programming Initiative.⁴

Source of Grant Funding

Funds are made available through District appropriations to the DYRS.

Award Period

DYRS will select up to 16 service providers, who will receive a grant agreement for the duration of FY17. DYRS reserves the right to extend any grant agreement for two (2), single-year option periods. Exercise of the option-year extension right is based on performance, funding availability, and the structure of the initiative. The Administrative Partner manages the award allocations for the Service Coalition and Achievement Center providers for which up to \$6,813,077 is presently allocated. All awards are subject to the availability of funds.

³ The Administrative Partner manages the day-to-day operation of the Service Coalition, as well as special events and programs that occur at the Achievement Centers. They also provide technical assistance and training to Service Coalition providers for the purposes of capacity building and administrative support.

⁴ Standard Operating Procedures will be available for review at the Pre-Application Technical Assistance Workshops.

SECTION II: Service Coalition Requirements

Eligible Organizations/Entities

Any public or private, community-based non-profit agency, organization or institution located in the District of Columbia is eligible to apply. For-profit organizations are eligible but may not include profit in their grant application. For-profit organizations may also participate as subcontractors to eligible agencies.

Pre-Award Site Visit

Highly ranked applicants who are recommended for funding by an evaluation panel may be selected for a pre-award site visit. The decision to visit an applicant for a pre-award site visit rests solely and finally with the Director of DYRS.

Client Services Tracking and Reporting System

The Service Coalition will be required to enter key data daily into the DYRS case management system, currently called FAMCare. In FAMCare, DYRS records, tracks, and reports enrollment into services, youth attendance, youth activities, youth outcomes achieved or milestones reached, and other important information relevant to the treatment and success of each young person. Grantees will be asked to enter data into the system, as well as submit related reports for data validation and substantiation.

Service Coalition Training and Program Implementation

The Service Coalition will be required to attend training sessions prior to the launch of programming on October 1, 2016. These training sessions are designed to ensure that all providers are equipped with the knowledge and tools to successfully comply with grant requirements and understand DYRS' Positive Youth Justice framework. The goal is to prepare providers for program implementation and working with youth, as well as provide more detailed information around program operation and administrative requirements under the grant.

Reporting

During the course of the grant, DYRS requires a number of reports and regular submission of information to ensure the grantee is:

- 1) properly using grant funds,
- 2) making progress in carrying out its proposed functions and responsibilities, and
- 3) meeting data collection and reporting requirements.

The successful applicant will be required to provide monthly program narrative and financial reports in a prescribed format to DYRS. In addition, the grantee will be required to track:

- (1) attendance at meetings or trainings held for the Service Coalition,
- (2) the number of youth serviced,
- (3) the number and type of youth outcomes achieved in each service area, and
- (4) achievements in program goals and objectives.

A final report is required at the end of the grant period.

Specific Service Areas and Payment Structure Details

Specific requirements as to the programs and services being solicited in this RFA can be found in:

- 1) Subsection A: DC Youthlink Service Coalition Providers; and
- 2) Subsection B: Achievement Center Service Coalition Providers.

In addition, the details around payment structure are specified in each subsection.

SECTION III: Application Submission Requirements

Application Submission

Applicants are required to follow the format shown below.

Format

Please review all instructions carefully. All applications must adhere to the following format to be considered.

- Submit 1 original and 5 copies.
- Use 12-point font (Times New Roman, Georgian, Courier, or Arial) and 1-inch margins.
- Separate each copy of the proposal with binder clips (do not staple or paper clip proposal pages).
- Honor the total page limit: Up to 15, double-spaced pages.
- Pages must be numbered

Please note: Attachments requested within the proposal will not count toward the page limits. Thank you in advance for your compliance with these requirements.

Table of Contents

The table of contents should list major sections of the proposal with quick reference page indexing.

Abstract

The abstract should concisely describe the applicants ability, experience and approach to the service delivery proposed with an overview of the key elements such as goals, objectives, overall approach (including target populations worked with and significant partnerships), anticipated outcomes/products, and time frames. It should not exceed 1 page. The abstract is not counted in the 15-page limit.

Applicant Profile

This form outlines general information about the applicant, such as the organizations name, type of organization, Tax ID and DUNS number, organizational funding sources, and target populations served by the applicant. This form will be made available on the DYRS website at <http://dyrs.dc.gov/page/doing-business-dyrs>.

Program Narrative

For each program or service an applicant proposes, the program narrative section contains the information that justifies and describes the ability and qualifications of the applicant to deliver the requested services. The program narrative must be clearly and concisely written and must not exceed the page limit as described above.

For applicants seeking to apply for DC Youthlink model awards, please see Subsection A for the specific questions relevant to each service area.

For those applying for Achievement Center-based awards, please see Subsection B for specific questions outlined for each requested service.

If you are applying for multiple awards in both service delivery models, please state so in the Abstract section of the application, and note that applications should be submitted all together with a clear separation for each award sought.

For all applicants the following general program narrative and criteria is required:

Purpose Statement
Describe your organizational experience in supporting court-involved youth through community-based programs and services. Please discuss how that work enhanced service to the target population (e.g., high risk youth or court-involved youth and their families).
Organization Background
<p>Identify and describe the following:</p> <ul style="list-style-type: none"> ○ Organizational mission and a brief history ○ Specialized services and expertise your organization provides or will provide within the PYJ framework to contribute to the service delivery models, DYRS' stated goals for the Community Programming Initiative, and the Positive Youth Justice (PYJ) framework. ○ Target population(s) your organization typically serves ○ Location(s) of offices, including any location where services are provided ○ Grants that your organization has been awarded in the past five years. Please describe the goals, the scope of work, resulting outcomes, and how your organization ensured effectiveness in service delivery and compliance and reporting requirements related to the grant. ○ How the DYRS Community Programming Initiative aligns with your organization's mission or goals.
Organizational Capacity and Relevant Experience
<p>Please identify and describe the following:</p> <ol style="list-style-type: none"> i. Successful partnerships with government agencies and/or other youth and family serving organizations in the administration and operation of programs and services to District constituents. Include how you will develop and contribute feedback in your partnership relationship with DYRS and how you will contribute to the feedback and collective efforts to improve the service delivery models. Also, include any experience working alongside other organizations and people to provide a system of care for a youth. ii. Ability to comply with program coordinator requirement - DYRS requires that each participating organization employ a full-time program coordinator responsible for administration of the program, supervision of staff, and communication with DYRS. The program coordinator must have a relevant graduate degree or have the equivalent of a minimum of five years of relevant on-the-job experience. iii. Ability to timely and accurately meet the program reporting requirements, including: budgeting, invoicing, data collection and reporting, curriculum planning, working with court-involved youth, maintaining data on youth attendance and program capacity/seat availability etc. Also include your organization's capacity to support data collection and reporting. Detail the staff that will be responsible for daily reporting on youth activities, as well as weekly and monthly program and financial reports. iv. Experience and level of expertise in engagement of at-risk and court involved youth. Please include experience or strategies employed to motivate youth to achieve identified goals and help youth understand the steps necessary to achieve goals. v. Organizational history of providing positive youth development service(s) to older (18-20 years old) court-involved youth (i.e., youth with multiple behavioral, mental health, educational and/or substance abuse needs), including the number of youth served, the needs being served, services offered and location of services (i.e., DC, MD and VA). Organizations should have a proven history of providing the proposed services over the last two fiscal years. vi. Ability to comply with legal and risk management requirements, such as: (a) ensuring security of youth related data and maintaining record keeping protocols that will protect

<p>youth confidentiality pursuant to District and Federal law; and (b) ensuring that all staff obtain and/or maintain all necessary clearances and background checks required for working with youth.</p> <p>vii. Experience in communicating the work and impact of grant-related programs or service delivery initiatives to key community stakeholders. Include experience and ability to communicate publicly about working with DYRS' youth and families, including efforts around youth success, service delivery, programming and community engagement and involvement. Please include any relevant organizational experience testifying in front of DC Council, communicating your work to media, or preparing youth to testify of share information with media outlets.</p> <p>viii. Ability to secure or provide locations for services and programs at venues that meet the American with Disabilities Act (ADA) requirements. Demonstration that your place of business or other operating site accommodates ADA requirements.</p> <p>ix. Service Coalition Providers are responsible for contacting and engaging the youth referred for services. Detail the outreach activities you will use to support DYRS youth participating in your program. Include experience with and ability to resolve conflicts or work with youth resistant to programming, services, engagement or participation.</p> <p>x. Experience in addressing safety concerns that may make it difficult for youth to participate in programs, such as crossing neighborhoods boundaries.</p> <p>xi. Experience in the successful implementation and execution of programs for court-involved youth and families.</p> <p>xii. Process for screening youth participants for disabilities (i.e., learning, mental health and/or physical), refer youth for screening, or seek support to make accommodations for youth with disabilities.</p> <p>xiii. Use of assessments or other strategies to set goals or milestones for youth participating in your program. Include how you determine whether the goals or milestones are achieved. Include how this will be documented and how you will ensure the youth is engaged in the development of his or her plan.</p> <p>xiv. Any opportunities for youth to participate in the selection of activities and develop their leadership skills to advocate on behalf of themselves, their families and communities.</p>
<p>Program and Service Delivery Plan</p> <p>Please identify and describe the following:</p> <p>i. Programmatic or service delivery goals and 2-3 measurable objectives related to the delivery or your proposed program or service.</p> <p>ii. Service delivery evaluation plan. Detail the way in which your organization shows the success of your program. This can include qualitative and quantitative evidence of successful past performance in services to youth that resulted in development milestones being achieved.</p> <p>iii. Service delivery schedule and capacity (max # of youth the program or service can serve)</p>
<p>Budget Narrative (if applicable- see relevant subpart for details)</p> <p>Provide evidence of an established accounting system with policies and procedures that reasonably ensure internal controls are maintained in managing funds.</p> <p>The budget is the total amount of costs estimated to carry out the proposed service or program. Only costs that are allowable, allocable and reasonable to fulfill the requested service or program may be included in the proposed budget. Unallowable costs are identified in OMB Circular A-122 and may not be included in the budget. In addition, certain costs will not be paid with DC funds, such as travel outside the DC metro area, unless otherwise approved by DYRS.</p> <p>Budget forms and budget narratives are not counted in the page limit.</p>

For purposes of the DYRS grant proposal, the budget may include at a minimum the following categories:

- personnel costs (salaries and wages)
- fringe benefits (**Achievement Center budgets only**)
- travel and transportation – separating out mileage and fares (for personnel)
- telecommunications – including postage, delivery charges, internet service
- supplies
- office equipment

Organizations may have other or more detailed cost categories in their budgets based on the types of services they provide. A template for Budget proposals is available on the DYRS website at <http://dyrs.dc.gov/page/doing-business-dyrs>.

***** Additional questions relevant to each specific service area are located in Appendix H (DC Youthlink) or Appendix G (Achievement Center).*****

All grantees must maintain accurate documentation for each expenditure and action taken under the grant, including appropriate reviews and approvals according to the DYRS Standard Operating Procedures and related DYRS grant policies. To that end, grantees are encouraged to develop written materials including policies, procedures and position descriptions, and implement practices that clearly identify levels of authority and provide for quality assurance in carrying out the functions of the organization, service provision and grant administration.

Performance Measures

DYRS monitors the grantee for functions and activities performed under the grant to ensure that grantees are complying with applicable Federal and DC requirements and to ensure that performance goals are being achieved pursuant to the grant agreements signed by the parties. DYRS monitors program performance and grant agreement compliance through oral and written communications, review of information through regular reports or specific requests, on-site visits, and formal audits.

The guiding document for performance measures is the grant agreement, which is guided by Core Functions and Roles and Responsibilities Guide found in Appendix B. This document sets out the expected functions and duties of each of the partners involved in the community-based programming initiative. In addition, program performance monitoring will be provided by the DYRS Contracts and Performance Monitoring Unit, utilizing the Performance Improvement Outcomes Guide found in Appendix F.

For those applicants that are selected to participate in the Service Coalition, the following performance measures will guide the monitoring and oversight of use of grant funds and program quality:

- (1) Safety
- (2) Enrollment and Retention
- (3) Service Delivery
- (4) Licensing and Governance

Financial monitoring will be delivered by the Administrative and Capacity Building Partner and will be aligned to the DC Manual for Subrecipient Monitoring as established by the DC Office of the Chief Financial Officer.

Application Attachments

This section shall be used to provide technical material, supporting documentation, and endorsements. Attachments are not counted in the page total. The following items are required:

- IRS Status Letter – 501 (C)(3) designation or other for profit business designation
- Certification of Good Standing from DC Office of Tax and Revenue, establishing that all DC tax requirements are current
- Current Certificate of Incorporation from the DC Department of Consumer and Regulatory Affairs showing that the applicant is in good standing and authorized to conduct business in DC
- Audited financial statement for most recent fiscal year ending in Sept. 30, 2015 or December 31, 2015, **if applicable under OMB Circular A-133.**
- Proposed staffing plan and organizational chart for the program
- Staff resumes
- Existing or planned job descriptions
- Signed Terms and Conditions Form, located in Appendix C
- Signed Arrest and Conviction Statement, located in Appendix D
- Signed Statement of Certification, located in Appendix E

Optional Attachments (not part of the 15-page limit)

- If you use a program manual or curriculum guide for service implementation: Copies of the title page (name of author), the publication date (copyright) and the Table of Contents
- An example of the scope and sequence of a lesson plan
- All program accreditation, licensure, or certifications
- All staff licensure and certifications for the staff members who will serve the program once funded
- Letters of support from collaborating organizations or clients, including any partnership letter, Memorandum of Understanding, etc. that is pertinent to this program

****Upon selection, Service Coalition members will be required to deliver additional background clearance documentation required to work with DYRS youth and families. These specific clearance requirements are outlined in the Standard Operating Procedures, but generally, they include: Child Protection Registry Clearance, DC Criminal Background Check Clearance, Drug Screen Clearance, FBI Criminal Background Clearance, National Sex Offender Registry Clearance, and Purified Protein Derivative/Tuberculosis (PPD/TB) Record. While these clearances and records **are not due** at the time of submission of an application, they will be required for all providers and staff prior to working with any youth.**

Submission

An original and five (5) copies of the application must be submitted in a sealed envelope or package. Applications that are not submitted in a sealed envelope or package will not be accepted. Electronic submissions will not be accepted.

Applications are due no later than 4:00 p.m. on Friday, June 10, 2016. All applications will be recorded upon receipt. Late applications will not be accepted.

Please address application envelope/package to:

DYRS

ATTN: Melissa Milchman

450 H St. NW,

Washington, DC 20001

SECTION IV: Application Review and Scoring

Review Panel

A qualified review panel will conduct a technical review of all applications. The review panel will read and score each applicant's proposal and make recommendations for funding based on the review process. The Director of the Department of Youth Rehabilitation Services shall make the final award and funding determination.

Technical Scoring Criteria

Applicant proposal submission will be objectively reviewed against the following specific scoring criteria listed below:

Purpose Statement	5 points
Organization Background	6 points
Organizational Capacity and Relevant Experience	14 points
Program and Service Delivery Plan	8 points
Budget Narrative	7 points
Additional Service Area Question Responses, relevant to Program Description and Implementation, Evidence-Based Practices Information, Past Performance, Assessment, Targeted Youth Outcomes, and Staffing Plan	60 points

The scoring total is out of a 100-point scale.

Decision on Awards

The recommendations of the review panel are advisory and not binding on DYRS. Final decisions on funding and awards vests solely with the Director based on a review of the recommendations of the review panel, pre-award site visit reports, and any other information considered relevant.

Each applicant, whether successful or unsuccessful, will receive notification of the final decision on the application.

SECTION V: Application Support

DYRS Agency Contact

DC Department of Youth Rehabilitation Services Agency Contact:

Name: Melissa Milchman

Email: melissa.milchman@dc.gov

Phone 202-299-3996

Mailing address: Melissa Milchman

450 H St. NW

Washington, DC 20001

Pre-Application Technical Assistance Workshop

Applicants are required to attend one of the two time slots offered for the Pre-Application Technical Assistance Workshops to be held from 10:00 a.m. to 12:00 p.m. and 1:00 p.m. to 3:00 p.m. on Wednesday, May 18, 2016 at the Achievement Center, located at 450 H St. NW Washington, D.C. 20001. Failure to attend the Pre-Application Technical Assistance Workshops will disqualify an application. Registration for the Pre-Application Technical Assistance Workshop is required. Please RSVP to Melissa Milchman by Friday, May 13, 2016 by 5:00 p.m. using the contact information provided above.

Additionally, any questions submitted at the workshops, via phone or email, as well as any related responses will be posted on the DYRS website.

All questions must be received by C.O.B (5pm) May 27, 2016. Questions and answers will be posted on the DYRS website by June 3. Questions that can be answered by referring to sections of the RFA or that are specific to an applicant may be addressed by sending an email to melissa.milchman@dc.gov. In the subject line, please write "FY 2017 Grant Application Inquiry." Oral explanations or instructions given prior to the award of grants will not be binding.

SUBSECTION A: DC Youthlink Service Coalition

1) Scope of Requested Programs and Providers for the DC Youthlink members of the Service Coalition

RELATIONSHIPS (1 provider sought): To deliver services and resources to youth and families that assist youth in building or repairing positive, pro-social relationships.

Family Advocacy and Reunification – Returning a young person home after placement at an out of state facility, group home, or alternative placement requires transition planning and preparation for both a young person and their family. Proposals should include strategies for family engagement, connecting families to counseling or support group services, connecting families to local resources and programs as needed, and provision of family advocacy services with a focus on encouraging families to be involved in the decision making process for youth.

Applicants must demonstrate that they currently possess or can immediately obtain space for program delivery in the community and have the capacity to serve up to 30 families. In addition all applicants are required to demonstrate 3-5 years of organizational experience working with committed youth in the District and their parents/caregivers.

HEALTH COUNSELING (2 providers sought) - To deliver services and resources to youth in the community focused on mental and behavioral health.

Substance Abuse Education and Counseling: Many of the young people committed to DYRS experience substance abuse challenges. For some of these young people, regular screenings are a requirement of their treatment plan. DYRS is seeking one provider who can appropriately address and provide support to young people affected by substance abuse. In addition, the program should include the provision of counseling services based on an assessment of the individual youth and integrate individualized and targeted prevention services.

Applicants must demonstrate that they currently possess or can immediately obtain space for program delivery in the community and that they possess accreditation, educational license or certification, and/or have licensed or certified staff duly accredited by an authorizing and/or regulatory body that authenticates the applicant or organization's ability to provide these services.

Mental Health Counseling: DYRS is seeking one provider to deliver mental health counseling, including individual, group and/or family clinical counseling. Mental health services must be assessment-based and guided by a documented treatment plan. The program proposal may include counseling, group therapy, behavioral modification counseling and/or any other services related to improving mental health. Services should be focused on addressing mental health needs that range from the treatment of mental health diagnoses to working with the youth and families on meeting individual/family goals related to stabilization of relationships.

This provider must be able to deliver services at the homes of referred youth or other community-based location upon request. Programs should have a clinical treatment model and practice approach that has been demonstrated effective for court-involved youth. All treatment must be facilitated by clinically-trained staff, and applicants must also establish that they possess accreditation, educational license or certification, and/or have licensed or certified staff duly accredited by an authorizing and/or regulatory body that authenticates the applicant or organization's ability to provide these services.

EDUCATION (3 providers sought) - To deliver tutoring services, credit recovery, and/or ABE/GED training for youth. Research has demonstrated that advances in educational achievement can be an important factor in preventing recidivism among justice-involved youth.

*All applicants must demonstrate plans to identify youth education levels (strengths and weaknesses and learning style) and provide a plan to specifically set benchmarks and show educational gains related to the specifically identified needs of the youth. In addition, please share instructor/tutor strategies for getting youth engaged in and motivated around education. Applicants must also establish that they can accommodate up to 20 youth referrals in any given time period. All 20 youth will not be served at the same time or class period, but the applicant must be able to provide educational support for up to 20 youth in a given week. Staff to student ratio for group sessions must be a minimum of 1 staff per 12 youth for group sessions.

Tutoring: DYRS is seeking up to two (2) providers to deliver one-to-one or group-based tutoring for K-12 students and/or credit recovery sessions to young people. Program proposals should provide guidance in how the vendor provides day-to-day coursework support for youth and reinforces study skills through their program.

**Services are primarily provided at the DYRS Achievement Centers. However, applicants must be able to provide services at other community-based locations, as needed.

ABE/GED: DYRS seeks one provider to deliver one-on-one or small group instruction to youth who are disengaged from public education and wish to attain the GED credential. Instruction should be offered at the basic, secondary, pre-GED, or GED level with the goal of helping youth pass the GED exam.

**Services are primarily provided at the DYRS Achievement Centers. However, applicants must be able to provide services at other community-based locations, as needed.

NOTE: Application questions specific to each service area can be found in Appendix G. Each applicant must answer the general questions located on pages 10-11 and the additional application questions located in Appendix G. The additional application questions relate to the specific service area and program requirements for each of the identified service areas.

2) Payment Structure

Applicants should also note that DYRS grant funds are NOT meant to serve as an organization's sole source of funding. Due to the nature of referrals and other factors, we cannot guarantee a certain payment amount to any provider. Furthermore, no payments under a grant may be made until the Notification of Grant Award is signed on behalf of DYRS and the grantee.

For Service Coalition members providing community-based services under the DC YouthLink model, providers are generally paid on a fee for service basis, established by an hourly rate of service provided per youth. The entire funding structure is detailed below and is comprised of three elements:

- a. **Start-Up Funding-** Applicants are eligible for up to \$10,000 in advance funds for the direct and indirect costs associated with the initiation of services and outreach or youth engagement efforts. A detailed budget narrative for each proposed cost under these line-items must be completed and attached to the application. Details for the budget narrative requirements are found in Appendix A.

b. Performance Payments- Performance payments are made on a cost-reimbursement basis. A grantee earns their share of the funding only when the services have been contributed. The reimbursement price schedule related to performance payments for each service type is as follows:

Service Areas	Individual Hourly Rate	Max Hours per individual youth per week	Max Weeks
Tutoring and Credit Recovery	\$65	7	40
ABE/GED	\$65	20	40
Mental Health	\$68	4	40
Substance Abuse Education and Prevention	\$65	7	40
Family Advocacy and Reunification	\$65	7	40

In order to receive payments for services under this section, the selected grantees will be required to submit invoices with back-up documentation on a monthly basis to the Capacity Building and Administrative Partner. Typical back-up documentation includes: attendance sheets, records establishing the number of hours a youth was served, and other related documents.

c. Goal Achievement/Outcomes Payment- This is a quarterly payment made to Service Coalition members if both of the following things occur for a young person that was enrolled in their program and received at least 10 hours of services during the quarter: (1) the youth was not re-arrested during the time period, and (2) the youth achieved a Success Plan goal or outcome. The vendor will NOT be required to DO or SUBMIT any documents or reports to be eligible for this outcome payment. DYRS will aggregate relevant data and appropriate back-up documentation in FAMCare and approve the payments based on criteria and procedures outlined in the relevant DYRS policies and Standard Operating Procedures.

3) ***Budget and Budget Narrative***

Applicants should provide evidence of an established accounting system with policies and procedures that reasonably assure internal controls are maintained in managing funds.

A budget summary and budget narrative is required for any applicant seeking to obtain start-up funding. Details for the budget narrative requirements are found in Appendix A. The start-up funding should equal the total amount of programmatic costs estimated to carry out service area functions under the grant, and in particular, costs associated with outreach and implementation of new referrals. Only costs that are allowable, allocable and reasonable to fulfil the initiative may be included in the proposed budget. In addition, certain costs will not be paid with DC funds, including equipment costing \$500 or more and travel outside the DC metropolitan Beltway, unless otherwise approved by DYRS. Start-up funds are advanced to the provider after final approval of the budget and budget narrative by DYRS and the Capacity Building and Administrative Partner.

NOTE: Budget narratives are required ONLY for applicants seeking to receive start-up funding. All other payments for selected DC Youthlink Service Coalition members are based on the reimbursement payment

structure outlined above or awarded based on the Achievement and Outcome Payment criteria. Additionally, budget forms and budget narratives are not counted in the page limit.

Critically, all applicants must conform to the following requirements when submitting budget and budget narrative information.

4) *Use of funds*

The acceptance of a grant from DYRS creates a legal duty on the part of the grantee to use the funds in accordance with the conditions of the grant and to account for them in accordance with applicable Federal, DC, and DYRS requirements. All DYRS grantees are required to maintain financial management systems that comply with the financial management standards in OMB Circular A-110.20-.28. Those standards require that a grantee's financial system provide for:

1. accurate, current and complete disclosure of the financial results of the grant award;
2. records that identify the source and application of grant funds.
3. effective control over and accountability for all funds, property, and other assets;
4. written procedures to minimize the time elapsing between the transfer of funds to the recipient from DYRS and the use of those funds by the grantee for program purposes, when funds are provided in advance;
5. written procedures for determining the reasonableness, allocability and allowability of costs in accordance with Federal cost principles and the terms and conditions of the grant award; and
6. accounting records that are supported by source documentation.

No payments under a grant may be made until the Grant Agreement is signed on behalf of DYRS and the grantee. The grant of start-up funding is made as an advance. All project costs and proof of cost incurred or services delivered for which start-up funding is utilized must be submitted to the Capacity Building and Administrative Partner on a monthly basis for review and reconciliation. This requires that grantees maintain accurate documentation for each expenditure and action taken using start-up funds. In addition, appropriate reviews and approvals must be adhered to according to the Standard Operating Procedures. Grantees are expected to have in place written materials including policies, procedures and position descriptions, and implement practices that clearly identify levels of authority and provide for quality assurance in carrying out the functions and actions for which advance funds will be utilized.

Additionally, the agency retains a reversionary interest in the unused balance of advance payments, in any funds improperly used, in any unearned payments for which start-up funds were granted but the cost was not incurred or grantee efforts were not contributed.

5) *Cost Principles*

A. *Allowable Cost*

DYRS will establish how certain types of costs are evaluated to determine whether advance funds will be granted and whether funds are properly used. The cost principles apply to the all start-up funding requests and the start-up funding awards. Several general principles determine whether particular costs claimed under the grant will be approved for advance or properly used. Some key principles are listed below.

1. The maximum obligation of DYRS to support the program will not exceed the amount specified in the Notification of Start-Up Funding Grant Award.
2. The cost of an item requested must be reasonable, consistent with any specific limitations and exclusions in the grant award.

3. The cost of an item or expense requested must be clearly allocable to the grant and to one or more specific objectives under the grant. Requests for funds must directly contribute to the purposes and execution of the grant project.
4. Each cost item must be treated consistently by the grantee within its start-up funding award as it would be for non-grant activities and be determined in accordance with generally accepted accounting principles.
5. Each cost item must be adequately documented.

Generally, allowable costs include:

1. Wages for employees working on a DYRS grant project during the grant period that are allowable if:
 - a. the total compensation is reasonable for the work performed, conforms to the amount submitted in the approved budget and budget narrative, and conforms to the established policy of the organization applied consistently to government and non-government activities;
 - b. the charges and costs are properly documented.
2. Travel costs for travel inside the Beltway. Travel is reimbursed at the IRS-established mileage rate or actual fares.
3. Telecommunication costs for service contracts such as phone or internet if they are reasonable, conform to the amount submitted in the approved budget and budget narrative, and conform to the established policy of the organization and are applied consistently to government and non-government activities.
4. Equipment and supplies that contribute to the purpose and execution of the grant project. Any purchase of \$500 or more is not allowable unless DYRS approved in advance.
5. Audit costs related to the grant project, if applicable.

B. Unallowable Costs

Unallowable costs are identified in OMB Circular A-122, and may not be included in the budget. Specifically, the following costs are unallowable under DYRS grants: alcoholic beverages, bad debts, donations and contributions (in-kind expenses), entertainment, fines and penalties, fundraising and investment management, goods and services for personal use, such as subscriptions and memberships, honoraria, staff bonuses, lobbying and losses on another grant or contract. DYRS retains the right to deem other costs unallowable should the agency determine the expense to be outside the scope of the grant or grant goals and objectives.

SUBSECTION B: ACHIEVEMENT CENTER SERVICE COALITION

1) Scope of Requested Programs and Providers for the Achievement Center-based members Coalition

All activities will be held at the DYRS Achievement Centers, unless noted as otherwise.

HEALTH AND FITNESS (3 providers sought)

Zumba or Dance Fitness – The physical fitness and creative expression aspects of Zumba and other dance classes offer tools for improving both physical and mental health. They also offer positive opportunities for socialization and recreation. DYRS is seeking one (1) provider to deliver Zumba or another dance performance and fitness (hip hop, jazz, tap, etc.) class.

Martial Arts or Kickboxing – The physical fitness and interpersonal skill building required for martial arts or kickboxing provides opportunities for both behavioral and social skill building, as well as physical fitness and recreation. DYRS is seeking one (1) provider to deliver martial arts or kickboxing classes.

Alternative Education Basketball League - DYRS is seeking one provider to manage and coach a DYRS basketball team for alternative education students. The Alternative Education League (AEL) is a league comprised of local adult education program students, who field teams based on eligibility requirements. To participate, students must have at least a 65 percent attendance record, a 2.0 GPA or show season-to-season improvement on equivalency tests. The league allows youth 17-24 who are enrolled in GED programs, alternative High School Diploma programs, Adult Basic Education programs, vocational training programs, and/or credit recovery programs to participate and compete in a basketball league. The AEL is used as a mechanism to promote youth achievement towards education goals (GED, High School Diploma, etc.). It is also used as an incentive for out of school youth between the ages of 17-24 who are not enrolled in an educational program to enroll in educational or career advancement programs. The selected manager/coach will be responsible for: providing a location and schedule for team practices, youth recruitment and engagement, and team registration and game scheduling. Applicants should provide details on how and where the provider will deliver training and participation activities, such as improving skills, the principals of team work, and instruction on the rules of the game/league. Applicants must also demonstrate that they are able to travel to games and tournaments to coach the team. DYRS provides uniforms and transportation for all games, as well as some coaching equipment (i.e. whistles).

CREATIVITY (3 providers sought)

Music Production and Engineering –DYRS is seeking a music production and engineering program to engage and teach youth about basic recording and editing techniques in the completion of audio and audiovisual projects, and to expose youth to the skills necessary and career pathways for a music and audio engineering career. The program should be designed to enable youth to obtain certification in industry recognized software and usage skills. Software specific to any curriculum or certification must be outlined and budgeted for in the application.

TV/Video Production Certification - DYRS seeks one provider to deliver a TV/Video Production curriculum that leads to certification. The curriculum should include exposure to and exploration of various careers pathways, such as media, film, television, and radio. In addition, the program should encompass opportunity for self-expression, self-exploration, and the principals of public speaking. Software specific to any curriculum or certification must be outlined and budgeted for in the application.

Graphic and Digital Arts- DYRS is seeking one provider to deliver a program that provides youth with opportunities to develop skills and explore graphic and digital arts. The program should include instruction and experiential learning opportunities with Adobe Creative Suite and other creative

technologies, such as Macromedia, Flash, screen or digital printing, etc. Moreover, the program should include: opportunities to develop art, display or disseminate final products, and exposure to career pathways or local opportunities to engage in graphic arts and digital art opportunities, and to meet professionals currently working in the graphic and digital arts fields. Software specific to any curriculum or certification must be outlined and budgeted for in the application.

VOCATIONAL TRAINING (4 providers sought)

Career-focused education is an essential part of the road to success for many court-involved young people striving to obtain stability and independence. Therefore, DYRS is seeking applications for vocational training programs that provide youth with exposure to career pathways and equip them with hard skills and competencies needed to obtain industry-recognized credentials in the following areas: IT, Culinary Arts, and Barbering and Cosmetology. In addition, DYRS seeks to obtain a Driver's Education program to assist youth in studying for and obtaining their Learner's Permit.

Proposals should provide details on curriculum delivery and a description of the skills youth are expected to master. In addition, the proposal should include details on exam preparation for any credentialing exams, as well as plans for delivery of practicum experience necessary to prepare youth for entry level positions within the specific career pathway. Proposals should provide plans to assist youth in career exploration of the relevant field, and provide information regarding securing and retaining employment in the relevant industry.

Culinary Arts and Certification Training (Food Handlers Licensing)- DYRS is seeking one local organization or individual to provide the curriculum and instruction for a culinary arts program that leads to attainment of a Safe Serv Food Handler Certification and DC Department of Health Food Handler's License. *This course will be located at both DYRS Achievement Centers, so DYRS is seeking an applicant that can accommodate scheduling classes, instruction delivery, program activities, and staffing for two locations.* Classroom space and general culinary tools (i.e. oven, stove, refrigerator, knives, etc.) will be provided by DYRS. Software or supplies and tools specific to any curriculum or certification must be outlined and budgeted for in the application.

Driver's Education (Learner's Permit) –DYRS is seeking a local organization or individual to provide the curriculum and instruction for a driver's education program to prepare youth for the DC DMV Knowledge Test. This course will be located at the Southeast/MLK Achievement Center, and classroom space will be provided by DYRS. Software specific to any curriculum or certification must be outlined and budgeted for in the application.

Barbering and Cosmetology (1500 Hour course that leads to state licensure) – DYRS is seeking a program that includes instruction, supervision, and practicum requirements in line with the District of Columbia State Board of Barber and Cosmetology licensure exam. The course should be designed to prepare students for a Barber license and profitable employment upon completion and licensure attainment. This course will be located at the Southeast/MLK Achievement Center, and classroom space will be provided by DYRS, along with sinks and barbering chairs. Other tools or supplies specific to any curriculum or certification must be outlined and budgeted for in the application.

Basic Computer Training -IC3 Certification and IT Held Desk Certification Training (A+ and other IT certifications) – DYRS is seeking one provider to deliver (1) a basic computer training course that will lead to youth attaining the IC3 Internet and Computing Core Certification credential and (2) IT Help Desk Certification Training. These programs should be focused on equipping youth with the occupational skills required to prepare youth to enter the workforce with the most practical and up-to-date foundational computer skills.

- IC3 exposes youth to Microsoft Office, Adobe and other basic work-place software that many businesses and offices use to manage day-to-day work functions. *The IC3 course will be located at the Northwest/450 H Street Achievement Center, and classroom space and equipment will be provided by DYRS. Software specific to any curriculum or certification must be outlined and budgeted for in the program proposal.*

- DYRS is also seeking for the same provider to submit a proposal for an IT Help Desk Certification program, such as CompTIA A+ or other Help Desk and Computer Support Certifications that lead to credentialing and employment options for youth interested in technology careers. *IT certification courses shall be delivered at a DYRS Achievement Center at the Southeast/MLK Achievement Center*, and classroom space and equipment will be provided by DYRS. Software specific to any curriculum or certification must be outlined and budgeted for in the program proposal.

Since, this provider will be responsible for delivering courses at both DYRS Achievement Centers, the applicant must demonstrate that it can accommodate scheduling classes, instruction delivery, program activities, and staffing for two locations.

NOTE: Application questions specific to each service area can be found in Appendix H. Each applicant must answer the general questions located on pages 10-11 and the additional application questions located in Appendix H. The additional application questions relate to the specific service area and program requirements for each of the identified service areas or program requests.

2) *Payment Structure*

For Service Coalition members selected under the Achievement Center model, providers are paid on a cost reimbursement basis for services delivered, as determined by the number of classes and hours of programming provided regardless of the number of youth in attendance. Service Coalition members under this model follow a bi-monthly invoicing and payment process. A detailed budget narrative for each proposed cost for Achievement Center-based proposals must be completed and attached to the application. Details for the budget narrative requirements are found in Appendix A.

Applicants should also note that DYRS grant funds are NOT meant to serve as an organization's sole source of funding. Due to the nature of referrals and other factors, we cannot guarantee a certain payment amount to any provider.

Furthermore, no payments under a grant may be made until the Notification of Grant Award is signed on behalf of DYRS and the grantee.

3) *Budget and Budget Narrative*

Applicants should provide evidence of an established accounting system with policies and procedures that reasonably assure internal controls are maintained in managing funds. A budget summary and budget narrative is required for any applicant seeking to provide Achievement Center based-services. Details for the budget narrative requirements are found in Appendix A. The total budget should equal the total amount of programmatic costs estimated to carry out service area functions under the grant. Only costs that are allowable, allocable and reasonable to fulfil the initiative may be included in the proposed budget. In addition, certain costs will not be paid with DC funds, including equipment costing \$500 or more and travel outside the DC metropolitan Beltway, unless otherwise approved by DYRS. Funds may not be obligated or requested prior to final approval of the budget and budget narrative by DYRS and the Capacity Building and Administrative Partner.

Budget forms and budget narratives are not counted in the page limit.

Critically, all applicants must conform to the following requirements when submitting budget and budget narrative information.

4) *Use of Funds*

The acceptance of a grant from DYRS creates a legal duty on the part of the grantee to use the funds in accordance with the conditions of the grant and to account for them in accordance with applicable Federal, DC, and DYRS requirements. All DYRS grantees are required to maintain financial management

systems that comply with the financial management standards in OMB Circular A-110.20-.28. Those standards require that a grantee's financial system provide for:

1. accurate, current and complete disclosure of the financial results of the grant award;
2. records that identify the source and application of grant funds.
3. effective control over and accountability for all funds, property, and other assets;
4. written procedures to minimize the time elapsing between the transfer of funds to the recipient from DYRS and the use of those funds by the grantee for program purposes, when funds are provided in advance;
5. written procedures for determining the reasonableness, allocability and allowability of costs in accordance with Federal cost principles and the terms and conditions of the grant award; and
6. accounting records that are supported by source documentation.

No payments under a grant may be made until the Grant Agreement is signed on behalf of DYRS and the grantee. This grant is made on a cost-reimbursement basis. All costs claimed must be paid for or services must be rendered prior to requesting reimbursement from DYRS, and proof of cost incurred or services delivered must be submitted to the Capacity Building and Administrative Partner on a bi-monthly basis for review and reconciliation. Additionally, the agency retains a reversionary interest in the unused balance of advance payments, in any funds improperly used, in any unearned payment for which the providers services or costs were not contributed, and in property acquired through the grant to which DYRS either retains title or reserves the right to transfer title.

5) *Cost Principles*

A. Allowable Cost

DYRS will establish how certain types of costs are evaluated to determine whether and to what extent they are reimbursable. The cost principles apply to the grantee and any sub-award made by the grantee, such as costs reimbursable to a contractor. Several general principles determine whether particular costs claimed under the grant will be reimbursed. Some key principles are listed below.

1. The maximum obligation of DYRS to support the program will not exceed the amount specified in the Notification of Grant Award.
2. The cost of an item claimed or service rendered must be reasonable, consistent with any specific limitations and exclusions in the grant award.
3. The cost of an item claimed or service rendered must be clearly allocable to the grant and to one or more specific objectives under the grant. Claims must contribute to the purposes and execution of the grant project. Each cost item must be treated consistently by the grantee within its grant and its non-grant activities and be determined in accordance with generally accepted accounting principles.
4. Each cost item must be adequately documented.

Generally, allowable costs include:

1. Salaries and wages for employees working on a DYRS grant project during the grant period that are allowable if:
 - a. the total compensation is reasonable for the work performed, conforms to the amount submitted in the approved budget, and conforms to the established policy of the organization applied consistently to government and non-government activities;
 - b. the charges are properly documented. This documentation requirement applies to direct salary charges, as well as wages for hourly service delivery fees;
 - c. fringe benefits computed under a formally established and consistently applied organizational policy are allowed as a direct cost if they are included in the grantee's budget submission and budget narrative; and
2. Travel costs for travel inside the Beltway. Travel is reimbursed at the IRS-established mileage rate or actual fares, whichever is less.

3. Telecommunication costs for service contracts such as phone or internet if they are reasonable, conform to the amount submitted in the approved budget and budget narrative, and conform to the established policy of the organization and are applied consistently to government and non-government activities.
4. Equipment and supplies that contribute to the purpose and execution of the grant project. Any purchase of \$500 or more is not allowable unless DYRS approved in advance.
5. Audit costs related to the grant project, if applicable.

B. Unallowable Costs

The following costs are unallowable under DYRS grants: alcoholic beverages, bad debts, donations and contributions (In-kind expenses), entertainment, fines and penalties, fundraising and investment management, goods and services for personal use, such as subscriptions and memberships, honoraria, staff bonuses , lobbying and losses on another grant or contract. DYRS retains the right to deem other costs unallowable should the agency determine the expense to be outside the scope of the grant or grant goals and objectives.

Part VI: APPENDICES

Appendix A: Budget Narrative

Applicants for any Achievement Center program or applicants under DC Youthlink seeking the one-time award of start-up/advanced funds must complete a budget narrative and detailed proposal on the Excel document located on DYRS' website at <http://dyrs.dc.gov/page/doing-business-dyrs>. For all applicants, each line item in the budget needs a calculation, as well as a narrative description for how it is relevant or necessary to the applicant's completion of roles and responsibilities or other proposed functions. The narrative explaining the request must include an explanation for each of the budget line items and calculations, as directed below, and must include details regarding how the amounts were determined.

For advance funding under DC Youthlink start-up funds, the budget request may not exceed \$10,000.

A. Salaries and/or Wages

DYRS will support salaries and wages for positions that are directly involved with program services or management of Achievement Center-based programs or related to the start-up funding request of DC Youthlink programs. Only the level of effort (percent of time or hours per week) spent by staff directly on the program may be charged to the grant as a direct cost. For each budget line include: (1) the position title, (2) the level of effort (e.g., 50% or 20 hours per week), (3) the duration of time that the position will be filled, (4) the base salary or wage rate for the position, and (5) a description of how the position is relevant and necessary for this program. This information must be included in the Excel budget template.

<i>Example</i>	
<u>(DCYL) Enrollment and Outreach Coordinator</u>	
1 person at 5 hours per week for 50 weeks at \$20/hour	\$5,000
<u>(DCYL) Data Entry and Invoicing Specialist</u>	
1 person at 10 hours per week for 50 weeks at \$10/hour	\$5,000
<u>(ACHIEVEMENT CENTER) Program Instructor</u>	
1 PT position at 10 hours per week for 50 weeks at \$25/hour	\$12,500
Or	
1 FTE position (50% dedicated) at annual salary of \$50,000	\$ 25,000

JUSTIFICATION: Describe the role and responsibilities of each position.

- The Enrollment and Outreach Coordinator will establish and maintain a system for youth outreach and engagement efforts to youth referred to and actively enrolled in the DC Youthlink program. Efforts will include: phone calls to youth or caregiver, face-to-face outreach efforts with youth or caregivers, etc. In addition, this person is responsible for documenting contacts and engagement activities.
- The Program Instructor will deliver regular programming and services, design and implement program activities, oversee and proctor course exams, and serve as the communication point of contact for DYRS and the Capacity Building and Administrative Partner.

B. Fringe Benefits

Fringe benefits are extra benefits supplementing an employee's salary (e.g., retirement). This does not include taxes and other required components of an employee's salary. Include one line for fringe benefits as a percentage of the budget for salaries and wages, **ONLY if staff salary is applicable and attributable to the grant**. Indicate the fringe rate percentage used. If for some reason a simple fringe rate cannot be applied, please explain the method used to derive the budget for fringe benefits.

<i>Example</i>	
<u>Fringe benefits</u>	
Amount of Salaries and Wages attributed to the grant	\$25,000
Fringe rate 16%	
Fringe benefits (\$25,000 * .16)	\$4,000

JUSTIFICATION: List all components of fringe benefits and the rate

C. Travel and Transportation (for personnel)

This includes mileage rates based on organizational policies for privately owned vehicles, and it may also include metro or taxi fares or other expenses related to travel.

<i>Example</i>	
<u>Mileage rate for travel</u>	
Local travel mileage rate 3,000 miles at .54	\$1,620

JUSTIFICATION: Local travel is needed to attend local meetings, project activities, and training events. Local travel rate is based on organization's policies/procedures for privately owned vehicle (POV) reimbursement rate, which is set at 54 cents per mile in the IRS 2016 Standard Mileage Rate for businesses.

D. Supplies

Include all supplies directly used for the programming initiative.

<i>Example</i>	
<u>Books, media, other learning materials</u>	
Purchase of curriculum, "Youth Entrepreneurship Training"	\$2,100
20 business calculators, \$25 per calculator	\$500

JUSTIFICATION: Describe the need and include an adequate justification of how each cost was estimated.

- a) Aprons and latex gloves are needed for general operation of the culinary program.
 - a. The cost of aprons on Amazon.com (provide the actual link) is \$16. The class capacity is 10 youth, so total cost is \$160.

E. Telecommunications

Include telecommunications costs that are directly related to the program.

<i>Example</i>	
<u>Telephone</u>	
Telephone service for staff to contact/engage youth \$50/month for 12 months = \$600 (DYRS youth = 50% of all clientele)	\$300
<u>Internet access</u>	
Monthly internet access for on-site programming \$125 per month for 10 months	\$1,250

JUSTIFICATION: Explain the need for each service contract entered for telecommunications, how the telecommunication service will be used in relation to program or service, and if relevant, the percent of overall cost to which the contracted services is attributed to the grant.

F. Office Equipment

Include all equipment purchases and lease payments. These requests, especially large purchases, will be subject to DYRS approval to ensure consistency with the scope of the grant. Only the portion of equipment purchases directly used to carry out the scope of work of the grant may be included as a direct cost. For example, computers to conduct FAMCare reporting or financial reporting are generally allowable as a direct cost, but computers for a central financial management system are generally not allowable (or only partially allowable) as a direct cost.

<i>Example</i>	
<u>Computer equipment</u>	
1 computer for Data Entry Specialist, \$500	\$500
1 router for Data Entry Specialist computer to access internet	\$250
<u>Furniture</u>	
Desks for youth library, 10 desks at \$250 per desk	\$2,500

JUSTIFICATION: Describe the need and include an adequate justification of how each cost was estimated.

APPENDIX B: Core Functions and Scope of Duties

Core Function I: Establish and maintain a continuum of community-based services tailored to the needs of DYRS youth and families		
This function is about establishing the service vehicles to appropriately meet the needs of youth and families.		
DYRS: <ul style="list-style-type: none"> • Issue Requests for Applications (RFAs) and award grants • Provide ongoing monitoring (with the Administrative Partner) of needs of youth and families with the goal of ensuring services, programs and special initiatives are implemented as needed • Identify and articulate the core service offerings and programming areas needed to be provided by the Service Coalition • Ensure the Service Coalition (i.e. the number of programs offered) has structure, contains appropriate services, and ensures adequate youth referrals • Where appropriate, identify gaps in services and request additional resources for the Service Coalition • Provide classroom and activity space for program and services selected for the Achievement Center(s) • Adequately fund the identified services and administrative functions tied to service delivery 	ADMINISTRATIVE PARTNER <ul style="list-style-type: none"> • Provide feedback to DYRS from the Service Coalition regarding assessment of the needs of youth and families with the goal of ensuring appropriate services and programs and implement special initiatives as needed • Manage the Service Coalition's administrative requirements (i.e., schedules, trainings, administrative tasks like invoicing and data collection for youth attendance, activities, achievements/outcomes and unusual incident reporting). • Provide co-located operational management services at the Achievement Center(s) • Provide flexibility to contract for services when requested by DYRS for special programs, youth events, or other identified services and programs that meet youth and family needs (Flex funds use and management) • Participate in the assessment, coordination and implementation of services and programs with a focus on program administrative requirements and operational management of the service delivery models • In partnership with DYRS, manage future solicitation for the Service Coalition providers • In partnership with DYRS, coordinate the signing of continuation contracts with Service Coalition members 	SERVICE COALITION <ul style="list-style-type: none"> • Provide direct services that meet the needs of youth and families and that are designed to achieve specific goals and outcomes relevant to youth success. • Review, sign and comply with all performance and grant agreements • Follow standard operating procedures regarding service delivery

Core Function II: Support case planning, care coordination and ongoing case management		
This function is focused on identifying the needs of youth and their families via assessment and managing the care coordination through appropriate service matches.		
DYRS: <ul style="list-style-type: none"> • Manage the TDM process (invite the Partner or Service Coalition providers to participate to provide progress or challenge updates for youth) • Determine the course of action/success plan for youth and provide the Administrative Partner with the list of selected services or programs relevant to the Service Coalition and youth referrals • Provide the data entry services for youth enrollments and discharges in FAMCare • Consider all relevant DYRS and other available services while taking into account the number of services provided to each youth • Provide transitional planning for youth returning from out of state placements • Provide transitional planning for youth whose commitments are expiring • Respond to Unusual Incident (UI) Reports submitted by providers • Engage families and community members in the youth treatment decision-making process • Respond to issues/concerns of the Partner or Service Coalition providers regarding youth activities and engagement • DYRS coordinates the TDM meetings • Ensure case managers attend TDM and service review meetings • Facilitate the referral of youth and the Service Coalition providers through TDMs • Facilitate Service Care meetings when there are interim issues or unique concerns regarding youth programming that occur outside of the 90-Day TDM reviews 	PARTNER <ul style="list-style-type: none"> • Communicate program space capacities and specific information regarding programs and services in the Service Coalition to Case Management/SW/Care Coordinators at DYRS • Monitor the Service Coalition providers for compliance with enrollments, youth engagement and administrative reporting • Maintain an enrollment and notification process whereby the Administrative Partner notifies the service provider of new youth being enrolled in a program or service • For youth who have been enrolled in services previously, ensure relevant service providers are included or provide a progress report for TDM meetings • Respond to issues/concerns of DYRS or service providers regarding the referral process, youth engagement and face-to-face time, and related issues 	SERVICE COALITION <ul style="list-style-type: none"> • Motivate and help youth understand the steps necessary to achieve goals • Share youth progress information with DYRS • Submit Unusual Incident Reports as necessary • Effectively engage youth in services that will help them succeed • Report on youth engagement successes and challenges to the Administrative Partner • Provide and update class/program schedules with descriptions of services, location of services and key staff information, such as program seat availability, and share it with the Administrative Partner • Provide support or programming services to post-committed youth as requested by DYRS

Core Function III: Create and maintain data-driven programmatic management practices and processes		
This function is focused on measuring and evaluating service delivery and program performance, as well as tracking youth engagement, progress, and outcome data.		
DYRS <ul style="list-style-type: none"> Regularly collect data to review youth connections, engagement, and achievements/outcomes in the aggregate Aggregate data to facilitate and manage yearly reports to show overall quality of programming Conduct monthly site visits (including an introductory meeting) to support and monitor program quality, best practices implementation, improved service delivery and to receive direct feedback from initiative participants including: providers, youth and families Conduct monitoring and site visits to the Administrative Partner, at least quarterly Manage FAMCare to ensure appropriate and timely access and to engage in information collection and data sharing with the partners Update youth files in FAMCare or other agency-designated data collection system Set expectations for data collection and management and lead the process to update or modify standard operating procedures and expectations accordingly Make data accessible for program and process improvement Coordinate program quality monitoring and data analysis Participate in the creation and modification of clear standard operating procedures and expectations for the Administrative Partner and Service Coalition providers Facilitate the invoice verification and quarterly achievement/outcome reconciliation 	ADMINISTRATIVE PARTNER <ul style="list-style-type: none"> Provide technical assistance to providers that are related to administrative functions, through site visits, regular monitoring and quality assurance checks over the service providers independent of DYRS site visits Monitor the financial and administrative operations of Service Providers and report back to DYRS on findings Collect and review youth attendance, engagement, and achievement/outcomes data to ensure youth are connected, engaged, and benefitting from services and report back to DYRS on findings Hold monthly meetings with the Service Coalition to review the current status and operational strengths and challenges of service provider programs Collect and report to DYRS on Service Coalition attendance and participation in trainings or technical assistance sessions conducted or organized by the Administrative Partner Support performance improvement among providers, as identified by DYRS through site visits and performance reviews Participate in the process to update or modify standard operating procedures and expectations for the Service Coalition 	SERVICE COALITION <ul style="list-style-type: none"> Monitor and document (in DYRS data management system and paper youth files) individual progress of each youth in your program (aligned with Success Plan) including attendance Attend trainings and meetings as requested to strengthen organization and programming, including technical assistance sessions identified through site visits Use data to monitor and adjust programming, practice, and process

Core Function IV: Promote continuous learning and capacity building		
This function is focused on improvements to the Initiative based on systematic review of and reflection on lessons learned in meeting youth needs.		
DYRS <ul style="list-style-type: none"> • Research current trends and best practices in the juvenile justice and youth development fields • Provide materials, research and best practice information to Administrative Partner and Service Coalition • Convene opportunities for training and technical assistance related to performance improvement and best practices and emerging research • Establish a collaborative process for developing and delivering training to the Service Coalition • Provide training on DYRS' philosophical frameworks and grant agreement requirements specific to working with DYRS and youth • Monitor grant agreement compliance and provide technical assistance regarding performance and service delivery • Coordinate leadership meetings that engage agency leadership and all stakeholders in regular feedback and communication conversations about the strengths and challenges of the service delivery models 	ADMINISTRATIVE PARTNER <ul style="list-style-type: none"> • Research current trends in organizational, administrative, and financial capacity building • Identify needs and challenges of the Service Coalition and deliver targeted training and technical assistance • Provide general technical assistance and training related to organizational capacity, administrative services and other supports related to effective programming and services to the Service Coalition • Participate in meetings regarding development and delivering of trainings to the Service Coalition • Contribute to and provide feedback on best practice implementation for service delivery or performance improvement strategies and tools 	SERVICE COALITION <ul style="list-style-type: none"> • Participate in trainings and meetings as requested or required • Implement best practices regarding service delivery or performance improvement strategies and tools • Track and share capacity needs, strengths and challenges with Partner and DYRS

Core Function V: Ensure Fiscal and Financial Stewardship		
This function focuses on the allocation, management and monitoring of resources.		
DYRS <ul style="list-style-type: none"> Regularly monitor finances and report on the progress of grant-funding spent, paid out, pending etc. Develop overall budget to reflect programmatic priorities and monitor expenditure data received from Administrative Partner Set broad spending priorities across service areas Provide overall financial oversight responsibility Approve expenditures prior to payment (e.g., flex funds) Take appropriate steps to recover funds when necessary in accordance with standard operating procedures Periodically review fiscal policies and procedures Approve the overall Partner and Service Coalition budgets Ensure transfer of funds to the Administrative Partner, as required Provide oversight and validation of the payment structure Provide monitoring and oversight for Service Coalition providers and Administrative Partner programmatic, financial, and administrative requirements 	ADMINISTRATIVE PARTNER <ul style="list-style-type: none"> Work with DYRS Program Managers to create, update, and monitor overall budget Provide support to DYRS in future budget planning Provide financial reporting guidelines, create a schedule of funds disbursements, and provide templates and tools to assist Service Coalition providers in the invoicing and payment process Review Service Coalition invoices, expenditures, and source documentation (includes cross-checking of Service Coalition provider invoices with attendance records in FAMCare) to determine sufficiency of submissions Manage the payment process to the Service Coalition, provide recommendations as to whether expenditures reflect overall funding priorities and budgetary guidelines, and submit financial audit information to DYRS monthly Monitor resources provided to and track overall expenditures of the Service Coalition Draft and execute contracts with consultants as agreed to by DYRS that are in support of or complimentary to the programming Model Provide DYRS with reports on Administrative Partner or Service Coalition financial spending as requested Issue disbursement checks to the providers and contractors (after gaining approval from DYRS) Provide technical assistance and training related to financial and administrative capacity for providers Provide DYRS with monthly report on funds and work with DYRS to create, update and monitor overall programming budgets Inform improvements to the payment process and overall financing of the Community Program Initiative Make adjustments to spending as needed Develop program budgets for providers as needed/requested With consent from DYRS, re-allocate any unearned or unutilized funds within the objectives of the grant 	SERVICE COALITION <ul style="list-style-type: none"> Cross check invoicing and sign-in sheets in FAMCare prior to submission Submit all invoices accurately and on time to the Administrative Partner and DYRS Inform improvements to the payment process and overall financing of the Community Program Initiative Make adjustments to spending as needed Reimburse Administrative Partner for all unearned funds annually at the end of each fiscal year

Core Function VI: Support communication and Advocacy

This function is focused on contributing to the broader conversation both locally and nationally regarding court-involved youth and juvenile justice reform. It also includes communicating the success of the Community Programming Initiative and educating potential partners on the efforts, available resources, and impact of the Initiative on court-involved youth and their families.

DYRS

- Communicate about the Initiative and promising/best practices to other agencies, DC government officials, communities, potential Service Coalition providers, youth, families, staff, the media, juvenile justice advocates and other established or potential partners
- Identify and target key stakeholders/audiences to inform and educate them about the Initiative
- Discuss lessons learned regarding Juvenile Justice Reform, PYJ, PYD, capacity building, community engagement, public safety, best practices and services and programming
- Prepare/provide testimony for the DC Executive Office of the Mayor (EOM), the Deputy Mayors and City Council
- Prepare and disseminate messages about the Model's processes, purpose and success to the media (including broadcast, print and online) and at conferences and meetings
- Publicize solicitations such as those for the Service Coalition providers and Administrative Partner

ADMINISTRATIVE PARTNER

- Communicate/articulate lessons learned regarding youth development, best practices, capacity building and programming to other agencies, DC government officials, communities, potential Service Coalition providers, youth, families, staff, juvenile justice advocates and other established or potential partners
- Target communications to the DC community and key stakeholders, such as Advisory Neighborhood Commissions, businesses and faith-based organizations
- In collaboration with DYRS, prepare/provide testimony for DC EOM and City Council
- Collaborate with DYRS to prepare and disseminate messages about the Initiative's processes, purpose and success to the media (including broadcast, print and online) and at conferences and meetings

SERVICE COALITION

- Inform/articulate lessons learned regarding youth success, service delivery, programming and community engagement and involvement
- Target communications to the DC community and key stakeholders, such as Advisory Neighborhood Commissions, businesses and faith-based organizations
- In collaboration and cooperation with DYRS, prepare/provide testimony for DC EOM and City Council
- Identify and prepare youth to testify or speak before the City Council and at conferences

Core Function VII: Ensure risk management		
This function establishes the duties and liabilities of each party in regards to regulatory requirements, and it addresses requirements for the inherent risks and challenges assumed when working with court-involved youth and/or a government agency. It also focuses on outlining basic contractual requirements and establishing accountability for responding to youth emergencies or conflicts among partners.		
DYRS: <ul style="list-style-type: none"> • Intervene in program design or implementation in order to protect the safety and wellbeing of DYRS youth, families, staff and/or community members • Monitor the service delivery models for legal sufficiency related to youth, family and staff protections, as well as quality assurance and service delivery models integrity/fidelity • Maintain ultimate accountability for all of its public funding • Ensure Administrative Partner and service provider adherence to grant-related contracts • Ensure the safety and security of DYRS youth • Ensure confidentiality of DYRS youth records • Address grievances among the partner and providers, according to Federal and District laws and regulations • Cooperate with all audits, investigations, and formal inquiries related to the Initiative 	ADMINISTRATIVE PARTNER <ul style="list-style-type: none"> • Ensure adherence to grant-related contracts • Monitor the Initiative for legal sufficiency (i.e., all items associated with reducing risk and liability; ensure appropriate coverage and protections) related to administrative tasks and youth records • Ensure confidentiality of DYRS youth records per the access level granted in the case management data system FAMCare • Ensure all staff have secured appropriate background clearances • Report incidents that present a risk of harm to youth or others • Collaborate with DYRS to ensure the safety and security of DYRS youth • Document and manage conflict resolution/grievance process between Service Coalition providers • Ensure confidentiality of DYRS youth records according to Federal and District laws and regulations • In partnership with DYRS, cooperate with all audits, investigations, and formal inquiries related to the Initiative 	SERVICE COALITION <ul style="list-style-type: none"> • Adhere to all grant-related and contract obligations • Demonstrate legal sufficiency related to youth, family and staff protections as outlined in grant agreements • Be responsive to quality assurance measures around data and service delivery models integrity/fidelity • Report incidents that present a risk of harm to youth or others • Ensure confidentiality of DYRS youth records, according to Federal and District laws and regulations • Ensure all staff have secured appropriate background clearances • In partnership with DYRS, cooperate with all audits, investigations, and formal inquiries related to the Initiative

Core Function VIII: Measure overall impact		
This function focuses on determining the impact of the Initiative on positive youth development and public safety.		
DYRS <ul style="list-style-type: none"> • Determine the need, expectations, and timing of an external evaluation of the Community Programming Initiative • Define framework and variables to be assessed • Validate and evaluate goals and outcomes • Collect and manage data • Assess the fiscal impact of the Initiative 	PARTNER <ul style="list-style-type: none"> • Participate in establishing of framework and variables for evaluation • Assist in assessing the fiscal impact of the Initiative • Collect and manage data 	SERVICE COALITION <ul style="list-style-type: none"> • Inform the framework and variables to be measured • Collect and manage data • Develop goals for the program and goals for youth

Appendix C: Terms and Conditions Form

The applicant understands and agrees to the following terms and conditions:

1. Funding for this award is contingent on continued funding from the grantor. The RFA does not commit the Agency to make an award.
2. The Agency reserves the right to accept or deny any or all applications if the Agency determines it is in the best interest of the Agency to do so. The Agency shall notify the applicant if it rejects that applicant's proposal. The Agency may suspend or terminate an outstanding RFA pursuant to its own grantmaking rule(s) or any applicable federal regulation or requirement.
3. The Agency reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
4. The Agency shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
5. The Agency may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.
6. The Agency may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
7. The Agency shall provide the citations to the statute and implementing regulations that authorize the grant or subgrant; all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the granting Agency; and compliance conditions that must be met by the grantee.
8. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

Signature of Authorized Certifying Official	Printed Name and Title of Authorized Official
Applicant Organization	Date Submitted

Appendix D: Arrest and Conviction Statement

As the duly authorized officer of _____, with an address of _____, an applicant for the DYRS Community Program Initiative Grant Competition, I hereby swear and attest as follows, under the penalty of perjury:

- 1) That the Applicant has conducted reasonable due diligence to answer this form correctly

AND

- 2) That on the basis of this due diligence the Applicant, its officers, partners, principals, members, associates or key employees, within the last three (3) years prior to the dates of the grant application, have NOT been

- Indicted, charged (if still pending) or convicted of (i) any crime or offense arising directly or indirectly from the conduct of the applicant's organization or (ii) any crime or offense involving financial misconduct or fraud,

AND

- The subject of legal proceedings arising directly from the provision of the services by the Applicant.

_____ If the Applicant cannot affirm this statement, the Applicant must check this box and attach to this Statement of Certification a full description of any such indictments, charges, convictions, or legal proceedings (and the status of disposition thereof) and surrounding circumstances in writing together with supporting documentation of the circumstances.

Signature of Authorized Certifying Official	Printed Name and Title of Authorized Official
Applicant Organization	Date Submitted

Appendix E: Statement of Certification

As the duly authorized officer of _____, with an address of _____, an applicant for the DYRS Community Program Initiative Grant Competition, I hereby swear and attest as follows, under the penalty of perjury

- 1) That the following individual(s) are authorized to negotiate with DYRS on behalf of the Applicant:

Name: Click here to enter text.

Title: Click here to enter text.

Address: Click here to enter text.

Click here to enter text.

Phone: Click here to enter text.

Email: Click here to enter text.

- 2) Applicant has, and will continue to have if the Applicant is awarded the grant, adequate staff and resources to maintain adequate files and records and can and will meet all reporting requirements;
- 3) Applicant keeps, and will continue to keep if the Applicant is awarded the grant, all of Applicant's fiscal records in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are and will continue to be accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;
- 4) Applicant is, and will continue to be if the Applicant is awarded the grant, current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia OTR stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR;
- 5) Applicant has, and will continue to have if the Applicant is awarded the grant, the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
- 6) Applicant is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;
- 7) Applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;

- 8) Applicant has, and will continue to have if the Applicant is awarded the grant, the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or subgrant, or the ability to obtain them;
- 9) Applicant has, and will continue to have if the Applicant is awarded the grant, the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;
- 10) Applicant has a satisfactory record performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the applicant has otherwise established that it has the skills and resources necessary to perform the grant;
- 11) Applicant has a satisfactory record of integrity and business ethics;
- 12) Applicant has, and will continue to have if the Applicant is awarded the grant, the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
- 13) Applicant is, and will continue to be if the Applicant is awarded the grant, in compliance with the applicable District licensing and tax laws and regulations;
- 14) Applicant complies, and will continue to comply if the Applicant is awarded the grant, with provisions of the Drug-Free Workplace Act;
- 15) Applicant complies, and will continue to comply if the Applicant is awarded the grant, with all applicable federal and District regulations, such as OMB Circulars A-102, A-133, , that govern the application, acceptance and use of these funds;
- 16) Applicant meets all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations;
- 17) Applicant, if awarded the grant, agrees on behalf of itself and its officers, partners, principals, members, associates, employees and agents, to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or subgrant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law;
- 18) Applicant further represents and warrants the following to the District:
 - i) The grant requested with this RFA has been developed and provided independently and without consultation, communication, or other interaction with any other competitor for the purpose of restricting competition related to this solicitation or otherwise influence the awarding of this grant;
 - ii) No person or entity employed by the District, member of the panel reviewing responses submitted to the RFA, or otherwise involved in preparing this response to the RFA on behalf of the District:

- Has provided any information to the Applicant that was not also available to all entities responding to the RFA;
 - Is affiliated with or employed by the Applicant or has any financial interest in the Applicant;
 - Has provided any assistance to the Applicant in responding to the RFA; or
 - Will benefit financially if the Applicant is awarded a grant on the basis on the response to the RFA; and
- iii) Applicant has not offered or given to any District officer or employee any gratuity or anything of value intended to obtain favorable treatment under the RFA or any other solicitation or other contract, and the Applicant has not taken any action to induce any District officer or employee to violate the rules of ethics governing the District and its employees. Applicant has not and shall not offer, give or agree to give anything of value either to the District or any of its employees, agents, job shoppers, consultants, managers, or other person or firm representing the District, or to a member of the immediate family (that is a spouse, child, parent, or sibling) of any of the foregoing. Any such conduct shall be deemed a violation of this RFA.
- As used herein, “anything of value” shall not include work or services rendered pursuant to any other valid District contract, but shall include, but not be limited to:
- Any favors, such as meals, entertainment, transportation (other than that contemplated by this solicitation, if any or by any other contract with the District); and
 - Any gift, gratuity, money, goods, equipment, services, lodging, discounts not available to the general public, offers or promises of employment, loans or the cancellation thereof, preferential treatment or business opportunity; and
- iv) Applicant shall not, with respect to District personnel who are personally and substantially involved in any aspect of this RFA:
- Make an offer of employment;
 - Conduct any negotiations for employment; or
 - Employ or enter into contracts of any sort; and
- 19) Applicant acknowledges and agrees to report to the District directly and without undue delay any information concerning conduct which may involve:
- i) Corruption, criminal activity, conflict of interest, gross mismanagement or abuse of authority; or
- ii) Any solicitation of money, goods, requests for future employment or benefit of thing of value, by or on behalf of
- Any government employee, government officer or public official;
 - Any employee, officer, agent, contractor or subcontractor of the Applicant; or
 - Any other person
- for any purpose which may be related to the DYRS grant competition by the Applicant or which may affect performance in response to the RFA in any way.

Signature of Authorized Certifying Official	Printed Name and Title of Authorized Official
Applicant Organization	Date Submitted

APPENDIX F: DYRS Contracts and Performance Monitoring Unit's Performance Improvement Outcomes Guide

Performance Outcomes

Safety 30%

The Contract Performance Monitoring Unit (CPMU) evaluates youth *safety* through identifying critical and non-critical incidents, specifically identifying incidents of child abuse or neglect. The CPMU team utilizes a safety tool/checklist that identifies if a program is ensuring essential youth needs are met such as appropriate classroom or instructional space, emergency planning and etc.

Enrollment & Retention 20%

The CPMU evaluates *Enrollment & Retention* through identifying successful program completions evidenced by youth compliance and service retention efforts. In addition, the CPMU team evaluates patterns of youth unsuccessful completions and/or gaps in services, which may be due to outreach efforts, engagement efforts and attempts, unusual incidents or social issues that contribute to unsuccessful completion of services.

Service Delivery 40%

The CPMU evaluates *Service Delivery* through identifying programmatic or specialized services that are within the scope of work detailed in all grant and other contractual agreements. These services are consistent with providing life skills and soft skills programs; individual, group and family therapy; educational supportive services, creative arts instruction and programs, recreation and fitness classes, and family advocacy and reunification supports. Providers are evaluated based on whether or not they are meeting the minimum requirements as indicated in the grant agreement. Particular focus is placed on review of youth service plans. Each youth must have individualized service plans that target goals that are measureable, attainable and youth centered. Additionally, monitors will determine whether youth are being provided supportive services consistent with positive youth development, restorative justice and any traditional or non-traditional services that will allow youth to meet outcomes to obtain success.

Licensing & Governance 20%

The CPMU evaluates *Licensing and Governance* through verifying vendor compliance if a program has received a restriction due to non-compliance of District of Columbia Municipal Regulations business guidelines. In addition, the CPMU team reviews documentation consistent with valid insurance, staff clearances and certifications, and any other relevant internal quality assurance compliance elements.

Performance Report Narrative

The CPMU utilizes the *Narrative* to address agency strengths, youth re-arrest rates, performance in specialized life skill development, implementation of behavioral management systems, processes for quality assurance measures and other organization challenges and program improvement plans. This section functions as supplementation data that may support the reasons why a program receives low or high performance rating and serves a way to identify and explain issues whether at the community, local or social level that could impede positive youth development. The CPMU team completes a narrative report after a comprehensive audit and site visit is completed. This report is then used to advise providers in areas that need improvement, while highlighting organization accomplishments and impacts on youth success through their service delivery area.

APPENDIX G: SERVICE COALITION ADDITIONAL APPLICATION QUESTIONS DC Youthlink Services

K-12 TUTORING/CREDIT RECOVERY
<p>One-to-one or group sessions to provide guidance in identified areas of need including K-12 coursework, continued reinforcement of study skills, credit recovery with the goals of improving youth's literacy and/or numeracy skills, ABE/GED competencies, and academic proficiency on the SAT and ACT standardized tests.</p>
<p>Program Description and Implementation</p> <p>a) Explain how the proposed program aligns with your organization's mission and existing system of services.</p> <p>b) Describe your student intake, assessment, and goal setting process, define the curriculum used and justify its appropriateness to meet the diverse needs of youth participants.</p> <p>c) Describe your program in terms length of sessions, frequency, the youth engagement process, any strategies or tools utilized to motivate youth toward educational achievement, and any other elements that best explain your program and service delivery methodology.</p> <p>d) Describe your experience with providing at least one year of tutoring service for youth entering the community from secure detention or youth within the ages of 13 to 20 with behavioral challenges. Your response should include a description of services; the number of youth served, including detailing and distinguishing committed youth, detained youth, or at-risk youth; the average length of service provided to each youth (i.e., days, weeks, months) and average daily or weekly direct -service contact hours; and evaluations or results of such services focusing specifically on academic outcomes.</p> <p>e) Discuss whether the curriculum or instruments used in your program are aligned to any local, state or national education standards.</p> <p>g) Describe how tutoring is delivered (e.g., one-to-one, in small groups) and how group size is determined (if using group sessions).</p> <p>h) Explain how your program is structured to accommodate different skill and ability levels, as well as different interests. Include how your staff works with youth resistant to participation or engagement, and strategies used to motivate youth or build interest in educational attainment among youth.</p> <p>i) Describe a typical learning goal for a student and explain the method and reasoning behind your organization's goal setting.</p>
<p>Evidence-Based Practices Information (e.g., research, certification)</p> <p>a) Describe any accreditation, educational license, or certification from an authorizing and/or regulatory body that authenticates your organization's ability to provide these services.</p> <p>b) Describe the evidence-based models or best practices on which your program is based or that are used in your program. Explain why you chose practices or model and why you believe they will be a good fit for your work with DYRS youth and DC YouthLink.</p>
<p>Past Performance</p> <p>a) Describe and detail evidence and measures of successful past performance, including quantitative indicators such as the raw number and percentage of youth achieving educational goals, such as receiving acceptance in to college, earning a GED, or attaining educational gains (increase in grades or grade level).</p> <p>b) Describe your experience providing educational services for youth who are three (3) years or more behind expected grade level performance. Provide quantitative information in the form of raw numbers and percentages to demonstrate your effectiveness. Include specific information on the average time it takes youth in your program to make specific gains (e.g., 80% of youth have increased a grade level after six months in our program).</p>
<p>Assessment</p> <p>a) Describe how you assess the aptitude and support needs of youth in your program.</p>

- b) Explain whether the assessment data is connected with District of Columbia or national standardized testing criteria as a measure of a youth's mastery of subject material.
- c) Explain how you will support the achievement of individual goals, how progress will be tracked and how accountability will be maintained. Describe and explain the process by which you will measure the goals and outcomes that the youth participating in your program will achieve

Targeted Youth Outcomes

- a) DC YouthLink Service Coalition Providers are selected to assist youth achieve personal goals, which often include recovering academic credit, earning a high school diploma or GED, and post-secondary vocational school or college acceptance. Keeping in mind your program design, please describe a typical plan and outline the steps that DYRS youth served in your program are most likely to follow to achieve one of the above common goals. Describe how you measure goal achievement and other intermediate gains/outcomes that will be achieved.
- b) Describe the organizational systems you will develop to help staff plan, manage and track, daily activities to ensure alignment and progress with targeted outcomes.

Staffing and Alignment

Please Note: DC YouthLink uses a 1:12 youth-to-staff ratio to determine the number of youth referrals a Service Coalition Provider will receive. Upon notice of award, selected Service Coalition Providers will be required to demonstrate progress toward obtaining background clearances for all youth-serving staff within 10 (working) days of the notice.

- a) Provide a list of your staff, list the qualifications of each staff member, and provide resumes that illustrate the required staff needed to implement the service area for which you are responding (this should include all staff that will work on the proposed service including management and direct service staff).

ADULT BASIC EDUCATION (ABE) AND/OR GENERAL EDUCATION DEVELOPMENT (GED)

One-to-one or small group instruction offered to youth who are disengaged from public education and still in need of credit recovery and obtaining a diploma. Instruction can be offered at the basic, secondary, pre-GED, or GED level with the goal of helping youth pass the GED exam or attain their high school diploma.

Program Description and Implementation

- a) Explain how the proposed target service area aligns with your organization's mission and existing system of services.
- b) Service Coalition Providers must be willing to accommodate youth referrals for services at any time as space allows (i.e., support open enrollment for service provision). Discuss your intake process and the average time it takes for services to begin.
- c) Describe the ABE and/or GED program that you provide and your effectiveness in providing academic skills to older youth and young adults.
- d) Describe your effectiveness in providing academic skills to older youth and young adults.
- e) Describe your student intake, assessment, as well as the curriculum used and its appropriateness in meeting the diverse needs of youth participants. Please attach either the table of contents or an overview of your curriculum. Discuss how the curriculum is aligned to any local, state or national education standards.
- f) Describe how your program is structured to accommodate different skill and ability levels, as well as different interests.
- g) Describe how your program activities effectively employ advances in technology as appropriate, including the use of computers, SMART boards, iPads/tablets, assistive technology and/or distance learning.
- h) Explain how your program is structured to accommodate different skill and ability levels, as well as

different interests. Include how your staff works with youth resistant to participation or engagement, and strategies used to motivate youth or build interest in educational attainment among youth.

i) Describe a typical learning goal for a student and explain the method and reasoning behind your organization's goal setting.

Evidence-Based Practices Information (e.g., research, certification)

a) Describe any accreditation, educational license, or certification from an authorizing and/or regulatory body that authenticates your organization's ability to provide these services.

b) Describe the evidence-based models or best practices on which your program is based or that are used in your program. Explain why you chose the models and why you believe they will be a good fit for your work with DYRS youth enrolled in DC YouthLink.

Past Performance

a) Describe and detail evidence and measures of successful past performance, including quantitative indicators such as the raw number and percentage of youth making educational gains, obtaining their GED, or being accepted into college. This data should be verified in a management information system or other reliable data sources/system.

b) Describe your experience providing ABE and/or GED services for youth who are three (3) years or more behind expected grade-level performance. Provide quantitative information to demonstrate your effectiveness using both raw numbers and percentages.

Assessment

a) Discuss how you assess aptitude, literacy and numeracy levels, and support needs of youth in your program. Describe the assessment tools that are used. Include how the assessments are used to set goals and outcomes for youth participating in your program.

b) Explain how you will support the achievement of individual goals, how progress will be tracked and how accountability will be maintained. Describe and explain the process by which you will measure the goals and outcomes that the youth participating in your program will achieve.

Targeted Youth Outcomes

a) DC YouthLink Service Coalition Providers are required to assist youth in achieving a variety of personal goals and developmental milestones, including: educational gains or GED-credential attainment. Describe the typical interim/short-term or long-term measurable goals and outcomes that will be achieved by youth in your program.

b) Describe the organizational systems you will develop to help staff plan, manage and track, daily activities to ensure alignment and progress with targeted goals and outcomes.

Staffing and Alignment

Please Note: DC YouthLink uses a 1:12 youth-to-staff ratio to determine the number of youth referrals a Service Coalition Provider will receive. Upon notice of award, selected Service Coalition Providers will be required to demonstrate progress toward obtaining background clearances for all youth-serving staff within 10 (working) days of the notice.

a) Provide a list of your staff, list the qualifications of each staff member, and provide resumes that illustrate the required staff needed to implement the service area for which you are responding (this should include all staff that will work on the proposed service including management and direct service staff).

FAMILY ADVOCACY AND REUNIFICATION

In-home and community-based supports and linkages to support services for youth and members of the family living in the home (e.g., immediate and/or extended family members) with a particular focus on youth returning from secure facilities, residential treatment centers and youth with known gang/crew affiliations.

Program Description and Implementation

a) Explain how the proposed family support program aligns with your organization's mission and existing

system of services.

- b) Identify the opportunities that youth and family members have for shared decision-making.
- c) Describe how your program works to increase family-level protective factors (e.g., positive relationships, attachment to community, spirituality) and decrease family-level risk factors (e.g., drug and/or alcohol addiction, poor relationships with adults). Explain how your program supports the strengths of the family.
- d) Explain how crisis services/crisis assistance is provided to families.
- e) Describe in detail how your organization facilitates transitions of the families you serve to mainstream services and community supports (e.g., family strengthening collaboratives, other community organizations) at the conclusion of your engagement.
- f) Describe how your agency utilizes family support services to help families of youth who are known to be gang or crew affiliated. How do these services support youth disengagement from gang involvement or a violent lifestyle?
- g) Describe how you approach/teach/model effective parenting for families who have not benefited from healthy parenting examples or who may be recovering from childhood traumatic effects and histories of substance abuse, as well as acute financial distress and challenged housing conditions.
- h) How do you facilitate and manage conflict between the family and youth's individual needs/perspectives?

Evidence-Based Practices Information (e.g., research, certification)

- a) What evidence-based or best-practice treatment models (e.g., Family Behavior Therapy, Multisystemic Therapy for Juvenile Offenders, Parent Child Interaction Therapy, MET/CBT-12) that are specifically designed for family support and counseling is your organization currently providing? Describe in detail each model and/or best practice and why it was chosen as well as how it is being implemented with your target population and why it is relevant demographically and geographically.
- b) What regulatory body has qualified your organization to provide these services? Please attach all staff licensure and certifications (documents are not part of page limit).

Past Performance

- a) Describe and detail evidence and measures of successful past performance providing family support services to court-involved youth, including quantitative indicators such as the raw number and percentage of families that increased engagement in services.

Assessment

- a) How do you assess the family's needs? What assessment tools or instruments do you use? Discuss how goals for youth and families participating in your program are set. To what extent do families have "voice and choice" in setting goals and making plans for themselves?
- b) If the family's needs are outside the scope of your organization's resources and services, how do you link families to the necessary resources and services? Describe your referral process and community partners.

Targeted Youth Outcomes

- a) DC YouthLink Service Coalition Providers are selected to assist youth achieve personal goals, which often include improving/repairing relationships with family members or siblings. Keeping in mind your program design, please describe a typical plan and outline the steps that DYRS youth served in your program are most likely to follow to achieve this goal. Describe how you measure goal achievement and other intermediate gains/outcomes that will be achieved.
- b) Describe the data sources used to assess progress of these goals and outcomes and the broader organizational systems you will develop to help staff plan, manage, and track daily activities to ensure alignment and progress with targeted outcomes.
- b) Describe the organizational systems you will develop to help staff plan, manage and track, daily activities to ensure alignment and progress with targeted outcomes.

Staffing and Alignment

Please Note: Upon notice of award, selected Service Coalition Providers will be required to demonstrate

progress toward obtaining background clearances for all youth-serving staff within 10 (working) days of the notice.

a) Provide a list of your staff, list the qualifications and provide resumes that illustrate the required staff needed to implement the service area for which you are responding (this should include all staff that will work on the proposed service including management and direct service staff).

SUBSTANCE ABUSE EDUCATION AND COUNSELING

The provision of Substance Abuse Education focused on the hazards of substance abuse and how it can be prevented. Counseling services are based upon an assessment and are meant to serve as a prevention service.

Program Description and Implementation

- a) Explain how the proposed Substance Abuse Education and Counseling program aligns with your organization's mission and existing system of services.
- b) Service Coalition Providers must be willing to accommodate youth referrals for services at any time as space allows (i.e., support open enrollment for service provision). Discuss your intake process and the average time it takes for services to begin.
- c) Describe your agencies communication with collateral organizations and people involved with a youth at that time of service (e.g., social worker, family).
- d) If you refer youth to other organizations to receive treatment for their co-occurring disorders (e.g., mental health issues, trauma, HIV/AIDS, eating disorders), explain how and when this is communicated and to whom this is communicated.
- e) If you refer clients to other organizations to receive treatment for their co-occurring disorders, explain how you follow up and track their progress with the other agencies.
- f) Discuss the early intervention strategies that you employ to address instances of relapse.
- g) Explain how your organization works specifically with youth who live with parents or guardians who are active substance users.

Evidence-Based Practices Information (e.g., research, certification)

- a) Describe any accreditation, educational license, or certification from an authorizing and/or regulatory body that authenticates your organization's ability to provide these services.
- b) Describe the evidence-based or best practice models that your organization uses for Substance Abuse Education and Counseling.
- c) Discuss how this model is being implemented with your target population and why it is relevant demographically and geographically.

Past Performance

- a) Describe and detail evidence and measures of successful past performance, including quantitative indicators such as the raw number and percentage of youth that received clean drug screens for 90 days that can be verified in a management information system or other reliable data source/system and the raw number and percentage of youth that have completed your program in the last two years.

Assessment

- a) Discuss the assessment tools that are used and include why they are relevant to the youth in your program. Discuss how the assessments are used to set goals and outcomes for youth participating in your program. Include how you determine if the goals and outcomes are achieved.
- b) Explain how you follow up and track the progress of youth who have successfully completed your program.
- c) What measurable data are utilized to track progress? What determines a successful program completion?
- d) Explain your organizations process, when there is evidence that a youth is not succeeding in your program. What are the steps that are taken to identify the young person, engage them, and target the barrier(s) to successful completion?

Targeted Youth Outcomes

- a) DC YouthLink Service Coalition Providers are required to assist youth in achieving a variety of positive youth development outcomes and specifically a drug-free lifestyle. Keeping in mind your program design, describe the measurable goals and outcomes that you will be achieve in your program.
- b) Describe the organizational systems you will develop to help staff plan, manage and track, daily activities to ensure alignment and progress with targeted outcomes.

Staffing and Alignment

Please Note: Upon notice of award, selected Service Coalition Providers will be required to demonstrate progress toward obtaining background clearances for all youth-serving staff within 10 (working) days of the notice.

- a) Provide a list of your staff, list the qualifications and provide resumes that illustrate the required staff needed to implement the service area for which you are responding (this should include all staff that will work on the proposed service including management and direct service staff).

MENTAL HEALTH COUNSELING

Mental Health Services are assessment-based and guided by a documented treatment plan and may include counseling, group therapy, behavioral modification counseling and/or any other service or program related to improving mental health. Services that are focused on individual, group and/or family counseling are expected to address mental health needs that range from the treatment of mental health diagnoses to working with the youth and families on meeting individual/family goals related to stabilization of relationships. Programs should have a clinical treatment model and practice approach and be facilitated by clinically-trained staff. Applicants must demonstrate they are able to provide in-home services, when appropriate.

Program Description and Implementation

- a) Explain how the proposed mental health and/or counseling program aligns with your organization's mission and existing system of services.
- b) Specifically address how your program incorporates trauma informed practice for both youth and family engagement.
- c) Service Coalition Providers must be willing to accommodate youth referrals for services at any time as space allows (i.e., support open enrollment for service provision). Discuss your intake process and the average time it takes for services to begin.
- d) Discuss how you address youth who present with co-occurring disorders such as substance abuse, trauma, HIV/AIDS and/or eating disorders.
- f) Explain how your organization engages the family in the youth's treatment process.

Evidence-Based Practices Information (e.g., research, certification)

- a) Describe any accreditation, educational license, or certification from an authorizing and/or regulatory body that authenticates your organization's ability to provide these services.
- b) Describe the evidence-based models or best practices on which your program is based or are used in your program. Discuss the evidence-based or best practice treatment models (e.g., Family Behavior Therapy, Multi-systemic Therapy for Juvenile Offenders, Parent Child Interaction Therapy) that are specifically designed for youth with mental health disorders, which your organization is currently providing.
- c) Describe in detail each treatment model, why it was chosen and how it is being implemented with your target population. Include how it is relevant demographically and geographically.

Past Performance

- a) Describe and detail evidence and measures of successful past performance, including quantitative indicators such as the raw number and percentage of youth or adults that attended scheduled sessions.

Assessment

- a) Describe how you assess the mental health and counseling needs of youth in your program. Discuss the

assessment tools that are used and why they are relevant for the youth in your program.

b) Explain how you will support the achievement of individual goals, how progress will be tracked and how accountability will be maintained. Describe and explain the process by which you will measure the goals and outcomes that the youth participating in your program will achieve.

Targeted Youth Outcomes

a) DC YouthLink Service Coalition Providers are expected to help participating youth achieve personal goals and developmental outcomes. Keeping in mind your program design, describe 3 examples of measurable goals and outcomes that youth will be able to achieve in your program.

b) Describe the organizational systems you will develop to help staff plan, manage and track, daily activities to ensure alignment and progress with targeted outcomes.

Staffing and Alignment

Please Note: Upon notice of award, selected Service Coalition Providers will be required to demonstrate progress toward obtaining background clearances for all youth-serving staff within 10 (working) days of the notice.

a) Provide a list of your staff, list the qualifications and provide resumes that illustrate the required staff needed to implement the service area for which you are responding (this should include all staff that will work on the proposed service including management and direct service

APPENDIX H: SERVICE COALITION ADDITIONAL APPLICATION QUESTIONS Achievement Center Services

HEALTH AND FITNESS

The following questions should be addressed by applicants seeking to deliver: (1) Zumba or Dance Fitness, (2) Martial Arts, and (3) AEL Basketball League

Applicants must provide services and activities that promote the health and well-being of the youth, specifically promoting health and fitness through structured physical activity that involves exercise, teaches proper technique, form, or skills, and targets obesity prevention. Services and activities should also include teaching youth about mindfulness and stress management techniques or benefits associated with the physical activities.

Program Description

- a) Explain how the proposed program aligns with your organization's mission and existing system of services.
- b) Service Coalition Providers must be willing to accommodate youth referrals for services at any time as space allows (i.e., support open enrollment for service provision). Discuss your intake process and the average time it takes for services to begin.
- c) Describe your program in terms of length of sessions, frequency, enrollment process and any other elements that best explain your program model.
- d) Describe how your program is structured, including how the activities are designed to accommodate different skill, knowledge and ability levels as well as different interests.
- e) Detail how your program promotes positive interactions between the youth (e.g., good sportsmanship, group discussions, stress or conflict management, etc.) and the affects that physical health and fitness can have on the youth and in the youth's relationships with their families/community.
- f) Describe how your program promotes awareness of healthy lifestyles (e.g., exercise, nutrition, stress management, self-care) and how these are tied to a sense of control and empowerment for the youth.

Evidence-Based Practices Information (e.g., research, certification)

- a) Describe any accreditation, educational license, or certification from an authorizing and/or regulatory body that authenticates your organization's ability to provide these services.
- b) Describe the evidence-based models or best practices on which your program is based or that are used in your program. Explain why you chose the models and why you believe they will be a good fit for your work with DYRS youth.

Past Performance

- a) Describe and detail evidence and measures of successful past performance, including quantitative indicators such as the raw number and percentage of youth that are engaged in physical activity or that have increased their knowledge of health management.

Assessment

- a) Describe the assessments you administer to youth to determine a youth's health status and/or barriers to achieving a healthy lifestyle. Discuss what happens if a youth is identified with a lower fitness level or has health issues; include how you address these elements in your program model.
- b) Explain how you will support the achievement of individual goals, how progress will be tracked and how accountability will be maintained. Describe and explain the process by which you will measure the goals and outcomes that the youth participating in your program will achieve.

Targeted Youth Outcomes

- a) Service Coalition Providers are required to assist youth to achieve personal goals and intermediate youth development outcomes. Keeping in mind your program design what are the common outcomes or goals that DYRS youth served in your program are most likely to achieve. Describe the measurable goals and outcomes and how you will track youth achievements.

b) Describe the organizational systems you will develop to help staff plan, manage and track, daily activities to ensure alignment and progress with targeted outcomes.

Staffing and Alignment

Please Note: Upon notice of award, selected FY 2017 Service Coalition Providers will be required to demonstrate progress toward obtaining background clearances for all youth-serving staff within 10 (working) days of the notice.

a) Provide a list of your staff, list the qualifications and provide resumes that illustrate the required staff needed to implement the service area for which you are responding (this should include all staff that will work on the proposed service including management and direct service staff).

CREATIVITY

The following questions should be addressed by applicants seeking to deliver: (1) Music Production and Engineering, (2) Graphic and Digital Arts, and (3) TV/Video Production.

Artistic instruction, lessons, coaching, etc. with the goal to improve and/or enhance youth's artistic skills and increase their opportunities for artistic expression. Services that build upon the creative strengths of youth.

Program Description and Implementation

a) Explain how the proposed arts program aligns with your organization's mission and existing system of services.

b) Service Coalition Providers must be willing to accommodate youth referrals for services at any time as space allows (i.e., support open enrollment for service provision). Discuss your intake process and the average time it takes for services to begin.

c) Describe your organization's program in terms of length of sessions, frequency, enrollment process and any other elements that best your program model.

d) Describe how the projects are connected to other aspects of the lives of participants (e.g., workforce development or career exploration, academic performance).

e) Explain how your program is structured to accommodate different skill and ability levels, as well as different interests. Discuss the opportunities youth have to showcase their achievements.

f) Programs should focus not only on the final products, but also on the process. Describe how your program makes room for youth to discuss and reflect on their own experiences, assess their own work and understand how they can use their work to express themselves and relate to their communities. Include specific examples.

g) Describe the resources and skills participants receive to continue to expand upon their interests and skills in the arts after program completion.

h) Describe any specific credentials that your program focuses on. Include if your program is able to provide nationally recognized industry credentials and how youth will prepare to attain them.

i) Describe the training or curriculum that will be used and how you will provide differentiated instruction so that youth on a variety of academic levels can earn the credential(s).

Evidence-Based Practices Information (e.g., research, certification)

a) Describe any accreditation, educational license, or certification from an authorizing and/or regulatory body that authenticates your organization's ability to provide these services.

b) Describe the evidence-based models or best practices used in your program. Include why you chose them and why you believe that the models will be a good fit for your work with DYRS youth enrolled in DC YouthLink.

Past Performance

a) **Describe and detail evidence and measures of successful past performance, including quantitative indicators such as the raw number and percentage of youth participating in a performance, art show, or other public display of their work.**

Assessment

a) Explain how you will support the achievement of individual goals, how progress will be tracked and how accountability will be maintained. Describe and explain the process by which you will measure the goals and outcomes that the youth participating in your program will achieve.

Targeted Youth Outcomes

a) Achievement Center Service Coalition Providers are expected to help participating youth achieve personal goals and intermediate youth development outcomes. Programs are required to make credentialing a priority outcome, where applicable. Describe the measurable goals and outcomes that you expect youth to achieve upon program completion.

b) Describe the organizational systems you will develop to help staff plan, manage and track, daily activities to ensure alignment and progress with targeted outcome.

Staffing and Alignment

Please Note: Upon notice of award, selected Service Coalition Providers will be required to demonstrate progress toward obtaining background clearances for all youth-serving staff within 10 (working) days of the notice.

a) Provide a list of your staff, list the qualifications and provide resumes that illustrate the required staff needed to implement the service area for which you are responding (this should include all staff that will work with DYRS youth) .

VOCATIONAL TRAINING LEADING TO A CREDENTIAL

The following questions should be addressed by applicants seeking to deliver: (1) Basic Computer Training IC3/IT Help Desk Certification, (2) Barbering and Cosmetology, (3) Culinary Arts, and (4) Driver's Education

For the purposes of this solicitation, a credential is defined as one that either is developed and offered by, or endorsed by, a nationally-recognized industry association; or organization representing a sizeable portion of the industry sector; or a credential that is sought or accepted by companies within the industry sector for purposes of hiring or recruitment, which may include credentials from vendors of certain products. As such, a vocational training program is defined as one that will equip the participants with the knowledge, skills and abilities necessary to obtain an industry-recognized credential upon successful completion of the program and pass industry-specific certification exams. Training programs are required to help youth find employment or apprenticeships once they receive their credential.

Program Description and Implementation

a) Explain how the proposed vocational training program aligns with your organization's mission and existing system of services.

b) How does your program accommodate and support open enrollment and for service provision. Discuss your intake process and ability to accommodate the drop-in nature of Achievement Center-based services.

c) Provide a detailed overview of the types of vocational programs offered by your organization. Describe the length of program sessions, frequency of instruction, testing to monitor progress, expected number of vocational training hours to be provided and any other elements that best explain your model.

d) Detail the specific credentials that your program focuses on. Include if your program is able to provide nationally recognized industry credentials in high-growth, high-demand areas to include but not limited to: Information Technology, Construction (OSHA, Flagger, Forklift, Rigger), Culinary Arts, Hospitality and Customer Service.

e) Describe the training curriculum that will be used and how you will provide differentiated instruction so that youth on a variety of academic levels can earn the credential(s).

f) Detail the formal partnerships you have with employers in the targeted industry that are willing to employ court-involved youth. List and describe the partnerships, including the roles that each partner plays in supporting the work of your organization. Provide proof of these relationships in the form of up to three letters of support and include as attachments. Include whether these employers are willing to work with court-involved youth.

g) Not all employers are initially willing to employ court-involved youth. What is your organization's experience, strategy and capacity to engage employers and build relationships to encourage them to work with youth that desire a "second chance".

Evidence-Based Practices Information (e.g., research, certification)

- a) Describe any accreditation, educational license, or certification from an authorizing and/or regulatory body that authenticates your organization's ability to provide these services.
- b) Describe the evidence-based models or best practices on which your program is based or that are used in your program. Explain why you chose the models and why you believe they will be a good fit for your work with DYRS youth.

Past Performance

- a) Describe and provide detailed evidence of successful past performance, including quantitative indicators using raw numbers and percentages (e.g., the number and percentage of youth that have obtained the targeted credential, the number and percentage of youth that have obtained full- or part-time unsubsidized employment) that can be verified in either a management information system or other reliable data source/system.
- b) Describe and detail the past performance of job development staff and employer partnerships. How successful was your staff at helping to place youth in jobs? How successfully were you able to place youth with the employer partners that you cultivated?

Assessment

- a) Describe how you assess the vocational and career interests, aptitude and support needs of youth in your program.
- b) Describe the assessment tools that are used and how they are used to set goals and outcomes for youth participating in your program. Explain how you determine whether the goals and outcomes are achieved.
- c) Detail fully the assessment process to determine successful completion of all activities required to receive the targeted credential.
- d) Explain how you will support the achievement of individual goals, how progress will be tracked and how accountability will be maintained. Describe and explain the process by which you will measure the goals and outcomes that the youth participating in your program will achieve

Targeted Youth Outcomes

- a) Achievement Center Service Coalition Providers are expected to help participating youth achieve personal goals and intermediate youth development outcomes. Programs are required to make vocational certification a priority goal and help youth with job placements that match their vocational certification. Keeping in mind your program design, describe how your program will assist youth in achieving and measuring progress towards goals and outcomes.
- b) Describe the organizational systems you will develop to help staff plan, manage and track, daily activities to ensure alignment and progress with targeted outcomes.

Staffing and Alignment

Please Note: Upon notice of award, selected Service Coalition Providers will be required to demonstrate progress toward obtaining background clearances for all youth-serving staff within 10 (working) days of the notice.

- a) Provide a list of your staff, list the qualifications and provide resumes that illustrate the required staff needed to implement the service area for which you are responding (this should include all staff that will work with DYRS youth) .