



**YOUTH SERVICES DIVISION  
2022 SCOPE OF SERVICES  
YOUTH EMPLOYMENT: CHICAGO BILITY**

Contract Term: April 1, 2022 through September 30, 2022

**PROGRAM: CHICAGO BILITY**

**DELEGATE AGENCY INFORMATION**

PO Number			
Agency Name			
Agency Address			
City		Zip Code	

Program Contact Information		Executive Director Contact Information	
Name		Name	
Address		Address	
City, State, Zip		City, State, Zip	
Phone		Phone	
Fax		Fax	
Email		Email	

Fiscal/Finance Contact Information	
Name	
Phone	
Fax	
Email	

**PROGRAM PROFILE**

Program Name			
Program Model	CHICAGO BILITY		
Address		Zip Code	
Healthy Chicago Equity Zone	<input type="checkbox"/> Far South <input type="checkbox"/> Northwest <input type="checkbox"/> Near South <input type="checkbox"/> Southwest <input type="checkbox"/> North/Central <input type="checkbox"/> West		
Community Area		Ward	
Program Funding		Program Slots Funded	
Total number of weekly program hours			



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**Description of Program**

*Provide a brief narrative statement of this program, including the scope of services, target population, problems addressed, and anticipated outcomes. Please include coordination and referral sources with other partners. This section is expected to describe the program at full operational capacity.*



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**Target Population**

The Chicagobility program serves youth ages 14 and 15 who reside in Chicago and are seeking career exploration and project-based learning opportunities during the summer. Agencies will be responsible for recruiting and enrolling 50 percent of the youth into Chicagobility. DFSS will provide the other 50 percent of enrolled youth through the lottery from the citywide application portal with prioritization given to youth who are in the underrepresented populations as described below. Out of the total enrolled youth, recruited by either the agency or citywide lottery, **at least 50 percent of youth participants per agency must identify with at least ONE of the following underrepresented populations outlined below:**

- Individuals with disabilities (i.e., physically impaired, visually impaired)
- Individuals attending elementary and high schools that are categorized as Level 2, Level 3 or Options high School based on the current Chicago Public School Quality Rating Policy (SQRP) (<https://www.cps.edu/about/district-data/metrics/accountability-reports>). DFSS will assign the schools and facilitate the linkage agreements to awarded Respondents to ensure they enroll youth from these schools.
- Individuals who are English as a Second Language learners
- Individuals that are experiencing homelessness/unstably housed
- Individuals placed in the foster care system
- Individuals who are justice involved (i.e., parole, probation)

**Recruitment and Referral Sources**

Agency will recruit youth attending elementary and high schools that are categorized as Level 2, Level 3 and Options high schools. Agencies will participate in recruitment events onsite and partner with school personnel on attaining referrals. In addition, DFSS will facilitate collaborations with stakeholders from institutions such as Child Welfare agencies, Chicago Public Schools, Chicago Police Department, Parole and Probation departments, homeless services providers, community-based organizations, faith-based organizations, and mental health organizations that provide wrap around services for youth and their families.



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*Please provide a summary of your Recruitment Plan and Referral Sources for the Healthy Chicago Equity Zone you are targeting.*

**CHICAGOABILITY SITES**

*List the name of your agency and/or partners and address(es) where career exploration and project-based learning activities are provided, including the estimated number of youth to be served at each site. Note: All the sites must be entered in Cityspan YES prior to the start of the program. If this is still pending development, include your agency site with your contracted enrollment. **At the end of the summer, DFSS will pull the Employer Report to confirm the Chicagobility sites and number of youth at each site.***

Site Name	Address	Number of youth to be served at this site	Work site or training program	Days of Operation Mon. – Fri. (If applicable, list weekend days)	Hours of Operation (If applicable, list weekend hours)



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**Projects and Workshops**

Please provide a summary of your proposed projects and workshops



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**SECTION A – GOALS AND OBJECTIVES**

**Program Goals**

The goal of Chicagobility is to serve as a foundational track into career exploration while developing the 21st-century skills necessary to achieve these employment paths for 14 and 15-year-olds. The program will provide opportunities to engage youth in their communities by leading service-oriented, beautification, civic engagement, and safety projects. In addition, Chicagobility is one of the steppingstones of summer work opportunities within the One Summer Chicago program. It is specifically targeted at serving an often overlooked, complex age group in that 14- and 15-year-olds are too old for traditional summer childcare or camps yet are not old enough to enter the traditional job market. This leaves this age group and their families in need of engaging programming that will help bridge the gap and provide opportunities this age group to gain skills and experience.

The Youth Employment Portfolio seeks to provide the right resources at the right time for the right youth. Many youth are seeking employment or training during the summer to gain work experience and broaden their personal skillset. In recent years, funders and service providers alike have recognized the importance of youth employment as it enhances leadership skills, promotes professional development, and increases financial capability. DFSS seeks to maximize the availability and access to meaningful leadership and job opportunities for Chicago’s youth to provide them with 21st century skill-building and keep them learning all year long.

**SECTION B – PERFORMANCE MEASUREMENT**

**Performance Indicators:** To track progress toward achieving this goal and assess the success of the program, DFSS will monitor a set of performance indicators that may include but are not limited to:

	<b>OUTCOME</b>	<b>INDICATOR (S)</b>	<b>DATA COLLECTION METHOD</b>
1	100% of youth complete the workforce preparation training via My CHI. My Future	Demonstrate banking and savings skills to establish financial stability.	Youth will complete the Financial Literacy Playlist on MyCHI. My Future. Praxis will provide a survey at the end of the program and share the agency level aggregate data with the delegate agency.
2	100% of youth complete the financial literacy training on via My CHI. My Future	Enhanced self-esteem and self-confidence.	Youth will complete the Work Readiness Playlist on MyCHI. My Future. Praxis will provide a survey at the end of the program and share



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			the agency level aggregate data with the delegate agency.
3	40% of youth plan to enroll in One Summer Chicago the next program year	Demonstrate employable, work readiness skills for next summer employment placement.	Agency will track youth and submit the OSC Final Report outlining the employment placement goals for next summer.

To monitor and recognize intermediate progress toward the above performance indicators, DFSS also intends to track output metrics that may include, but are not limited to:

- 100% of target youth will be recruited and enrolled in the program by agency via Cityspan YES
- 50% of youth will meet the target population criteria and be enrolled by agency in Cityspan YES
- 85% of youth will complete the entire six-week program and attendance will be entered by agency in Cityspan YES
- 100% youth will be paid on time by agency’s payroll system
- 80% of youth will sign up for Direct Deposit by agency’s payroll provider
- 75% of youth report a positive relationship with a youth coordinator or mentor in their program captured by Praxis survey which will be administered by Praxis and agency
- 90% of youth will have successfully obtain a state ID
- 90% of youth create a professional resume

**Data Reporting**

As part of DFSS’s commitment to becoming more outcomes-oriented, the Youth Services Division seeks to actively and regularly collaborate with delegate agencies to review program performance. DFSS will regularly review data to actively manage each contract toward the achievement of desired outcomes. Reliable and relevant data is necessary to ensure compliance, inform trends to be monitored, evaluate program results and performance, and adjust program delivery and policy to drive improved results. DFSS reserves the right to request/collect other key data and metrics from delegate agencies, including client-level demographic, performance, and service data, and set expectations for what this collaboration, including key performance objectives, will look like in any resulting contract. DFSS will be sharing aggregate delegate data via Cityspan YES reports for enrollment, time -sheet report, employer report and eligibility on a weekly basis. Reports may be shared with City Council, posted on our website or other public facing entities to ensure transparency.

Upon contract award, delegate agencies will be expected to collect and report client-level demographic, performance, and service data as stated in any resulting contract. These reports must be submitted in a format specified by DFSS and by the deadlines established by DFSS. Delegate agencies must implement policies and procedures to ensure client records privacy and confidentiality for both paper files and electronic databases. Delegate agencies must have the ability to submit reports electronically to DFSS.



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The City's Information Security and Information Technology Policies are located at:  
[https://www.cityofchicago.org/city/en/depts/doi/supp\\_info/is-and-it-policies.html](https://www.cityofchicago.org/city/en/depts/doi/supp_info/is-and-it-policies.html).

### **Uses of Data**

DFSS reserves the right to request/collect critical data and metrics from delegate agencies, including client-level demographic, performance, and service data, in a format specified by DFSS. Delegate agencies will be expected to collect and share data with DFSS according to the format, frequency, and submission protocol specified by DFSS. Delegate agencies agree to make reasonable efforts to collect additional data related to performance as requested by DFSS. DFSS reserves the right to use data related to delegate agency performance, including but not limited to data submitted by the delegate agency for the following:

- a) To review program performance and develop strategies to improve program quality throughout the term of the contract.
- b) To guide DFSS program development, evaluate programs, inform policies, and inform contract decisions such as payment rates, contract extensions or renewals, and evaluation of proposals by the delegate agency in response to any future solicitations by DFSS for goods or services.
- c) Any other purposes identified by DFSS.

### **Human Resources Compliance**

To create efficient systems to support agency compliance of contracts, delegates will provide HR documentation in a Staff Compliance database for program staff associated with DFSS funded contracts within 30 days of completion/clearance. The documents required are listed below:

- Mandated reporter certificate: Yearly certification
- Fingerprint Background Check: Renewable every 5 years
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### **Meetings**

#### *Meetings and Trainings*

Each delegate agency will be expected to participate in regularly scheduled meetings and trainings in preparation for One Summer Chicago. **Delegate agencies are required to participate in these meetings and trainings at the Executive Director and Program Director levels.** In these meetings and trainings, delegate staff will participate in a shared learning experience that features discussions of youth employment issues, best practices in youth employment, staff professional development, cultivation of professional and personal networks, support around data use and analysis, and training on City of Chicago processes and procedures. **Agency attendance at these meetings and trainings are mandatory** for the agency's Executive Director, Program Director, and other key program staff.



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**Compliance and Underperformance**

In the event of an agency being in non-compliance and/or under-performance at the end of the program, (as deemed appropriate by the DFSS Program Manager/Director), the delegate agency will meet with the Youth Employment team and will be placed on a Performance Improvement Plan (PIP) to track how they will improve performance by the next program year.

**SECTION C – CORE ELEMENTS**

**Program Requirements**

*Chicagobility Payment and Schedule*

The Chicagobility program will operate from July 5th through August 12th providing youth a weekly stipend of \$75 a week for 20 hours a week of career exploration and project-based learning during the summer.

*Data reporting and use*

Reliable and relevant data is necessary to create a shared understanding of performance trends, ensure compliance, evaluate program results and performance, and drive program improvements and policy decisions. As such, DFSS reserves the right to request/collect critical data and metrics from delegate agencies, including client-level demographic, performance, and service data, in a format specified by DFSS. Delegate agencies will be expected to collect and share data with DFSS according to the format, frequency, and submission protocol specified by DFSS. Delegate agencies agree to make reasonable efforts to collect additional data related to performance as requested by DFSS.

*Data entry*

Agencies are responsible for entering youth and program information into the Cityspan database system (<https://www.youthservices.net/chicagoyes>)

- Data entry includes but is not limited to youth enrollment and daily youth attendance, which is required bi-weekly. Agencies are strongly encouraged to enter attendance weekly in Cityspan YES.
- Reporting includes but is not limited to Cityspan YES generated reports, final program reports and additional reporting when applicable.
- **Use of the database system is a contract requirement. Failure to maintain accurate information in the database may impact future funding.** DFSS will provide training and technical assistance on the use of Cityspan YES. Agencies are required to attend Cityspan YES trainings.

*Program Staff*

Agencies are responsible for entering staff contractual certification documentation into the Cityspan database system (<https://dfssstaff.cityspan.com/>).



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Youth Coordinators and/or Instructors must:

- Have completed a Federal Fingerprint Background check, online Mandated Reporter Certificate, and Mandated Reporter Acknowledgement Form prior to employment start date. The Mandated Reporter Certificate training should be conducted yearly. This documentation must be current and entered in Cityspan for verification prior to the program start date. **Staff/volunteers cannot work with youth until background checks are completed. Staff and volunteers can only work with youth in the presence of a staff person who has a cleared Federal Fingerprint Background check. Background checks are required every five years from the date of initial background check.** They should be positive, enthusiastic, civic minded individuals with connections to both their community and the world outside their community. Youth coordinators and instructors will ensure learning objectives are met for the overall program while also providing individual and group support, instruction and coaching to youth participants in a culturally competent environment. Duties also include administrative functions such as entering time into Cityspan and ensuring the completion of My CHI. My Future. workshops and the OSC Working Impact Assessments post program survey by all your youth.
- Participate in DFSS-sponsored professional development trainings and meetings. These professional development trainings and meetings will provide delegate agencies with a shared learning experience; that features discussions of pertinent youth employment issues/challenges, best practices in youth employment, and youth development fields. Staff professional development, support around data use and analysis, cultivation of professional and personal networks, and training on City of Chicago processes and procedures. **Professional development training and meetings occur during the months of April through June, and attendance must include Executive Directors and other key program staff.** DFSS will host additional professional development trainings for the Youth Coordinators and/or Instructors in June.

*Programmatic Changes*

Agencies are required to notify the DFSS Youth Employment Youth Services Coordinator and the Director of the Youth Employment Portfolio of any changes to staff, facility, facility location, or work plan in writing within seven (7) business days of the change. These changes must be updated in Cityspan within seven (7) days of the change.

*Program Written Procedures*

Agencies are required to have a written procedure for identifying and reporting suspected child abuse or neglect. Agencies must also have written emergency procedures for a lost child and major/minor injuries and written safety/facility evaluation procedures. Staff should be trained on these procedures.

*Program Close-Out Procedures*

DFSS Close-Out Procedures must be followed if a DFSS-funded agency program is closing for any reason.



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*Cross-service area Coordination*

DFSS is interested in new strategies to improve coordination across service delivery siloes to better support families. As such, DFSS reserves the right to convene cross-service-area collaboration efforts with delegate agencies to serve high-need populations better.

*Eligibility*

- Youth must provide proof of Chicago residency (Chicago Public Schools I.D., Government Issued ID, school records)
- Youth must be 14 years old by the start of Chicagobility program
- Youth will need a parent or guardian signature on the consent form, release form, emergency contact and photography, social media & video form. This can be a combined form.

*COVID Vaccination*

The health and safety of young people is our top priority. Delegate agencies are strongly encouraged to have youth participating in their programs vaccinated prior to starting their summer employment opportunities as many work sites, including the City of Chicago buildings, require individuals to be fully vaccinated before starting their job. Delegate agencies should participate in vaccination events, remind youth to get vaccinated throughout the application/onboarding process and provide information on where youth can be vaccinated before the start of the program, July 5th.

**This program adheres to the requirements of 31 C.F.R. §35.6. In compliance with these requirements, the program has policies and procedures in place to ensure that all youth will qualify as directly and/or disproportionately impacted beneficiaries and does so in one of the following ways:**

- Individuals with disabilities (*i.e. located on OSC online application*)  
Youth must attend DFSS identified elementary and high school that are <sup>1</sup> high poverty and fall under the Level 2, Level 3 or Options High School based on the current Chicago Public School Quality Rating Policy (SQRP) (<https://www.cps.edu/about/district-data/metrics/accountability-reports>) (*i.e. located on OSC online application*)
  - English as a Second Language (ESL) (*i.e. self-attestation, located on OSC online application*)
  - Foster Care (Group home) (*i.e. self-attestation, located on OSC online application*)
  - Homeless/Unstably housed (*i.e. self-attestation, located on OSC online application*)
  - Involved with justice system (*i.e. self-attestation, located on OSC online application*)
- Additional documentation for the file folder:**
- Chicagobility Checklist

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<sup>1</sup> High Poverty rationale is defined as elementary and high schools who meet 50% of the Free and Reduced-priced meal.



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- A printed copy of the OSC Application
- A signed agency consent form, release of information form, emergency contact and photography, social media & video form. This can be a combined form. If under the age of 18, parental/guardian signature required.
- Proof of Age (*see OSC checklist*)
- Proof of Chicago residency (*see OSC checklist*)
- Proof of Identification (*see OSC checklist*)
- Proof of a valid Social Security number (*see OSC checklist*)

**SECTION D – PAYMENT STRUCTURE**

*Method of Payment*

Agencies should be aware that the City will make payments for services on a reimbursement basis. Payment will be made 30 days after voucher approval. Agencies must be able to proceed with program operations upon award notification. **Vouchers must be submitted 15 calendar days after the end of the month in which services were performed.** Failure to submit timely vouchers could result in nonpayment.

*Expenditure Rate*

Agencies are required to voucher minimally on a monthly basis via eProcurement. Agencies are encouraged to submit vouchers based on youth and staff payroll to ensure cash flow to the agency. Agency staff is expected to attend vouchering training and, if needed, is expected to meet the **September 1<sup>st</sup> budget revision deadline**. The table below illustrates what percentage of the awarded grant should be expended quarterly. Note that agencies can only bill for personnel if they have submitted documentation that shows employment and training has the enrollment and attendance numbers to support submission.

**1<sup>ST</sup> Quarter (April – June): 20%**

**2<sup>ND</sup> Quarter (July – September): 80%**

*Bus Cards Documentation*

Agencies will administer bus cards to the participants in accordance with the designated budget during the program. Agencies must maintain a hard copy of the weekly bus log with the participant's signature and bus card number. Agencies must provide a bus card or ensure the bus card is loaded with transportation for round-trip travel to work site. Ensure to provide supporting documentation such as receipts and bus logs to DFSS Finance Unit as a part of the voucher. If the bus log documentation is not maintained, it will be a disallowed cost to the assigned delegate agency. It will be disallowed cost to the assigned delegate agency. Review the Acknowledgement of the Gift Card and CTA transit card Policy (*see attachment*)



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**SECTION E – SUBMITTAL AND APPROVAL**

**ACKNOWLEDGEMENT**

**PROGRAM MODEL: CHICAGOABILITY**

Agency Name: \_\_\_\_\_

Agency PO #: \_\_\_\_\_

By checking this box your agency certifies that it has read and understands Sections A, B, C, and D of this document.

a) Executive Director signature	
b) Name (typed)	
c) Date submitted	
d) DFSS Staff signature	
e) Name (typed)	Frankie Shipman-Amuwo
f) Date approved	4/1/2022

**\* This document must be printed in portrait format and single sided only**