



**YOUTH SERVICES DIVISION**  
**2023 SCOPE OF SERVICES**  
**PREVENTION AND INTERVENTION COMMUNITY JUSTICE INITIATIVE**

Contract Term: January 1, 2023 through December 31, 2023

**PROGRAM: PREVENTION AND INTERVENTION-COMMUNITY JUSTICE INITIATIVE**

**DELEGATE AGENCY INFORMATION**

|                 |  |                 |  |
|-----------------|--|-----------------|--|
| PO Number       |  |                 |  |
| Agency Name     |  |                 |  |
| Agency Address  |  |                 |  |
| City            |  | Zip Code        |  |
| Program Funding |  | Number of Youth |  |

| 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                              |  |



**YOUTH SERVICES DIVISION  
2023 SCOPE OF SERVICES  
PREVENTION AND INTERVENTION COMMUNITY JUSTICE INITIATIVE**

**Contract Term: January 1, 2023 through December 31, 2023**

**Program Sites:**

List name of facility(ies) and address(es) where services are provided. Also include amount of contract allocated per site and estimated number of clients to be served at each site.

| Site Name | Address Number | Direction | Street | Ward | Community | Contract Amount |
|-----------|----------------|-----------|--------|------|-----------|-----------------|
|           |                |           |        |      |           |                 |
|           |                |           |        |      |           |                 |
|           |                |           |        |      |           |                 |
|           |                |           |        |      |           |                 |
|           |                |           |        |      |           |                 |

**Program Services provided by First Defense Legal Aid (FDLA):**

- "Know Your Rights" Curriculum and Trainings for Lead Agencies and Subcontractors:
  - Design and produce "Know Your Rights" programming:
  - Provide Know Your Rights "train the trainer" workshops to lead agencies and subcontractors
  - Manage a workshop and resource clinic calendar for leads and subcontractors in all CJJ wards monthly
  - Track workshops managed by leads and subcontractors monthly
  - Attend at least three lead and subcontractor led workshops to ensure quality service delivery quarterly
  
- Advertising, Marketing Materials and Public Service Announcements:
  - Provide "Know Your Rights" and legal resource information to the leads and subcontractors for distribution
  - Design public service announcement on "Know Your Rights" and accessing program resources in coordination with DFSS Communications Director
  - Create DFSS marketing materials to be distributed in the community by subcontractors as needed



**YOUTH SERVICES DIVISION  
2023 SCOPE OF SERVICES  
PREVENTION AND INTERVENTION COMMUNITY JUSTICE INITIATIVE**

**Contract Term: January 1, 2023 through December 31, 2023**

- Assist lead agencies with ordering marketing materials for distribution in each ward as needed
- Manage Hotline Calls
  - Track hotline calls related to arrest, legal representation and legal service needs if applicable
  - Track service referrals via hotline by ward if applicable
- 28<sup>th</sup> Ward
  - Act as subcontractor in the 28<sup>th</sup> ward
  - Disseminate legal resources and provide workshops in the 28<sup>th</sup> ward at least once a month
  - Connect residents to legal resources offered through CJJ subcontractors
    - Host at least one Know Your Rights training each month
    - Participate in at least 2 community events each month

**SECTION A – GOALS AND OBJECTIVES**

**Program Description, Goals and Target Population**

The City of Chicago Community Justice Initiative (CJI) is a program aimed at educating and providing resources to address legal challenges faced by many Chicago residents living within the wards that comprise the Black Caucus. CJI will work with all resident living in Black Caucus wards regardless of age. This initiative will focus on providing services for those that are:

- In police custody
- Facing criminal charges
- On probation or parole
- Formerly incarcerated
- Returning citizens; and,
- Any person or organization that advocates on behalf of this population

CJI will work at the ward-level by leveraging each community's knowledge of its own assets and needs. In each ward, one organization will work diligently to ensure that the residents of that ward receive training on their rights as citizen and residents, specifically with respect to encountering law enforcement agencies and with respect to their rights under the law, if they have criminal records. The organization will also provide referrals to additional types of legal counsel. Additionally, the



**YOUTH SERVICES DIVISION  
2023 SCOPE OF SERVICES  
PREVENTION AND INTERVENTION COMMUNITY JUSTICE INITIATIVE**

**Contract Term: January 1, 2023 through December 31, 2023**

organization will be able to act as a service navigator for this population by connecting them to services and resources provided by Cabrini Green Legal Aid, First Defense Legal Aid or Legal Aid Chicago which are three legal entities affiliated with the program.

**SECTION B – PERFORMANCE MEASUREMENT**

***Community Justice Initiative (CJI) Outcomes, Outputs, and Performance Metrics***

With the combined efforts of each of the wards, the aggregate goals under the CJI model are:

- 1) ***Educating*** at least 16,000 Chicagoans in the participating wards with a robust and on-going Know Your Rights curriculum and communications strategy.
- 2) ***Hosting*** at least one Know Your Rights workshop in each participating ward monthly and participating in at least two community events monthly.
- 3) ***Providing*** legal consultation or legal representation to Black Caucus residents annually.

**Data Reporting:**

Number of Workshops/Clinics/Community Events (type of workshop)  
Number of workshop attendees (age, address, ward, legal questions/needs)  
Number of referrals (type of referrals)  
Number of referrals to legal provider  
Number of hotline calls received  
Number of “train the trainer” or refresher trainings provided

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. As such, 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.

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



**YOUTH SERVICES DIVISION  
2023 SCOPE OF SERVICES  
PREVENTION AND INTERVENTION COMMUNITY JUSTICE INITIATIVE**

**Contract Term: January 1, 2023 through December 31, 2023**

must implement policies and procedures to ensure privacy and confidentiality of client records for both paper files and electronic databases. Delegate agencies must have the ability to submit reports electronically to DFSS. The City's Information Security and Information Technology Policies are located at [https://www.cityofchicago.org/city/en/depts/doiit/supp\\_info/is-and-it-policies.html](https://www.cityofchicago.org/city/en/depts/doiit/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: Renewable every 5 years
- Fingerprint Background Check: Renewable every 5 years

Additional contractual certifications and documentation:

- CPR Certification: Renewable every 2 years
- First Aid Training: Renewable every 2 years
- CANTS: Yearly if not licensed by DCFS



**YOUTH SERVICES DIVISION  
2023 SCOPE OF SERVICES  
PREVENTION AND INTERVENTION COMMUNITY JUSTICE INITIATIVE**

**Contract Term: January 1, 2023 through December 31, 2023**

## **Meetings**

### *Meetings and Trainings*

CJI lead agency and legal partner meetings will occur **monthly** between the three lead agencies and three legal partners and will be facilitated by the Youth Services Coordinator. Subcontractors will not be invited to attend these meetings however lead agency and legal partner participation is mandatory. This meeting provides an opportunity to discuss data (#of legal referrals received by legal partners) as well as program updates.

DFSS may also request and identify additional staff participation in professional development trainings, meetings and conferences, etc. Additionally, agencies are required to notify the DFSS Youth Services Coordinator and the Director of the Youth Services Prevention and Intervention 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 your work plan in Cityspan within thirty (30) days of the change.

## **Compliance and Underperformance**

This initiative is administered by DFSS through the American Rescue Plan Act (ARPA) funds. Consequently, all guidelines and requirements of DFSS and ARPA must be met. In the event of underperformance at the end of the first, second, or third quarter (as deemed appropriate by the DFSS Program Manager/Liaison), the delegate agency must submit a Program Improvement Plan (PIP) in writing to indicate how they will improve performance by the next quarter.

## **SECTION C – CORE ELEMENTS**

- FDLA Lead Trainer of Know Your Rights curriculum and will facilitate and train lead agencies (Westside Health Authority, Chicago Urban League and Phalanx Family Services) and subcontractors. FDLA will update as needed depending on changes to Illinois law and statutes that impact arrests.
- Provide quality feedback to all leads and subcontractors regarding quality and content of training as well notify DFSS of any immediate concerns or issues regarding leads and subcontractors ability to execute services in the community.
- First Defense Legal Aid will serve as Ward 28 outreach and engagement team.
- FDLA will coordinate a monthly workshop calendar of Events as well as coordinate monthly communication with subcontractors.



**YOUTH SERVICES DIVISION  
2023 SCOPE OF SERVICES  
PREVENTION AND INTERVENTION COMMUNITY JUSTICE INITIATIVE**

**Contract Term: January 1, 2023 through December 31, 2023**

**SECTION D – PAYMENT STRUCTURE**

*Expenditure Rate*

Agencies are required to voucher monthly via eProcurement. Agency staff is expected to attend vouchering training and, if needed, is expected to meet the October budget revision deadline. The table below illustrates what percentage of the awarded grant should be expended quarterly. Note that organizations can only bill for personnel if they have submitted documentation that shows programming has the enrollment and attendance numbers to support submission.

**1<sup>st</sup> Quarter (January – March): 25%**

**2<sup>nd</sup> Quarter (April – June): 50%**

**3<sup>rd</sup> Quarter (July – September): 75%**

**4<sup>th</sup> Quarter (October – December): 100%**

*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.



**YOUTH SERVICES DIVISION  
2023 SCOPE OF SERVICES  
PREVENTION AND INTERVENTION COMMUNITY JUSTICE INITIATIVE**

**Contract Term: January 1, 2023 through December 31, 2023**

**SECTION E – SUBMITTAL AND APPROVAL**

**ACKNOWLEDGEMENT**

**PROGRAM MODEL: PREVENTION AND INTERVENTION COMMUNITY JUSTICE INITIATIVE**

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) Applicant signature  |  |
| b) Name (typed)         |  |
| c) Date submitted       |  |
|                         |  |
| d) DFSS Staff signature |  |
| e) Name (typed)         |  |
| f) Date approved        |  |

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