



**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	

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**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 Phalanx:**

Phalanx is the Lead Agency that will implement the Community Justice Initiative efforts on the far south side of Chicago by overseeing efforts in its ward (34), as well as programming in the 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup> and 21<sup>st</sup> wards. These efforts include but are not limited to:

- Implementing the Community Justice Initiative in the 17<sup>th</sup> and 34<sup>th</sup> wards
  - Act as subcontractor in the 17<sup>th</sup> and 34<sup>th</sup> wards
  - Disseminate legal resources and offer workshops in the 17<sup>th</sup> and 34<sup>th</sup> wards
  - Connect residents to legal resources offered through CJI
  - Host at least one Know Your Rights training each month
  - Collect pre/post surveys at each Know Your Rights training
  - Participate in at least 2 community events each month

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- Serving as fiscal agent for five community-based partners, Another Chance, IMANI, LePenseur, New Foundation of Hope and the Rose Foundation
  - Prepare budgets for each community-based partner in the amount specified by DFSS.
  - Submit vouchers to DFSS monthly
  - Collect documentation in the form of vendor agreement, invoices, cancelled checks, travel logs, credit card statements, etc. to support payments to subcontractors monthly by the 5<sup>th</sup> of each month
  - Monitor subcontractor spending to ensure allowable costs a Fiscal Agent for the subcontracted agencies monthly
- Serving as a fiscal agent for two legal partners, Cabrini Green Legal Aid and Legal Aid Chicago that will provide connections to legal and resource services across all participating wards
  - Prepare budgets for each legal partner in the amount specified by DFSS.
  - Submit vouchers to DFSS monthly
  - Collect documentation in the form of vendor agreement, invoices, cancelled checks, travel logs, credit card statements, etc. to support payments to subcontractors monthly by the 5<sup>th</sup> of each month
  - Monitor subcontractor spending to ensure allowable costs a Fiscal Agent for the subcontracted agencies monthly
- Provide oversight of services provided by subcontracted organizations
  - Ensure subcontractors are connecting residents to legal resources offered through CJI
  - Ensure subcontractors are hosting at least one Know Your Rights training each month
  - Ensure subcontractors participate in at least 2 community events each month
  - Ensure subcontractors are collecting pre/post surveys at each Know Your Rights training
- Liaising with the Department of Family and Support Services (DFSS)
- Create outreach and referral plan in partnership with DFSS and legal partners
- Secure MOU/service agreements with each subcontractor (DFSS has included a sample MOU)
- Convening monthly meetings with subcontractors as determined by DFSS
- Participating in community events with (CPS, Aldermanic offices, City Colleges)
- Collaborating with First Defense Legal Aid to plan “Know Your Rights” trainings
- Monitoring the implementation and status of CJI in all assigned wards
- Fulfilling all contractual obligations with DFSS

**Program Services Provided by Cabrini Green Legal Aid as a subcontractor under Phalanx:**

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Phalanx will also serve as the lead entity and fiscal agent for two legal partners, Cabrini Green Legal Aid and Legal Aid Chicago.

*Services provided by Cabrini Green Legal Aid are as follows:*

- Expungement and sealing/warrants (juveniles and adults)
- Legal consultation/petition filing and full legal representation
- Community resource clinics with all three community lead agencies
- Data collection
  - Number of services (types of services, by age, ward)
  - Number of referrals (by age, ward)
  - Final disposition, case result (by age, ward)

*Services provided by Legal Aid Chicago are as follows:*

- Civil legal matters including but not limited to food stamp/benefits, employment rights/unemployment insurance, child support, housing/foreclosure
- Community resource clinics with all three community lead agencies
- Data collection
  - Number of services (types of services, by age, ward)
  - Number of referrals (by age, ward)
  - Final disposition, case result (by age, ward)

**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

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- 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 citizens and residents, specifically with respect to encountering law enforcement agencies and with respect to their rights under the law, if they have criminal records. This Know Your Rights campaign will be an on-going hallmark of the program. Additionally, the 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**

Phalanx is responsible for collecting and reporting data for all services provided by subcontracted agencies each month. In addition, Phalanx will report data from the services provided in wards 17 and 34. Data will be input into the data collection system identified by DFSS. Phalanx will collect and report the following data:

Number of know your rights workshops (name, age, address, community area, ward, legal questions/needs)

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Number of attendees at know your rights workshops  
Number of community events attended  
Number of residents encountered at community events  
Number of legal referrals (type of referrals, by ward)  
Number of referrals to legal provider

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 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/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.

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**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

**Meetings**

*Meetings and Trainings*

CJI subcontractor meetings will occur **monthly** between lead agency and respective subcontractors. It is the responsibility of the lead agency to determine a platform, schedule and facilitate a standing monthly meeting and share the meeting information with the assigned Youth Services Coordinator (YSC) as well as subcontractors. This meeting provides an opportunity to discuss data (#of workshops held and attendance at those workshops) and is mandatory for all subcontractors to attend. An agenda for this meeting will be provided by the Youth Services Coordinator.

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 YSC. 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.



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**Compliance and Underperformance**

In the event of under-performance 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**

**Participating Wards and Subcontractors:**

Phalanx Family Services

- Ward 21, Another Chance
- Ward 8, IMANI
- Ward 7, LePensuer
- Ward 18, New Foundation of Hope
- Ward 17, Phalanx
- Ward 9, The Rose Foundation
- Cabrini Green Legal Aid (subcontractor under Phalanx but provides services across all wards)
- Legal Aid Chicago (subcontractor under Phalanx but provides services across all wards)

\*Wards are subject to changed based on new ward map.

**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





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**the month in which services were performed**. Failure to submit timely vouchers could result in nonpayment.

*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%**

**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	



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e) Name (typed)	
f) Date approved	

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