



**YOUTH SERVICES DIVISION  
2022 SCOPE OF SERVICES  
PREVENTION AND INTERVENTION COMMUNITY JUSTICE INITIATIVE**  
Contract Term: January 1, 2022 through December 31, 2022

**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 Westside Health Authority:**

West Side Health Authority (WHA) is the Lead Agency that will lead the Community Justice Initiative efforts on the west side of Chicago by overseeing efforts in its ward (37), as well as programming in the 24<sup>th</sup>, 27<sup>th</sup>, and 29<sup>th</sup> wards. These efforts include but are not limited to:

- Implementing the Community Justice Initiative in the 37<sup>th</sup> ward
  - Act as subcontractor in the 37<sup>th</sup> ward
  - Disseminate legal resources and training dates in the 37<sup>th</sup> ward
  - Connect residents to legal resources offered through CJJ
- Serving as fiscal agent for three community-based partners, UCAN, Bridge 2 Freedom and a third organization “to be determined” in Ward 27
  - Prepare budgets for each legal partner in the amount of \$25,000 each
  - 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 5th of each month
  - Monitor subcontractor spending to ensure allowable costs a Fiscal Agent for the subcontracted agencies monthly
- Liaising with the Department of Family and Support Services (DFSS)
- Secure MOU/service agreements with each subcontractor (DFSS has included a sample MOU)
- Create outreach and referral plan in partnership with DFSS and legal partners



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- 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

**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 18 wards that comprise the Black Caucus. CJI will work with residents in each ward with a primary focus on juveniles, young and emerging adults, ages 14-24. 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 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. The organization will also provide referrals to additional types of legal counsel. 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***



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With the combined efforts of each of the 18 wards, the aggregate goals under the CJJ model are:

- 1) **Educating** at least 10,000 Chicagoans in the participating wards with a robust and on-going Know Your Rights curriculum and communications strategy.
- 2) **Providing** legal consultation or legal representation to over 45% of referred residents that qualify.
- 3) **Connecting** at least 60% of residents who are affected by these issues, to additional services such as:
  - a. Legal services that would address the collateral consequences of arrest and incarceration such as housing, family, employment, credit and other legal issues that serve as a gateway into the criminal justice system
  - b. Supportive services that seek to address the various needs of people who have criminal records such as workforce development, housing, transportation, food, education, and more.

### **Data Reporting**

Number of Services (types of services, by ward)  
Number of legal clinic attendees (age, address, ward, legal questions/needs)  
Number of 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



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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
- National Sex Registry Clearance: Yearly certification
- 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.



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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**

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:**

Westside Health Authority

- Ward 29, Bridge 2 Freedom
- Ward 24, UCAN
- Ward 27, TBD

**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 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



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

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