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DEPARTMENT OF CHILDREN, YOUTH AND THEIR FAMILIES  
Credible Messenger Life Coaches for Justice-Involved Young People RFP &  
Whole Family Support for Justice-Involved Young People and Their  
Families RFP

September 28, 2022 REVISION



RFP DATE ISSUED: Friday, July 1, 2022 | REVISED 01: Friday, July 15, 2022 | REVISED 02:  
Monday, August 29, 2022 | REVISED 03: September 28, 2022

REVISED DEADLINE FOR SUBMISSION: Friday, August 12, 2022 at 5:00 p.m.

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July 15th, 2022 Revisions:

The revisions to this document are listed below. Since most revisions in this document relate to the extension of the RFP estimated timeline, all references in the document to this date and those thereafter have been updated to reflect the changes below. Revisions are identified in the document by ~~striking through~~ changed or deleted text and highlighting in yellow adjusted or added text.

- RFP Issued: Friday, July 1, 2022; Revision Issued: Friday, July 15, 2022
- Question Submission Period: Friday, July 1 – Friday, July 22, 2022 by 5:00 pm
- Answers to Questions Posted: Tuesday, July 26, 2022 by 5:00 pm
- Proposals Due: Friday, August 12, 2022 by 5:00 pm
- Award Decision Finalized: Tuesday, September 13, 2022
- Appeals Period: Tuesday, September 13, 2022 - Tuesday, September 20, 2022

August 29th, 2022 Revisions:

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- Deliberations - Thursday, September 15, 10:00 am - 1:00 pm
- Award Decision Finalized - Friday, September 23, 2022
- Appeals Period: Friday, September 23, 2022 - Friday, September 30, 2022

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### September 28<sup>th</sup>, 2022 Revisions:

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- Appeals Period: Tuesday, October 11, 2022 - Tuesday, October 18, 2022

## SECTION 1: GENERAL INFORMATION

### ABOUT DCYF & JPD

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This Request For Proposals (RFP) is a partnership of Department of Children, Youth and Their Families (DCYF) and Juvenile Probation Department (JPD) and the result of recommendations from San Francisco's DJJ Realignment Subcommittee.

#### **Department of Children, Youth and Their Families**

The Department of Children, Youth and Their Families (DCYF) has administered San Francisco's powerful investments in children, youth, transitional age youth (TAY) and their families through the Children and Youth Fund since 1991. Our work brings together City government, schools and community-based organizations (CBOs) to help our city's youth and their families lead lives full of opportunity and happiness. DCYF and our partners have a proud history of funding high quality, culturally relevant and empowering services with a deep commitment to advancing equity and healing trauma.

In 1991 the Children's Amendment to the City Charter was passed by voters, making San Francisco the first city in the country to guarantee a dedicated funding stream to children each year in the City budget. The legislation set aside a portion of annual property taxes for services that benefit children. The Children's Fund was overwhelmingly renewed by voters in 2000, then renewed again in 2014 with broad voter support for an extended 25-year tenure. Proposition C, also known as the Children and Families First Initiative, increased the property tax earmark for children and youth to 4 cents of every \$100 of assessed property value, renamed the fund to the Children and Youth Fund and expanded its use to support services for TAY.

DCYF administers the resources of the Children and Youth Fund to CBOs and public agencies to provide services to the city's children, youth, TAY and their families. DCYF's Oversight and Advisory Committee (OAC), established in the 2014 legislation, helps to guide strategic planning and program evaluation. In fiscal year 2018-19 DCYF distributed approximately \$141 million in funding to 440 programs in all the City's neighborhoods. Together these programs served over 38,000 children, youth, TAY and their families.

DCYF funds services in the following areas: Early Care and Education; Educational Supports; Emotional Well-Being; Enrichment, Leadership & Skill Building; Family Empowerment; Justice Services; Mentorship; Outreach & Access; Out of School Time; and Youth Workforce Development. Our funding approach is holistic, seeking to support a continuum of services that provides children, youth, TAY and their families with opportunities to be healthy, succeed in school, prepare for the future, engage in positive activities and contribute to the vitality of San Francisco all while living in safe and supported communities.

DCYF also supports Evaluation to help understand the impact of our investments and Technical Assistance and Capacity Building to strengthen our CBOs and their programs. By raising our awareness of the services that best support children, youth, TAY and their families DCYF increases our ability to fund programs with the highest impact. By helping to strengthen our CBOs through technical assistance and capacity building we bolster their ability to contribute to the positive outcomes we seek for the communities we serve.

Our task is large, but our resolve is unwavering. DCYF continues to be a strong voice at the heart of San Francisco's commitment to children, youth, TAY and their families. With an approach that combines broad experience, community engagement, creative thinking and thoughtful decision making DCYF continues to make San Francisco a great place to grow up.

## SECTION 1: GENERAL INFORMATION ABOUT DCYF & JPD

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### Juvenile Probation Department

It is the mission of the San Francisco Juvenile Probation Department to serve the needs of youth and families who are brought to our attention with care and compassion; to identify and respond to the individual risks and needs presented by each youth; to engage fiscally sound and culturally competent strategies that promote the best interests of the youth; to provide victims with opportunities for restoration; to identify and utilize the least restrictive interventions and placements that do not compromise public safety; to hold youth accountable for their actions while providing them with opportunities and assisting them to develop new skills and competencies; and contribute to the overall quality of life for the citizens of San Francisco within the sound framework of public safety as outlined in the Welfare & Institutions Code (WIC).

JPD is committed to working in partnership with government and community partners to change the way we supervise, and support young people and their families involved in the juvenile justice system. These commitments include:

- Centering the voices, experiences, and well-being of young people and their families.
- Effectively serving the needs of justice-involved youth through strengths-based youth-and family-centered strategies that are grounded in the community.
- Improving coordination across government agencies, community-based organizations, and youth and families to provide holistic support that helps justice-involved youth thrive and prevents future justice involvement.
- Keeping youth in their communities whenever possible; providing safe alternatives to detention for youth who cannot return home; reserving secure detention as a last resort when it is necessary to protect the safety of youth and those around them; and developing secure long-term setting(s) that are healing-centered, family-centered, community-centered, and culturally responsive.
- Collaborating with the community and partner agencies to expand diversion opportunities that prevent justice system involvement.
- Reinvesting and redirecting juvenile justice funding to the community, including directly to youth and families.
- Advancing transparency and accountability through data-driven operations, and evidence-based and promising practices.
- Equitably right-sizing and reorganizing the department to best serve young people and their families.

As a part of these commitments, JPD recognizes that we must advance a Whole Family Engagement Strategy that places racial equity at its center to ensure that all youth have equal access to successful outcomes, and that advances youth-and family-centered case plans and goal development, with the supports and resources necessary to help justice-involved youth thrive. JPD approaches all of this work with a commitment to transparent, data-driven decision-making, grounded in authentic collaboration and partnership with youth, families, and the community.

## SECTION 1: GENERAL INFORMATION

### ABOUT THE RFP, TIMELINE & IMPORTANT ELEMENTS

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**The Credible Messenger Life Coaches & Whole Family Support RFP** is a collaboration between the San Francisco Juvenile Probation Department (JPD) and the Department of Children, Youth and Their Families (DCYF) to fund robust programming and services in two distinct program areas:

- (1) credible messenger life coaching, and
- (2) whole family support programming and services models, including opportunities for direct and flexible funding for young people who are involved with the juvenile-justice system and their families.

Funds for this project are derived from two annual state apportionments provided by the state to every California county, according to rules set forth by state law: the Juvenile Justice Realignment Block Grant and the Youthful Offender Block Grant. By combining these two funding sources, the City seeks to expand our ability to meet the needs of all young people in the justice system and their families. JPD will provide funds to DCYF who will administer the RFP, enter into grant agreements with the selected grantees, and monitor and ensure compliance with grant terms. JPD and DCYF will work in close collaboration to set grant terms and monitoring and reporting requirements.

#### **Division of Juvenile Justice Realignment Background**

In September of 2020, Governor Gavin Newsom signed Senate Bill (SB) 823 into law, commonly referred to as “Division of Juvenile Justice (DJJ) Realignment”. Prior to SB 823, DJJ operated state-run, long-term commitment incarceration facilities for young people with sustained petitions for the most serious offenses. With the passage of SB 823, this legislation:

- Stopped intakes at DJJ facilities as of July 1, 2021;
- Shifted responsibility to each local county for the custody, care, and supervision of youth who would have otherwise been eligible for DJJ: young people with sustained petitions for the most serious offenses;
- Adjusted the Age of Jurisdiction, thereby extending the juvenile court’s jurisdiction in each county to young people up to age 21, 23, or 25, depending on the offense; and
- Created a new state Office of Youth & Community Restoration (OYCR) housed within California’s Health & Human Services Agency to oversee DJJ Realignment in all counties across the state.

In May of 2021, Governor Newsom signed a companion law, SB 92, which created a “Secure Youth Treatment Facilities” (SYTF) track for youth found to have committed serious offenses, enabling counties to establish local long-term, secure rehabilitative programs for those young people who committed serious offenses that, prior to this new law, would have been eligible to be sent by the judge to state youth prison (Division of Juvenile Justice or DJJ).

DJJ Realignment requires each county to create a local body so that the county can receive state funding to support these new responsibilities. San Francisco’s body, called the “DJJ Realignment Subcommittee”, includes both the state-mandated seats and five additional seats for community members and youth advocates. In total, eight members, or over half of the subcommittee’s seats, are comprised of community members or youth advocates, including those with lived experience. Over the course of 2021, the DJJ Realignment Subcommittee met regularly and developed a plan to provide appropriate and meaningful rehabilitation and supervision services to youth who would have been eligible for DJJ commitment prior to its closure, as required by the legislation. Through the crafting of that plan, the DJJ Subcommittee voted to:

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### ABOUT THE RFP, TIMELINE & IMPORTANT ELEMENTS

- Use San Francisco’s Juvenile Hall as San Francisco’s interim Secure Youth Treatment Facility (SYTF) for youth who would have been eligible for DJJ commitment prior to its closure, until the City's future place of detention is identified and implemented;
- Build on San Francisco’s extensive array of existing community resources & investments for young people on probation.

While the DJJ Realignment Subcommittee identified a range of gaps in programs and services, members unanimously voted to prioritize two areas for this first RFP:

- Credible Messenger Life Coaches
- Whole Family Support & Direct/Flexible Funding for Young People and Their Families

See San Francisco’s full DJJ Realignment Plan here: [SF's DJJ Realignment Plan 2021](#).

This RFP seeks strong applicants to deliver programming and services that fall under these two areas of focus. Programming and services will serve both the DJJ Realignment target population (youth with sustained Welfare and Institutions Code 707(b) offenses) and the non-DJJ eligible population (i.e. all youth under the jurisdiction of the San Francisco juvenile court). This includes young people committed to the Secure Youth Treatment Facility (SYTF), young people committed to Juvenile Hall, young people detained in Juvenile Hall, and justice-involved youth living at home and/or in an out of home placement,<sup>1</sup> and their caregivers.

<b>REVISED ESTIMATED TIMELINE (as of 9/28/2022)</b>	
Dates may be /subject to change.	
RFP Issued	Friday, July 1, 2022
Question Submission Period	Friday, July 1 <sup>st</sup> – Friday, July 22, 2022 by 5:00 pm
Answers to Questions Posted	Tuesday, July 26 , 2022 by 5:00 pm
Proposals Due	Friday, August 12, 2022 by 5:00 pm
Proposal Scores Due	Wednesday, September 7, 2022 by 5:00 pm
Deliberations	Thursday, September 15, 10:00 am - 1:00 pm
Award Decision Finalized	Tuesday, October 11, 2022
Appeals Period	Tuesday, October 11, 2022 - Tuesday, October 18, 2022

<b>REVISED ESTIMATED TIMELINE (as of 8/29/2022) –</b>	
<del>Dates may be /subject to change.</del>	
<del>RFP Issued</del>	<del>Friday, July 1, 2022</del>
<del>Question Submission Period</del>	<del>Friday, July 1<sup>st</sup> – Friday, July 22, 2022 by 5:00 pm</del>
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<del>Appeals Period</del>	<del>Friday, September 23, 2022 – Friday, September 30, 2022</del>

<sup>1</sup> On June 18, 2019, the San Francisco Board of Supervisors passed legislation to close the existing Juvenile Hall by December 31, 2021. This process is still ongoing.

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 ABOUT THE RFP, TIMELINE & IMPORTANT ELEMENTS

REVISED ESTIMATED TIMELINE (as of 7/15/2022) Dates may be /subject to change.	
RFP Issued	Friday, July 1, 2022
Question Submission Period	Friday, July 1 <sup>st</sup> – Friday, July 22, 2022 by 5:00 pm
Answers to Questions Posted	Tuesday, July 26, 2022 by 5:00 pm
Proposals Due	Friday, August 12, 2022 by 5:00 pm
Award Decision Finalized	Tuesday, September 13, 2022

ESTIMATED TIMELINE (Dates may be subject to change)	
RFP Issued	Friday, July 1, 2022
Question Submission Period	Friday, July 1 <sup>st</sup> – Friday, July 15, 2022 by 5:00 pm
Answers to Questions Posted	Tuesday, July 19, 2022 by 5:00 pm
Proposals Due	Friday, August 5, 2022 by 5:00 pm
Award Decision Finalized	Tuesday, September 6, 2022

SUBMISSION REQUIREMENTS

All applications in response to this RFP must be submitted using DCYF’s online application system (See Online Submission Instructions section for more information). ~~The deadline to apply is Friday, August 5<sup>th</sup>, 2022 by 5:00 pm.~~  
 The deadline to apply is Friday, August 12<sup>th</sup>, 2022 by 5:00 pm. Proposals will not be accepted after this deadline.

TECHNICAL ASSISTANCE AND QUESTIONS

DCYF is committed to providing as much clarity as possible during this RFP process. All questions about the RFP must be submitted in writing to the email address below. DCYF staff will only answer questions emailed to the address below during the question submission period.

SUBMIT ALL RFP QUESTIONS TO:	DEADLINE FOR RFP QUESTION SUBMISSION:
<a href="mailto:RFP@dcyf.org">RFP@dcyf.org</a>	Friday, July 15 <sup>th</sup> 2022 at 5:00pm Friday, July 22 <sup>nd</sup> 2022 at 5:00pm

To ensure that all applicants have access to both the submitted questions and their corresponding answers DCYF will publish all received questions and answers by ~~Tuesday, July 19<sup>th</sup>, 2022 by 5:00 pm~~ Tuesday, July 26<sup>th</sup> 2022 by 5:00 pm at [www.dcyf.org](http://www.dcyf.org).



## SECTION 1: GENERAL INFORMATION

### FUNDING TERMS

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#### TOTAL FUNDS AVAILABLE

This RFP will provide up to \$1.35 million in funding from September 1<sup>st</sup>, 2022 through August 31<sup>st</sup>, 2023, with the intention to continue programming and services. JPD and DCYF anticipate funding at least one (1) grantee to deliver the credible messenger life coaches in-custody program model and at least two (2) grantees to deliver the credible messenger life coaching model in the community. We anticipate funding four to six (4-6) grantees to deliver whole family support programming and services to serve youth and families across the continuum. All funding allocations are specific and must be used for the program purposes outlined in this RFP. Funding awards are subject to the availability of funds and grant terms.

This RFP, and the proposals received as a result of it, may be used to justify funding decisions for other similar services and/or other funding that becomes available through DCYF, JPD, or any other City department. DCYF, JPD, or other City agencies, will disclose any additional regulations or requirements during the negotiation process for contracts that are awarded through this RFP and funded by other local, state, federal or non-city sources.

#### GRANT TERMS

Grant terms for this RFP may vary. Variation in grant terms will depend on the availability of funds; grantee performance relative to the requirements and expectations set forth by the funding strategy; compliance with DCYF's contractual, reporting and evaluation requirements and other expectations detailed in the grant agreement and award letter. In addition, DCYF shall, at its sole discretion, have the option to renew the grant agreement. The final terms and conditions of the grant shall be subject to negotiation.

#### USES OF FUNDS

DCYF & JPD funds shall only be used to support program costs that are direct or indirect expenses related to the requirements provided in this RFP. Applicants are encouraged to submit realistic budgets that adequately account for true program costs and the aspects of services that are key to quality.

Examples of eligible uses of funds include, but are not limited to:

1. Staffing costs and fringes;
2. Rent, lease and occupancy costs;
3. Materials and supplies;
4. Food costs;
5. Transportation and
6. Administrative costs up to 15% of the total contract amount (including administrative costs of subcontractors).

Funds provided through this RFP shall not be used for:

1. Any service that merely benefits children and youth incidentally;
2. Acquisition of any capital item not for primary and direct use by children and youth;
3. Acquisition of real property (excluding leases for a term of 12 months or less);
4. Maintenance, utilities or similar operating costs of a facility not used primarily and directly by the funded program;
5. Out-of-country travel;
6. Depreciation on buildings or equipment and
7. Religious worship, instruction or proselytization.

## SECTION 1: GENERAL INFORMATION

### FUNDING TERMS

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Also, DCYF & JPD will not spend its limited resources funding services that should be provided by other entities such as other City departments or the San Francisco Unified School District (SFUSD). For more detailed information on uses of funds, please refer to *Doing Business with DCYF* at: [www.dcyf.org/doing-business-with-dcyf-guide](http://www.dcyf.org/doing-business-with-dcyf-guide).

## SECTION 1: GENERAL INFORMATION

### FUNDING TERMS

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#### RIGHT NOT TO FUND

If the submitted applications to this RFP are not deemed responsive or do not meet requirements, DCYF & JPD reserve the right not to issue awards. DCYF, in collaboration with JPD, may also negotiate a separate process to cultivate the services identified in this RFP. DCYF & JPD reserve the right to not fund past the initial grant agreement and to extend the agreement for additional years.

#### TERMS AND CONDITIONS

##### A. Errors and Omissions in RFP

Applicants are responsible for reviewing all portions of this RFP. Applicants are to promptly notify DCYF in writing if the applicant discovers any ambiguity, discrepancy, omission or other error in the RFP. Any such notification should be directed to DCYF promptly after discovery but no later than five working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

##### B. Addenda to RFP

DCYF may modify the RFP prior to the proposal due date by issuing written addenda. Addenda will be posted within DCYF's online application system. The Department will make reasonable efforts to notify applicants in a timely manner of modifications to the RFP. Notwithstanding this provision, the applicant shall be responsible for ensuring that its proposal reflects any and all addenda issued by DCYF prior to the proposal due date regardless of when the proposal is submitted.

##### C. Revision of Proposal

An applicant may revise a proposal on their own initiative at any time before the deadline for submission of proposals. Because the online application system used for this RFP does not allow applicants to reopen a proposal after the final submission step, applicants must contact DCYF at [RFP@dcyf.org](mailto:RFP@dcyf.org) to arrange to perform any revisions to proposals that have already been submitted.

In no case will a statement of intent to submit a revised proposal or commencement of a revision process extend the proposal due date for any applicant. At any time during the proposal evaluation process DCYF may require an applicant to provide oral or written clarification of its proposal. DCYF reserves the right to make an award without further clarifications of proposals received.

##### D. Late or Conditional Proposals

Any proposal received after the exact time specified for receipt will not be considered for funding. Any proposal may be rejected if it is conditional, incomplete or deviates from specifications stated in this RFP. Minor deviations may be waived at the discretion of the City.

##### E. Reservations of Rights by the City

The issuance of this RFP does not constitute an agreement by DCYF that any grant will actually be entered into. DCYF expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Proposals;

## SECTION 1: GENERAL INFORMATION

### FUNDING TERMS

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4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFP by any other means;
6. Award multiple grants per strategy or
7. Determine that no project will be pursued or contract be issued.

#### F. Appeal Procedures

Agencies not awarded funds through this RFP can file a formal appeal with DCYF. The appeal period begins immediately following the award announcement ~~scheduled for Monday, August 8th, 2022), and ends on Monday, August 15th, 2022~~ ~~scheduled for Tuesday, September 13<sup>th</sup> 2022 and ends on Tuesday, September 20<sup>th</sup> 2022 by 5:00 p.m.~~ ~~scheduled for Friday, September 23, 2022 and ends on Friday, September 30, 2022 by 5:00PM~~ ~~scheduled for Tuesday, October 11, 2022 and ends on Tuesday, October 18, 2022 by 5:00PM.~~ Appeals will only be accepted in writing and must be submitted by email to [appeals@dcyf.org](mailto:appeals@dcyf.org). A panel selected by DCYF and JPD will review all eligible appeals and the panel's decisions will be final.

Appeals are most likely to be successful when they are based on technical errors on DCYF's part that may have affected our decision. When appealing an RFP decision applicants should submit the following:

- Agency Name
- Name of the proposal being appealed
- The reason for the appeal: applicants should describe the reason(s) they feel a new decision is warranted. In addition to technical errors, DCYF will take into account new information or changes in circumstance that have emerged since the RFP submission date.

The following items represent insufficient grounds for an appeal:

- Inaccurate observations made by readers, as shown in their comments
- Variations in individual reader's scores
- Impact on the program, agency, or youth served (these considerations will be taken into account during the RFP review process)
- Past history of being a DCYF or JPD grantee

## SECTION 1: GENERAL INFORMATION

### REQUIREMENTS

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The purpose of this RFP is to identify non-profit organizations and programs to provide specific services to young people (both youth and young adults, ages 12-25) who are involved in the juvenile justice system and their families. Agencies receiving grants as a result of this RFP must be San Francisco City-approved vendors, meet specific eligibility and contractual requirements, and operate in a spirit of partnership to help DCYF and JPD meet our funding goals and outcomes.

### VENDOR STATUS

Agencies funded through this RFP must be City-approved vendors and not be on the City Vendor Debarred list before receiving funds. Subcontractors are not required to be City-approved vendors; only the lead agency or fiscal sponsor must be City-approved. Organizations must be approved City vendors by the release of award decisions (scheduled for ~~Friday July 30<sup>th</sup>, 2021~~ ~~Tuesday, September 13<sup>th</sup>, 2022~~ ~~Friday, September 23, 2022~~ ~~Tuesday, October 11, 2022~~) to receive funding under this RFP. Vendor application packets can be obtained from the Office of Contract Administration at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 430, San Francisco, CA 94102 or downloaded from the Office of Contract Administration website at [www.sfgov.org/oca](http://www.sfgov.org/oca). More information on becoming a City vendor can be found at the San Francisco City Supplier Portal at <https://sfcitypartner.sfgov.org>

### ELIGIBILITY REQUIREMENTS

Applicants must meet all of the following eligibility requirements to be considered for funding:

- Applicants must be a community-based agency that is non-profit and tax-exempt under Section 501(c)(3) of the Internal Revenue Code, or apply under a valid fiscal sponsor.
- Program may only serve youth under the jurisdiction of the San Francisco Juvenile Court and their families. Youth and families do not need to be SF residents to receive these services.
- Organizations receiving a grant from this RFP must be approved City vendors by the release of award decisions (scheduled for ~~Monday, August 8<sup>th</sup>, 2022~~ ~~Tuesday, September 13<sup>th</sup>, 2022~~ ~~Friday, September 23, 2022~~ ~~Tuesday, October 11, 2022~~) to receive funding under this RFP. DCYF reserves the right to revoke a grant award if an organization is unable to meet this deadline.
- Applicants must agree to meet Compliance Standards established by the City, DCYF and JPD throughout the grant term and participate in evaluation activities.
- Organizations must be compliant with the City's insurance requirements by the completion of contract negotiations.

### Non-Eligible Entities:

- No City and County of San Francisco agencies or departments, nor San Francisco Unified School District (SFUSD), may apply for funding under this RFP.

### DCYF CONTRACTUAL REQUIREMENTS

Funded organizations must comply with all requirements outlined in the Grant Agreement. These requirements include maintaining commercial general liability, worker's compensation and auto insurance, complying with the Equal Benefits Ordinance and possession of a current San Francisco business tax certificate, if applicable. In addition, DCYF has specific contract requirements that must be met:

#### A. San Francisco Contracting Requirements

The contractor must comply with City and County of San Francisco ordinances and contracting requirements. For more detailed information, see the Office of Contract Administration website at <http://www.sfgov.org/oca>.

## SECTION 1: GENERAL INFORMATION

### REQUIREMENTS

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The contract requirements include commercial general liability, workers compensation and auto insurance; compliance with Equal Benefits Ordinance and a current San Francisco business tax certificate, if applicable.

## SECTION 1: GENERAL INFORMATION REQUIREMENTS

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### B. Minimum Compliance Standards

All DCYF grantees are required to meet DCYF's Minimum Compliance Standards at all times. DCYF will determine if organizations are in compliance. Funded entities via this RFP will be required to comply with these standards.

### C. Fiscal and Organizational Practices

All DCYF funded organizations are mandated to comply with all scheduled formal fiscal/compliance monitoring and organizational site visits.

### D. Sunshine

Under Chapter 12L of the San Francisco administrative code, non-profits that receive in excess of \$250,000 in city funds must comply with specific open government requirements and respond to requests for financial and meeting information from members of the public. This is commonly called the "Sunshine Act."

### E. Accessibility

Programs and services must be accessible to persons with disabilities. Program access can be achieved in many cases without having to alter the existing facility.

### F. Non-Discrimination

Organizations must comply with SF Human Rights Commission prohibitions against discrimination in fair housing and equal employment opportunity, and in awarding grants. Organizations must also comply with the Equal Benefits Ordinance for domestic partners. Additional information concerning these items can be found on the Contract Monitoring Division website at [www.sfgov.org/cmd](http://www.sfgov.org/cmd).

### G. Religious Activity

Funds may not be used for religious purposes or for the improvements of property owned by religious entities except where the grant recipient is a secular non-profit organization with a long-term lease.

### H. Political Activity

No funds received through this RFP shall be used to provide financial assistance for any program that involves political activities. Applicants must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code.

### I. Subcontracting

Applicants may include subcontracting arrangements with other agencies; however, these arrangements must be made prior to submission of the proposal. Confirmation of a memorandum of understanding or other formal agreement between the applicant and subcontractor may be requested by DCYF and/or JPD.

### J. Contract Award

The selection process will include an evaluation by a review panel consisting of individuals selected by DCYF and JPD to identify the most responsive applicants. DCYF and JPD maintain the option of conducting oral interviews as part of the evaluation process. DCYF and JPD will select the finalists with whom DCYF staff shall commence contract negotiations. The selection of a proposal shall not imply acceptance of all terms of the proposal, which may be subject to further negotiation and approvals before DCYF may be legally bound thereby. If a satisfactory

## SECTION 1: GENERAL INFORMATION

### REQUIREMENTS

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contract cannot be negotiated in a reasonable time, DCYF, in its sole discretion, may terminate negotiations and begin contract negotiations with another qualified applicant.

#### K. Collaboratives

Collaboratives, i.e. joint ventures or a team of agencies with complementary skills and experience, are encouraged to respond to this RFP. Proposals from collaboratives must designate a lead agency to serve as the fiscal sponsor for the partners. The lead agency will be responsible for effectively planning and managing the delivery of services described in this RFP. The lead agency must also demonstrate the management and financial capability needed to oversee the delivery of the proposed programming and account for the grant funds for all collaborative partners.



## SECTION 1: GENERAL INFORMATION

### SCORING & DELIBERATION

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#### OVERVIEW

DCYF will use a three-part process to make funding decisions for this RFP in collaboration with JPD. This process will include an evaluation by a review panel consisting of DCYF and JPD staff and community members and individuals with experience and expertise providing these services. All submitted proposals will be reviewed to ensure they meet the minimum eligibility requirements detailed in this RFP. Proposals that meet minimum eligibility requirements will proceed to the Scoring and Deliberation process. Proposals that do not meet minimum eligibility requirements will not be scored, and the applicant will be notified.

#### PHASE ONE: SCORING

Proposals that meet minimum eligibility requirements will receive a Proposal Score. The Proposal Score will be made up of an average of all reader scores which includes members of Community, DCYF and JPD. Before reading proposals, all readers will be trained on the goals, requirements, and target populations for this RFP. Each reader will use a rubric provided by DCYF to assign a score between 0 and 100 points to each proposal they read. The point values for each section in the scoring rubric are listed below.

Proposal Section	Point Value
Target Population Need	20
Program Design	65
Program Impact	15
Total Possible Points:	100

Any attempt by an applicant to contact a reader during the proposal scoring and deliberation process may result in the elimination of that applicant's proposal/s from consideration.

#### PHASE 2: DELIBERATION

After scoring each proposal, the readers will convene to discuss and deliberate. This deliberation process will assess the ability of each proposal to achieve the intent of this RFP as well as whether the proposal will meet the needs of the target population(s). Information provided in proposals and reader comments will be considered along with information on program experience and agency health. The Deliberation process will result in a list of Proposals Recommended for Funding.

#### PHASE 3: FINAL REVIEW:

To ensure that our proposed list of grants meets our goals and addresses our target and priority population(s) DCYF and JPD staff will conduct a final review of the proposed portfolio. After the review we will have generated a final list of grants to be funded under this RFP.

#### NEGOTIATIONS:

If a proposal is recommended for funding, DCYF and JPD will review, on behalf of the City and County of San Francisco, the proposed program's scope of work and budget in detail and negotiate these items with applicants as necessary to ensure that the proposed work and budget meets the goals, requirements, and policies of this RFP. During the Negotiations phase, scopes of work and budgets may be revised. If a satisfactory agreement is unable to be negotiated with an applicant, those negotiations may be terminated and new negotiations may be started with other qualified applicants. This process may be repeated until a satisfactory contractual agreement has been reached.

## SECTION 1: GENERAL INFORMATION

### SCORING & DELIBERATION

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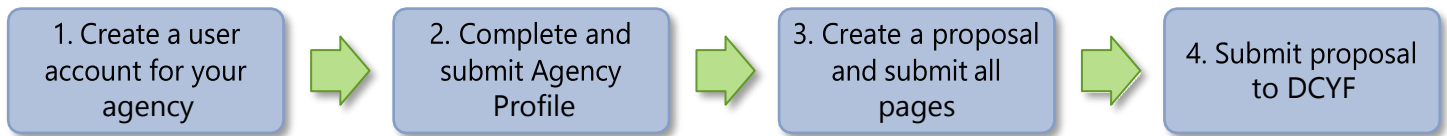
Agencies receiving awards from this RFP must be approved City vendors by the completion of contract negotiations in order to receive funding. DCYF reserves the right not to fund agencies that are unable to obtain City-approved vendor status by the completion of contract negotiations.

## SECTION 1: GENERAL INFORMATION

### ONLINE SUBMISSION INSTRUCTIONS

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Proposals responding to this RFP must be submitted through DCYF's online application system using the process detailed below.



#### Step 1: Create User Account for Your Agency

##### For Prior DCYF Applicants:

Agencies that applied to the 2018-2023, FY18/19, FY19/20, or Community Grants RFPs may use their existing user accounts to apply for this RFP. To retrieve your prior RFP account's username and reset your password, click the 'Forgot your username or password?' link and enter the email address attached to your agency's prior account(s). Reset the password for an account with the system name of 'SF DCYF RFP 2018 - 2023'.

##### For New DCYF Applicants:

To create a user account for the RFP, visit <http://www.contracts.dcyf.org/rfp> and click on the 'Create one' link below the password field. Complete all fields in the RFP Account Sign Up form and click Create Account.

After completing the RFP Account Sign Up form, you will receive an email to verify your account. Click on the link in the email and type in the username and password you entered on the Account Sign Up form to verify your account. If you do not receive the verification e-mail in your Inbox, check your Spam or Junk Mail folder.

After verifying your account, you may access the online application system for the RFP by going to <http://www.contracts.dcyf.org/rfp> and entering your username and password.

#### Step 2: Complete and Submit *Agency Profile* for Your Agency

After logging into the RFP system, you will arrive at the Agency Home page. Here, you can download a copy of the RFP document, complete the Agency Profile, and create proposals for the RFP.

Before creating proposals for the RFP, you must complete the Agency Profile for your agency. The Agency Profile contains basic information on your agency that will apply to every proposal that you submit. Depending on whether your agency has applied to previous RFPs, the Agency Profile may already be completed. If this is the case, then all you need to do is review the information, make any necessary changes and submit the form.

Fill out each field in the Agency Profile and upload all required documents. To save your work and check that you have entered all required information, hit *Save*. If required information is missing or entered incorrectly, a validation error will appear at the top of the page in red text. When you have completed the Agency Profile, click *Submit*. If you need to edit information on the Agency Profile after it has been submitted, you may unlock the page after you have started creating proposals, make edits to the profile, and resubmit. Updated information on the Agency Profile will be applied to all proposals submitted by your agency.

**IMPORTANT NOTE:** If you need to navigate away from the Agency Profile before it is submitted, you **MUST CLICK SAVE** to save your progress. After saving, you may log out and return later to continue the Agency Profile.

## SECTION 1: GENERAL INFORMATION

### ONLINE SUBMISSION INSTRUCTIONS

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#### Step 3: Create Proposal, Fill Out and Submit All Pages

After completing and submitting the *Agency Profile*, you can create and submit proposals for the RFP. To create a new proposal, click *Add New Proposal* on the *Agency Home* page.

After clicking *Add New Proposal*, you will be taken to the *Program Information* page. Here, you will enter a name for your proposed program, select a funding strategy, and designate a proposal contact person. After completing the *Program Information* page, click *Submit*. The funding strategy that you select on the *Program Information* page will determine the types of questions you will answer on the *Program Design* page.

After submitting the *Program Information* page, you will arrive at the *Proposal Overview* page. Here, you can access and view the status of all pages that are part of your proposal. Each page required for a proposal is shown as a numbered step on the *Proposal Overview* page and included in the progress bar at the top of the page. If you submitted the *Agency Profile* and *Program Information* pages before arriving at the *Proposal Overview*, you will see that steps 1 and 2 are already complete. Complete and submit all remaining pages shown on the *Proposal Overview* page. If required information is missing or entered incorrectly when you try to submit a page, a validation error will appear at the top of the page in red text.

**IMPORTANT NOTE:** If you need to navigate away from a page before it is submitted, you **MUST CLICK SAVE** to save your progress. After saving, you may log out of the system and return later to continue work on proposals.

#### Step 4: Submit Proposal To DCYF

After all pages in a proposal have been completed, the entire proposal must be submitted to DCYF for consideration. To submit a proposal to DCYF for consideration, click on *Sign & Submit Proposal* on the *Proposal Overview* page. On the submission page, you can download and review a copy of your complete proposal, verify your agency's contact person for the proposal, and submit the proposal to DCYF. After reviewing the proposal PDF and verifying the proposal contact person, click submit to send the proposal to DCYF.

**IMPORTANT NOTE:** To create and submit additional proposals to DCYF, repeat steps three and four. Each agency should use a single user account to submit all proposals. Information submitted in the Agency Profile will be included with each proposal submitted using that account.

#### Online Training Videos

Training videos on creating user accounts, submitting the *Agency Profile*, and submitting proposals are available on YouTube. Review DCYF's 3-part RFP training videos by selecting the following link: [How to Complete DCYF RFPs 2018 – 2023](#).

## SECTION 2: CREDIBLE MESSENGER LIFE COACHES

### DESCRIPTION

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The Department of Children, Youth, and Their Families already maintains a Justice Services portfolio which includes a continuum of services for justice system-involved youth and disconnected transitional aged youth (TAY). Both RFP categories, 1) Credible Messenger Life Coaching and 2) Whole Family Support will become a part of this grant portfolio.

#### **Credible Messenger Life Coaches**

San Francisco's DJJ Realignment Subcommittee identified a distinct need for young people in the juvenile justice system to be connected to and supported by credible messenger life coaches who been directly or indirectly impacted by the juvenile and/or criminal justice system(s), have a deep understanding of and commitment to working with this population of young people, and have sustainably transformed their lives (if applicable).

While San Francisco has a wide array of services, there is a lack of specific and intentional mentorship or life coaching programs and services delivered by people with similar lived experiences to our justice-involved youth population. This gap is particularly salient for the largest subset of our target population: transitional age young Black men. While San Francisco has high quality programming like this for young women and gender expansive young people, and while there are meaningful programs that employ case managers and other staff with similar lived experience, this RFP will specifically support credible messenger life coaches that can work with young people throughout their juvenile justice system involvement and after. This includes young people detained in Juvenile Hall; ordered by the court to a commitment at Juvenile Hall; ordered by the court to a commitment to the Secure Youth Treatment Facility (SYTF); and justice-involved youth living at home and/or in an out of home placement. Credible messenger life coaches, with the right funding and support, are uniquely positioned adults in our community to continuously engage with young people, become trusted confidants and advisors, and help young people in a time of crisis to navigate their circumstances through the system, through their challenges and triumphs, and into a successful adulthood.

From similar backgrounds and speaking the same language, credible messengers are able to break through to young people in the juvenile justice system and form powerful, transformative, personal relationships. With the development of trust over time, they are able to equip young people with new tools to manage their emotions and behavior and support to navigate the juvenile justice system. Credible Messenger Life Coaches are not a substitute for education, employment, housing, or substance abuse treatment or traditional case management and service brokering services. They are also not a substitute for probation officers or hall counselors. Life Coaches have been identified as an important component, and an integral relationship, in supporting growth and healing, providing young people with motivation to take ownership of their lives and the opportunity to thrive.

San Francisco seeks to fund two models of credible messenger life coaches: 1) an in-custody model and 2) a community model.

## SECTION 2: CREDIBLE MESSENGER LIFE COACHES

### DESCRIPTION

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#### CREDIBLE MESSENGER LIFE COACHES

ALLOCATION: \$750,000 (APPLICANTS WILL SUBMIT 1- YEAR BUDGET WITH THEIR PROPOSALS)

Approximate NUMBER OF GRANTS: 1 - 5

#### PLANNING PERIOD:

Grant period will include up to a three-month planning period in which grantees will work closely with DCYF, JPD, and possibly other grantees, to solidify program design and components so that all programs are ready for launch.

#### ELIGIBLE YOUTH:

Youth under the jurisdiction of the San Francisco Juvenile Court for alleged or sustained delinquent conduct, including serious and violent offenses. This includes:

1. DJJ eligible youth in the community
2. DJJ eligible youth in SYTF
3. Youth under the jurisdiction of the juvenile court for other delinquent conduct that is not DJJ eligible, both in the Hall, in out of home placement, and in the community

#### ELIGIBLE YOUTH DEMOGRAPHICS:

Eligible Youth in San Francisco, both in and out of custody, represent varying demographics. 60% are youth 17 years of age & under and 32%\* are young people 18 & older. Currently, 85% of young people under the jurisdiction of the juvenile court are boys and 15% are girls. The race/ethnicity of young people in this population include Black youth (49%), Latinx youth (35%), white youth (7%), AAPI youth (6%) and other youth (4%). 69% of Eligible Youth live in San Francisco while the rest reside outside of the county in Alameda (13%), Contra Costa (10%) and other counties (6%).

\*Note: It is important to note that the proportion of in-custody youth that is 18 & older is significantly higher.

#### DESCRIPTION:

San Francisco seeks to fund two models of credible messenger life coaches: 1) an in-custody model and 2) a community-based model.

*The in-custody model* (at least one grantee) will staff credible messenger life coaches in San Francisco's Juvenile Hall to work with and develop relationships with young people while they are in the facility. Life coaches will become an integral part of the facility, will be present 7 days a week, during all waking hours (7am-8:30pm), and will support young people in the hall throughout their day. These life coaches will work closely with the sworn counselors in the hall, Assigned Deputy Probation Officers, and will interact often with school and behavioral health staff. Life coaches will work one-on-one and in groups with young people. Life coaches in custody will also work closely with the young person's family and transition that young person to community-based life coaching when they are released to the community and go home.

All services will be conducted at San Francisco Juvenile Hall which is a 24-hour secure detention facility located in San Francisco. Located on city and county property, the facility is staffed by Juvenile Hall Counselors who supervise youth and are responsible for their overall care. Within the hall, there are two main populations that life coaches will be working with – young people who are pre-adjudicated and detained while going through the court process, and young people who have been committed to a term of incarceration at the hall, including youth committed to the Secure Youth Treatment Facility.

## SECTION 2: CREDIBLE MESSENGER LIFE COACHES

### DESCRIPTION

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#### SCOPE OF WORK

- a. Grantee's services will include activities such as youth rapport building, goal setting, life planning, one-on-one life coaching, conflict meditation, application of social and emotional learning competencies, and conflict management coaching. Services will be provided in one-on-one situations or small groups, based on circumstances.
- b. Grantees will participate in planning meetings with JPD and other on-site partners as well as meetings regarding facility operations with the goal of maintaining a safe and secure environment.
- c. Grantee will partner with JPD staff to maintain contact with the youth's family and to support with family engagement while youth is in custody. Life coaches will become acquainted with families and loved ones of participants.
- d. Grantees will collaborate with JPD staff regarding each youth's progress while in the facility including attending meetings as requested.
- e. Grantee will attend trainings with JPD staff and partners as required on positive youth development, adolescent and young adult development, and more as needed.
- f. Grantee will follow direction by facility leadership and comply with all state and federal regulations for the operation of juvenile detention and SYTFs<sup>2</sup>.

In the *out of custody model* credible messenger life coaches will work one-on-one with young people under the jurisdiction of the juvenile court. Life coaches will develop relationships with young people that are culturally responsive, authentic, and sincere, and provide relatable support, connections, life coaching and mentoring. They will work closely with that young person to help participants build self-awareness, heal from trauma, and create a vision for their life.

- a. Grantees' services will include, but are not limited to, activities such as youth rapport building, goal setting, life planning, one-on-one life coaching, conflict mediation, application of social and emotional learning competencies, and conflict management coaching. Services will be provided in one-on-one situations or small groups, based on circumstances.
- b. Grantees will partner with youth's family, deputy probation officer, and other system partners in order to support youth. Life coaches will become acquainted with families and loved ones of participants.
- c. Grantees will collaborate with JPD staff regarding each youth's progress in the program including attending meetings as requested.
- d. Grantee will attend trainings with JPD staff and partners as required on positive youth development, adolescent and young adult development, and more as needed.
- e. Intensive life coaching services require regular check-ins with participants and low caseloads. Life coaches in the community will be required to meet any youth who is currently in custody prior to their release and work with in-custody life coaches, deputy probation officers, and other system partners to support a youth's transition home.

Both in custody and out of custody life coach applicants should include the following in their proposed program models, as well as contemplate how to reflect these priorities in their budgets for program delivery:

- *Hiring*: ensure that life coaches are credible, culturally responsive to the target population, community validated, and have had transformative experiences of success.

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<sup>2</sup> *Title 15 Minimum Standards for Juvenile Facilities*, Board of State and Community Corrections, [Juvenile-Title-15-Effective-2019-1-1.pdf \(ca.gov\)](#); *Title 24 Minimum Standards for Juvenile Facilities*, California Board of State and Community Corrections [Juvenile-Title-24-SOUL-Effective-1.1.2020.pdf \(ca.gov\)](#); *Prison Rape Elimination Act, Juvenile Facility Standards*, United State Department of Justice, [preafinalstandardstype-juveniles.pdf \(prearesourcecenter.org\)](#)

## SECTION 2: CREDIBLE MESSENGER LIFE COACHES

### DESCRIPTION

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- *Training*: ensure that life coaches participate in training that helps them hone their skills to support young people and their families and work in collaboration with system partners.
- *Support*: recognize that working within this system may be re-traumatizing for some life coaches and so ensure that coaches have the mental, emotional, and physical health support to do this work, as well as a consistent supervision model to provide one-on-one support and a livable wage so that there is no added stress of financial insecurity or the need to work multiple jobs.
- *Professional Development*: support life coaches in their continued upward trajectory of growth and plan for tiered support as people move up and out of this position and into supervisory roles within and outside of the current organization.

### REQUIREMENTS

All applicants to this strategy, regardless of their life coach model, must meet the additional following program requirements to be eligible for funding:

1. Similar Lived Experience: All life coaches should have direct or indirect experience with the juvenile and/or criminal justice system(s), have a deep understanding of and commitment to working with this population of young people, and have sustainably transformed their lives (if applicable).
2. Cultural Competency: Applicants must have the ability and capacity to understand and respond appropriately to the unique combination of cultural variables of each participant and utilize culturally responsive practices that align with the program model and purpose. This includes language capacity of at least one of the awardees to serve monolingual Spanish speaking young people.
3. Follow Court Mandates: Applicants must follow all mandates and requirements of the court. In addition, programs will be required to regularly work in collaboration with the Juvenile Probation Department, District Attorney, Public Defender, Private Defense Bar, and Superior Court, as well as other government partners and community based providers, to coordinate services and communicate about participant progress.
4. Subcontracting: Collaboration and sub-contracting with other community-based providers that serve justice impacted or at risk youth in San Francisco is encouraged.
5. Reporting: If awarded, applicants will be expected to provide monthly, quarterly, and annual metrics regarding referrals, placements, and outcomes to DCYF and JPD. Reporting details will be finalized through the grant agreement process.



SECTION 2: CREDIBLE MESSENGER LIFE COACHES

APPLICANT QUESTIONS

QUESTIONS: Credible Messenger Life Coaches

Question Section	Question Text	Number of Characters for Response
Target Population Need	<i>Instructions: If you are only proposing to provide services in-custody answer the first question, if you are only proposing to provide services in the community and/or in out of home placement answer the second question, if you are proposing to provide both, please answer both questions</i>	-
	Describe how your proposed program will address the needs, assets, strengths, and challenges of working with Eligible Youth. If you are proposing to provide services in-custody, how will the program/services be incorporated into secure confinement?	2500
	Describe how your proposed program will address the needs, assets, strengths, and challenges of working with Eligible Youth. If you are proposing to provide services in the community, how will the program/services operate in the community or with youth in out of home placement?	2500
Program Design	Describe how your proposed program will recruit and hire culturally responsive credible messenger life coaches who have community credibility, community validation, and have sustainably transformed their lives.	1500
	Describe how your proposed program will provide training to life coaches to help them foster relationships with young people, support family members, and work with system partners.	1500
	Life Coaches who have been directly and/or indirectly impacted by the criminal and juvenile justice system risk re-traumatization by coming back into a system that harmed them to work with the young people currently involved. How will your proposed program support life coaches with their mental, emotional, and physical well-being? What is your proposed program’s supervision model?	1500
	Describe your proposed program’s professional development plan for life coaches including trajectories of growth and continued, scaffolded support as people move up and out into other professional opportunities? How will your organization ensure livable wage for life coaches?	1500
	Describe your agency’s experience delivering credible messenger or life coach models? If you have not previously delivered these services, please explain why you are well-positioned to do so.	2500
	Life Coaches will be complementary to, not replace, other services and programs. Describe how your proposed program will work with other community-based agencies, probation officers and Juvenile Hall counselors, and other justice system partners, such as attorneys, therapists, etc. <i>Please respond based on the model, in custody or in community, you are proposing to deliver.</i>	1500

SECTION 2: CREDIBLE MESSENGER LIFE COACHES

APPLICANT QUESTIONS

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	Describe how your agency advances racial equity within your organization, and through the services you provide to the community.	1500
	Describe the staffing plan for your proposed program including all leadership, direct service and supportive roles.	1500
Program Impact	What processes and systems does your agency have in place to evaluate services, program quality, and impact? How does your agency use data to refine and improve the delivery of services?	1500

## SECTION 3: WHOLE FAMILY SUPPORT

### DESCRIPTION

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#### **SERVICE AREA NEED**

##### **Whole Family Support**

Historically, San Francisco has not adequately supported families of young people in the juvenile justice system. Routinely, families are not centered in the case planning process, and do not receive the support they need and deserve to understand their child's court case and advocate for their needs. This critical gap in our funding and service structure was identified over fifty times by the DJJ Realignment Subcommittee membership during our planning process. It has similarly been identified as an unmet need in the Close Juvenile Hall Work Group process which, as a result of listening sessions with young people and their families, emphasized that family and youth needs must be addressed for a youth to thrive and that all interactions with the system should allow for youth and families to achieve a high level of well-being. The Mayor's Blue Ribbon Panel on Juvenile Justice Reform Plan also echoed this sentiment and included in their recommendations that caregivers should be provided supports to address their own mental health, substance use, and resource needs, should be involved in the decision-making during the youth's involvement in the system, and should have the opportunity to engage in empirically supported family-based interventions.

To that end, this RFP will fund a variety of programs and services under a whole family support strategy for young people in the juvenile justice population and their families which includes young people committed to the Secure Youth Treatment Facility (SYTF), young people committed to Juvenile Hall, young people detained in Juvenile Hall, and justice-involved youth living at home and/or in an out of home placement. This RFP uses a more expansive definition of family to include individuals identified by the youth as playing a key role in their wellbeing and success.

To do this, San Francisco seeks to fund programs who currently provide or have the capacity to provide programming, support and services in the following areas:

- Peer Family System Navigation Services, especially for families navigating the juvenile court process
- Whole Family Therapy and/or Family Wellness & Bonding Activities
- Young Parents Parenting Programming & Support
- Flexible and direct funding for juvenile justice-involved young people and their families

## SECTION 3: WHOLE FAMILY SUPPORT

### DESCRIPTION

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#### WHOLE FAMILY SUPPORT

ALLOCATION: \$600,000 (APPLICANTS WILL SUBMIT 1- YEAR BUDGET WITH THEIR PROPOSALS)

Approximate NUMBER OF GRANTS: 2 – 6

#### PLANNING PERIOD:

Grant period may include up to a three-month planning period in which grantees will work closely with DCYF, JPD, and possibly other grantees, to solidify program design and components so that all programs are ready for launch.

#### ELIGIBLE YOUTH:

Youth under the jurisdiction of the San Francisco Juvenile Court for alleged or sustained delinquent conduct, including serious and violent offenses, and/or their families inclusive of kin relationships as well as people identified by the youth as playing a key role in their well-being and success. This includes:

1. DJJ eligible youth in the community and their families
2. DJJ eligible youth in SYTF and their families
3. Youth under the jurisdiction of the juvenile court for other delinquent conduct that is not DJJ eligible, both in the Hall, in out of home placement, and in the community, and their families

#### ELIGIBLE YOUTH DEMOGRAPHICS:

Eligible Youth in San Francisco, both in and out of custody, represent varying demographics. 60% are youth 17 years of age & under and 32%\* are young people 18 & older. Currently, 85% of young people under the jurisdiction of the juvenile court are boys and 15% are girls. The race/ethnicity of young people in this population include Black youth (49%), Latinx youth (35%), white youth (7%), AAPI youth (6%) and other youth (4%). 69% of Eligible Youth live in San Francisco while the rest reside outside of the county in Alameda (13%), Contra Costa (10%) and other counties (6%).

\*Note: It is important to note that the proportion of in-custody youth that is 18 & older is significantly higher.

#### DESCRIPTION:

Applicants may provide the program and service components below separately or in combination with other components, and may also provide these programs and services in-house and/or via a subcontractor.

San Francisco seeks to fund programs who currently provide or have the capacity to provide programming, support, and services in the following areas:

- *Peer Family Navigation Services* – this could include but is not limited to:
  - Peer mentorship program for family members of young people in the target population, that helps families to understand what is happening during the court process, gives them the opportunity to advocate for their child and their family, and provides the support they need so that they can be present and support their loved one while they are justice-involved.
- *Whole Family Therapy and/or Family Wellness & Bonding Activities* – this could include but is not limited to:
  - Developing a family therapy component in custody in San Francisco's Juvenile Hall that can continue when a young person is released and is back in their home and community to support a successful transition for the youth and their family;

## SECTION 3: WHOLE FAMILY SUPPORT

### DESCRIPTION

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- Creating and incorporating alternative, culturally congruent, indigenous, and mindfulness practices, programs, and services for young people and their families along with opportunities for young people and their families to bond and participate in fun, enrichment activities in the facility as well as in the community;
- Providing incentives for families to encourage their participation in therapy, activities, bonding experiences, etc. such as gift cards, transportation support, career support, etc.
- *Parenting Program for Juvenile Justice-Involved Youth* – this could include but is not limited to:
  - Supporting young parents, in custody and in the community, through a developmentally appropriate parenting curriculum;
  - Ensuring access to basic needs for young parents and their children;
  - Providing visitation and supervision support for young parents in custody.
- *Flexible and direct funding for juvenile justice-involved young people and their families* – which includes barrier removal supports that includes but is not limited to:
  - Supports that are responsive and help participants and their whole families gain or maintain access to basic needs including childcare, food, water, clothing, technology, internet access, transportation, educational vouchers, legal services, and more.

#### REQUIREMENTS:

Applicants to this strategy must meet the following program requirements to be eligible for funding.

1. Cultural Competency: Applicants must have the ability and capacity to understand and respond appropriately to the unique combination of cultural variables of each participant and utilize culturally responsive practices that align with the program model and purpose. This includes language capacity of at least one of the awardees to serve monolingual Spanish speaking young people.
2. Follow Court Mandates: Applicants must follow all mandates and requirements of the court. In addition, programs will be required to regularly work in collaboration with the Juvenile Probation Department, District Attorney, Public Defender, Private Defense Bar, and Superior Court, as well as other government partners and community based providers, to coordinate services and communicate about participant progress.
3. Subcontracting: Collaboration and sub-contracting with other community-based providers that serve justice impacted or at risk youth in San Francisco is encouraged.
4. Training: Grantee will attend trainings with JPD staff and partners as required.
5. Reporting: If awarded, applicants will be expected to provide monthly, quarterly, and annual metrics regarding referrals, placements, and outcomes to JPD. Reporting details will be finalized through the grant agreement process.

SECTION 3: WHOLE FAMILY SUPPORT

APPLICANT QUESTIONS

Questions: WHOLE FAMILY SUPPORT

Question Section	Question Text	Number of Characters for Response
Target Population Need	Describe how your proposed program will address the needs, assets, strengths, and challenges of working with the Target Population.	1500
Program Design	Describe the model of your proposed program, including: <ul style="list-style-type: none"> <li>• How program/services will be incorporated into secure confinement programming (if applicable)</li> <li>• How program/services will operate in the community and in out of home placement as young people and their families move through their lives (if applicable)</li> <li>• How program/services will engage and support family members with loved ones in the juvenile justice system?</li> </ul>	2500
	Describe how your proposed program will provide culturally responsive programs and services for the target population (based on the population descriptions included in the service area need).	1500
	Describe how your proposed program will work with other community-based agencies, probation officers or Juvenile Hall staff, including counselors and educators, and other justice system partners, such as attorneys, therapists, etc. How will this program leverage existing family support programs and services within your agency and/or citywide to deliver quality programming and service?	1500
	Describe how your agency advances racial equity within your organization, and through the services you provide to the community.	1500
	Describe your agency's experience delivering the types of services required by this strategy including how long the services have been provided and how the service delivery approach has changed over time.	2500
	Describe the staffing plan for your proposed program including all leadership, direct service and supportive roles. How will your organization ensure adequate compensation for staff?	1500
	Program Impact	What processes and systems does your agency have in place to evaluate services, program quality, and impact? How does your agency use data to refine and improve the delivery of services?