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## The Petey Greene Program

### Fiscal Year 24 Request for Proposals Out-of-School-Time Programming for Students in the Care of DC

#### 1. OVERVIEW

The Petey Greene Program (PGP) seeks proposals from qualified organizations for the purpose of providing high-quality out-of-school-time (OST) programming to students currently experiencing incarceration in the District of Columbia using a positive youth justice developmental approach.

Programming will serve young adults under the custody of the DC Department of Corrections (DOC) and are currently residing at the DC jail and youth committed to the DC Department of Youth Rehabilitative Services (DYRS) who are currently residing at the Youth Services Center (YSC) located in Washington, DC and New Beginnings Youth Development Center (NB) located in Laurel, MD. Awards are contingent upon the availability of funds.

##### *1.1 About the Coordinating Entity*

The PGP is a nonprofit organization headquartered in Princeton, NJ, with programming in seven states and Washington, D.C. The Petey Greene Program supports the academic goals of

incarcerated and formerly incarcerated people through high-quality volunteer tutoring programs, while educating volunteers on the injustice manifest in our carceral system.

The PGP has been selected to serve as a coordinating entity for out-of-school-time programming for students in the care of D.C. for FY2024, with funding from the Government of the District of Columbia (“District”), a municipal corporation, acting by and through the Office of Out of School Time Grants and Youth Outcomes (“OST Office”), an office within the Office of the Deputy Mayor for Education (DME) in partnership with the Office for Students in the Care of the District of Columbia (SCDC) also within the DME. As the coordinating entity PGP is responsible for: 1) leading the subcontractor selection process; 2) supporting the orientation and onboarding of all subcontractors in partnership with SCDC, DOC and DYRS; 3) providing ongoing oversight of all subcontractors; and 4) ensuring that all subcontractors meet all of the requirements – both fiscal and programmatic – associated with the subcontract agreement throughout the entire term of the subcontract.

[Learn more about The Petey Greene Program here.](#)

### ***1.2 About The Office for Students in the Care of the District of Columbia (SCDC)***

The Office for Students in the Care of D.C. (SCDC) works to create a world where every youth and young adult who comes into contact with the child welfare, juvenile justice and criminal justice system in the District of Columbia, receives high quality educational and workforce development services and supports that addresses their needs, builds on their strengths, and empowers them to succeed.

SCDC is an office within the DME and works in partnership with The PGP, the coordinating entity, to: 1) provide ongoing support to the coordinating entity as needed; 2) support the coordination between the coordinating entity and DOC and DYRS; 3) monitor on an ongoing basis the quality and consistency of all programming; 4) regularly conduct site visits to observe programming throughout the fiscal year; and 5) collect data from, and conduct programmatic debriefs with students, agency staff and the subcontractors throughout the fiscal year.

[Learn more about SCDC here.](#)

### ***1.3 About Positive Youth Justice Development<sup>1</sup>***

The positive youth justice framework focuses in supporting successful transitions from adolescence to early adulthood by encouraging the development of skills and competencies, building strong pro-social connections with peers and caring adults, through the participation in

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<sup>1</sup> [Positive Youth Justice: Framing Justice Interventions Using the Concepts of Positive Youth Development, Coalition for Juvenile Justice, 2010](#)

meaningful activities that build that youth's developmental assets that are needed for a positive adulthood. These assets include physical and psychological safety; age-appropriate and meaningful relationships; opportunities to belong; positive social norms; self-efficacy; opportunities for skill building and collective recognition; and the integration of family, school, and community resources. This framework is operationalized through two domains: 1) learning and doing; and 2) attachment and belonging. These two domains point to specific programmatic outcomes that should be observed if programming employs a positive youth justice development approach.

#### Domain 1: Learning and Doing

- Developing new skills and competencies
- Actively using new skills
- Taking on new roles and responsibilities
- Developing self-efficacy and personal confidence

#### Domain 2: Attachment and Belonging

- Becoming an active member of pro-social group(s)
- Developing and enjoying the sense of belonging
- Placing a high value on service to others and being part of a larger community

Learn more about positive youth justice [here](#).

## **2. SCOPE OF WORK**

### ***2.1 Programming Content***

The PGP invites high-performing, fiscally responsible, nonprofits to apply for this bidding process. Organizations applying must demonstrate (1) experience managing enrichment or youth programming and (2) ability to implement evidence-based practices that support positive youth development. Organizations with experience working in secure facilities will be prioritized.

For the purposes of this RFP, an OST program is defined as a structured, supervised learning or youth development opportunity offered to students. The program must operate at least once a week. Organizations that can provide programming 2-3 times per week will be prioritized.

Organizations will be required to demonstrate how their programming aligns with the positive youth justice development framework. Specifically, programming providers must be able to clearly articulate how program curriculum and facilitation result in at least two of the outcomes in

the domain for learning and doing and at least two of the outcomes in the domain of attachment and belonging as listed below.

Domain 1: Learning and Doing

- Developing new skills and competencies
- Actively using new skills
- Taking on new roles and responsibilities
- Developing self-efficacy and personal confidence

Domain 2: Attachment and Belonging

- Becoming an active member of pro-social group(s)
- Developing and enjoying the sense of belonging
- Placing a high value on service to others and being part of a larger community

***2.2 Programing Locations***

Organizations selected must provide programming at least one of the three facilities listed below. Preference will be given to organizations whose proposals include programming provided at all three facilities over the course of the fiscal year.

DYRS Youth Services Center (YSC)

The YSC is a short-term juvenile detention center operated by DYRS. The youth at YSC are a transient population, which means their specific needs and population size shifts on an ongoing basis.

The Youth Services Center (YSC) is the District of Columbia's detention center for male and female youth, responsible for the care and custody of young people placed in secure detention by court order from the DC Superior Court Family Court Division.

The YSC population consists of youth who are:

- Part of the Adult Transition Unit, housing Title 16 youth (adjudicated as adult offenders);
- Awaiting court proceedings (pre-adjudicated) or hearings (overnight);
- Adjudicated and pending court action; and
- Committed to DYRS

The Department of Youth Rehabilitation Services (DYRS) opened YSC in 2004. An 88-bed secure facility, YSC provides 24-hour care, custody, and supervision in a safe and secure environment for youth ordered detained by the DC Superior Court Family Court Division.

Staff at YSC consists of Youth Development Representatives (YDRs) who provide direct and continuous observation, supervision, and on-the-spot counseling to young people in each housing unit.

[Learn more about YSC here.](#)

#### DYRS New Beginnings Youth Development Center (NBYDC)

The New Beginnings Youth Development Center (NBYDC) is a secure and structured 60-bed male residential facility for DYRS committed youth. Its staff consists of dedicated professionals with extensive therapeutic experience and training in implementing evidence-based practices. NBYDC focuses on preparing young people for a productive and successful re-entry into the community.

Staff at NBYDC consists of Youth Development Representatives (YDRs) who provide direct and continuous observation, supervision, and on-the-spot counseling to young people in each housing unit.

[Learn more about NBYDC here.](#)

#### DC Department of Corrections Central Treatment Facility (CTF)

The Correctional Treatment Facility (CTF), originally constructed by the District of Columbia, Department of Corrections, was activated in May 1992 as a specialized medium security institution. The eight-story structure stands on 10.2 acres next to the Central Detention Facility off 19th and D Streets, SE, in Washington, DC.

The Correctional Treatment Facility consists of five separate, multi-story buildings that are situated immediately adjacent to each other, presenting the appearance of one large structure. The facility design provides for the security perimeter. Each building contains separate areas for administration, programs, housing and services that allow the facility to function as a whole. Each single room has a window and each unit has at least one television room, a multi-purpose room and access to a recreation yard.

Students to be served at the CTF are young adults between the ages of 18-22 who qualify for special education services and are completing their high school diploma or GED. Program providers should expect to serve 30-40 students across units at any given time.

[Learn more about CTF here.](#)

### ***2.3 Programming Target Populations***

Most students eligible for OST programming under this grant will be between the ages of 12 up to age 22 years old. Because the population is highly variable and transient, the population fluctuates frequently and the length of stay for youth varies. Applicants should be prepared to support 70-90 students per week at the Youth Services Center, 70-90 students per week at New Beginnings, and 30-40 students per week at the Department of Corrections (DOC) Central Treatment Facility (CTF). The program should be prepared to serve the specific populations listed below and any additional populations committed to DYRS and under the custody of DOC. Applicants who are able to articulate how they will support the needs of these specific groups will be prioritized.

#### **DYRS Targeted Populations**

- Title 16 youth (youth charged as adults)
- Secure detained youth
- Awaiting placement youth
- Female identifying youth

#### **DOC Targeted Populations**

- Young adults with special education needs up to age 22

Note that security restrictions vary between sites and facility approval may impact the type of programming and/or materials that are permitted at each site. Applicants can indicate a preference for serving an individual facility. Applicants that can serve multiple facilities and/or any facility will be prioritized. Applicants must maintain a minimum adult to participant ratio of at least 1:15 at all times, unless a lower ratio is required by the District.

### ***2.4 Contract Period***

Organizations must clearly indicate in their proposal whether they plan to offer programming for the academic year (including school breaks), summer term or for the full fiscal year. Dates for each programming term are listed below.

- Academic Year (including school breaks): October 1, 2023 – May 31, 2024
- Summer: June 1, 2024 – September 29, 2024
- Full 2024 Fiscal Year: October 1, 2023 – September 29, 2024

### ***2.5 Programming Period***

The OST programming must be completed before September 29, 2024.

### ***2.6 Programming Dosage***

For the purposes of this RFP, an OST program is defined as a structured, supervised learning or youth development opportunity offered to students. Programs must operate at least once a week for at least four weeks. Organizations that can provide programming 2-3 times per week will be prioritized.

### ***2.7 Programming COVID-19 Requirements***

All staff supporting programs on-site and in-person will be required to follow all health protocols required by the DC Department of Health.

### ***2.8 Programming Background Clearance Requirements***

All subcontractors staff and volunteers will be required to secure clearance to operate in secure facilities. Staff and volunteers are required to be at least 18 years old to access YSC and at least 21 to access the DC Jail. The PGP can provide technical assistance and support for the submission of clearance applications, but subcontractors are responsible for collecting and vetting clearance applications for their staff and volunteers who have regular (at least once weekly) access to youth. Clearance requirements may include background checks, tuberculosis testing, mandated reporter training, and/or attendance at mandatory DOC training.

According to grant stipulations, any program personnel with the following felony convictions are not permitted to work or volunteer directly with children or youth. Such limitations do not apply to all employees and volunteers of an organization, but only to those who have regular contact with children and youth.

- Murder, attempted murder, manslaughter or arson
- Assault, battery, assault and battery, assault with a dangerous weapon, mayhem, or threats to do bodily harm;
- Burglary;
- Robbery;
- Kidnapping;
- Illegal use or possession of a firearm;
- Sexual offenses, including indecent exposure; promoting, procuring, compelling, soliciting, or engaging in prostitution; corrupting minors (sexual relations with children); molesting; voyeurism; committing sex acts in public; incest; rape; sexual assault; sexual battery; or sexual abuse; but excluding sodomy between consenting adults;
- Child abuse or cruelty to children; or

- Unlawful distribution or possession of or possession with intent to distribute, a controlled substance.

The Petey Greene Program recognizes that those directly impacted by the criminal legal system should be leading the work to reduce the harm of the carceral state. Organizations that are led by and/or employ system-impacted people with any prior conviction are strongly encouraged to apply for this opportunity. The Petey Greene Program will strive to make any adjustments possible within the grant restrictions to ensure that system-impacted people of any background, and their organizations, are prioritized in the implementation of OST programming.

### ***2.9 Programming Mandatory Trainings and Meetings***

All subcontractor staff who will interact with students (including instructors, facilitators, and coordinators) will be required to participate the following trainings before providing services:

- Watch recordings of select modules of the PGP’s National Pre-Service Training to learn more about the carceral context and educational justice. This can be completed asynchronously and will take approximately 3 hours.
- Attend a virtual subcontractor training offered by the Petey Greene Program in partnership with the Office for Students in the Care of D.C. (SCDC)
- Attend an in-person orientation held inside the correctional facilities where each subcontractor will operate, led by the Petey Greene Program and relevant facility staff.

At least one representative from each subcontractor organization will meet with the PGP staff once a week for the duration of the subcontract. All facilitators, coordinators, and instructors must participate in debriefs led by the PGP at least twice per semester (mid-semester and end of semester).

### ***2.10 Programming Staffing Requirements***

All subcontractors are required to designate at least one site coordinator per site. The site coordinator must be present at all times during subcontractor programming and must be a certified mandated reporter. Site coordinators shall also be responsible for collecting and vetting clearance applications for their staff and volunteers, collecting weekly access memos from their organization’s staff and volunteers and submitting them to the facilities, coordinating and supporting the movement of facilitators inside facilities, as well as collecting attendance and feedback data and submitting all requested information to the PGP on a regular basis.



### **3. ELIGIBILITY**

Organizations must have a 501(c)(3) non-profit status as determined by the Internal Revenue Service (IRS). Applicants must submit 501(c)(3) designation letters. Organizations that do not have 501(c)3 status may apply with a fiscal sponsor.

The PGP supports fiscally responsible organizations. Organizations shall establish and maintain books, records, and documents (including electronic storage media) in accordance with Generally Accepted Accounting Principles and Practices (GAAP) and which sufficiently and properly reflect all revenues and expenditures of grant funds awarded.

### **4. FUND LIMITATIONS**

Funds may only be used to support youth in the care of DC. Funds may not be used for any of the following activities:

Serving youth from other jurisdictions; any program other than the one described in the application; serving youth outside of the definition provided by the Out of School Time Grants and Youth Outcomes Act § 2–1555.01; alcohol of any kind; bad debts; contingencies; indemnity insurance; self-insurance; pension plans and retirement plans; post-retirement benefit; legal expenses or professional service costs; land or building purchases or capital improvement; purchase of vehicles; entertainment or social activities; food or beverages associated with entertainment; food or beverages for staff, board, or volunteers; interest on loans; fines and penalties; fundraising or grant writing; investment management costs; membership to lobbying organizations or activities; direct gifts to lobbying campaigns; public relations of the organization (e.g., displays, ads, exhibits, conventions, travel); faith-based activities; staff or board bonuses and/or staff, volunteer, or board incentives; tuition of any kind; awards and scholarships of any kind; youth cash incentives or gift cards; re-granting; and payment, taxes, or fees to any government agencies except as may be needed to comply with the District of Columbia’s Criminal Background Check policy.

### **5. APPLICATION SUBMISSION**

#### ***5.1 Important Dates***

- Request for Proposals Application Open: October 9, 2023, 4pm EST
- Grant Informational Sessions: October 16, 2023, 2pm – 3pm EST and October 26, 2023 1pm – 2pm, EST
- Request for Proposals Application Closed: November 17, 2023, 5pm EST

### ***5.2 Submission Requirements***

Complete applications must be submitted through the application portal by November 17, 2023, 5pm EST. [Click here](#) to access the online application portal.

Late or incomplete applications will not be reviewed. Submissions with any missing application required documents provided as attachments are considered incomplete and will not be reviewed. Additional documents not requested will not be reviewed and will be removed from the application materials. Documents that exceed the page limitations will not be reviewed.

### ***5.3 Required Documents***

In addition to completing the online application form (see Attachment A for application preview), applicants will be required to provide the following documentation:

- Budget Form (attachment B)
- Documentation of student artifacts from current or past programming with at least one written paragraph providing a description of the content and context for each artifact provided. A minimum of 1 and maximum of 3 student artifacts must be submitted. Documentation of student artifacts can include but are not limited to:
  - *Videos of programming activities* during current programming and/or programming provided within the last calendar year with at least one paragraph description and context of video content and context;
  - *Pictures of programming activities* during current programming and/or programming provided within the last calendar year with at least one paragraph description of photo content and context;
  - *Written materials created by students* and/or documenting students' activities during current programming and/or programming provided within the last calendar year with at least one paragraph description of photo content and context; and
  - *Written materials created by the organization* used directly with students in current programming and/or programming provided within the last calendar year with at least one paragraph description of material content and context.
- A detailed sample plan for a 90-minute session. The sample plan should include curriculum with clear student goals and outcomes, a list of activities and time allocated, supplies, and any other relevant information.
- IRS Determination Letter
- Income Statement and Balance Sheet for last completed fiscal year
- Current board approved organization budget

## **6. SELECTION PROCESS AND CRITERIA**

All application proposals will be evaluated according to the following process:

- **Step 1: Administrative Review**
  - The PGP staff will review proposals to determine whether they meet all eligibility criteria.
- **Step 2: Evaluation**
  - Eligible proposals will be vetted by a committee including PGP staff members, representatives of partner organizations, and youth and young adults in custody using the rubric attached (attachment C).
- **Step 3: Interview**
  - Finalists will be interviewed by a committee including PGP staff members and representatives of partner organizations. In this phase, finalists may be required to submit additional documentation.
- **Step 4: Selection and Notification**
  - Applicants will be notified of final decision. If an organization is selected, notification will include the award amount, next steps and program launch timeline.

## **7. REQUIREMENTS FOR SUBCONTRACTORS**

### ***7.1 Confidentiality***

Subcontractors must acknowledge and agree that confidential information will be shared, and that the grantee shall hold all such confidential information in the strictest confidence as a fiduciary and shall not voluntarily sell, transfer, publish, disclose, display, or otherwise make available to any third persons such confidential information or any portion thereof without the express written consent of the other party.

Subcontractors must agree to comply with the Family Educational Rights and Privacy Act (FERPA) and its accompanying regulations in order to protect the confidentiality of student records, as well as DC Code §§ 2-1515.06, 16-2331 and 16-2332 which mandates the confidentiality of juvenile records and the confidentiality of any and all information pertaining to juveniles associated with the Department of Youth Rehabilitation Services. Moreover, DC Code §§ 2-1515.06, 16-2331 and 16-2332 mandate the confidentiality of juvenile records and the confidentiality of any and all information pertaining to juveniles associated with the Department of Youth Rehabilitation Services. Moreover, DC Code §16-2336 states: Whoever willfully discloses, receives, makes use of, or knowingly permits the use of information concerning a child or other person in violation of sections §16-2331 through §16-2335, shall be guilty of a

misdemeanor and, upon conviction thereof, shall be fined not more than \$250 or imprisoned not more than ninety days, or both. Violations of this section shall be prosecuted by the Attorney General in the name of the District of Columbia.

### ***7.2 Data***

Subcontractors are required to collect consent forms and participate in research and evaluation activities commissioned by the District and the PGP. Grantees will submit data directly to the PGP. These activities include but are not limited to enrollment and demographics of participants, attendance, collection of youth/family consent forms, and distribution and entry of youth surveys.

### ***7.3 Bullying Prevention Policy***

Subcontractors shall comply with the PGP Bullying Prevention Policy.

### ***7.4 Program Reporting***

At the program start, grantees must share the following information with the PGP and SCDC:

- Hours of programming
- General program schedule
- Anticipated enrollment

No later than the end of the first week of programming, the grantee must collect and provide the following information on an ongoing basis to PGP and SCDC:

- Number of students enrolled in the program
- Student daily attendance, student daily check in forms and sign-in sheets. Subcontractors will be required to submit daily attendance via a template provided by the PGP on a weekly basis.

Following the completion of all programming, but no later than September 29, 2024, subcontractors must provide the following information to PGP and SCDC:

- Hours of programming
- Number of students who attended each session
- Enrollee information
- Full name
- Date of birth
- Home address
- School grade
- Gender
- Written report, including relevant data, on achievement and progress toward the organization's outcomes or stated goals

At the program start, the program midway point and at the end of the program, the subcontractor must submit to scheduled program observations and site visits from PGP, DOC, DYRS and from the OST and SCDC offices. Subcontractors also must submit to any additional unscheduled program observations and/or site visits from PGP, DOC, DYRS, and from the OST and SCDC offices as needed.

### ***7.V Disbursements of Funds***

Subgrantees will invoice the PGP according to the following schedule:

- 50% of the awarded subcontract amount once the subcontract agreement is fully executed
- The remaining 50% of the subcontract amount will be disbursed in monthly installments

All invoices must be received by September 29, 2024.