

# BUILDING YOUTH JUSTICE CAREERS

## Request for Proposals — Frequently Asked Questions

THE ANNIE E. CASEY FOUNDATION

### RFP QUESTIONS AND RESPONSES

The Casey Foundation received the following questions from prospective applicants for the [Building Youth Justice Careers request for proposals](#). The questions are grouped into the following seven categories, and the answers appear below.

1. Youth eligibility
2. Organizational eligibility
3. The work of the young professionals
4. Budget
5. Regions of youth in the match pool
6. Review criteria and matching process
7. Awards
8. Miscellaneous

### YOUTH ELIGIBILITY

- Can a young person currently employed full- or part-time by the organization qualify for grant funding?

No, the young person cannot be a current employee of the organization.

- Can our organization make an existing part-time fellow full-time to qualify?

No, the funding must be used for a new person on staff.

- Would any prior employment with our organization — even if it was several years ago — disqualify a young professional.

An individual who has been employed previously by the organization is eligible for consideration if the organization explains why the individual is no longer employed there. If the reason is a lack of funding for the position, the application is unlikely to be selected

- Would it be okay to hire a previous intern who was unpaid to fill this youth role?

Yes

- Is there a minimum degree required of the young professional?

No.

- Can a college student work summers and vacations as a paid intern rather than an employee?

No, the young professional must be able to start full- or part-time work in early 2023 and be a regular paid employee of the organization, not an intern.

- Would a young adult who is still under court supervision be eligible to participate?

Yes

- Can a young person be currently incarcerated if arrangement can be made to enable them to participate in the onboarding remotely?

No, a young person currently incarcerated would not be able to fully benefit from the experience

- To qualify, could a young professional have been arrested, adjudicated and placed on probation by a court, but not detained?

A youth placed on probation would be eligible. A stay in detention is not required if a youth was adjudicated.

- To qualify, would the young professional have to had been convicted and incarcerated or would someone who had only been charged qualify?

The young person would have to have been adjudicated or spent time in pre-trial secure detention.

- To qualify, could youth have been in diversion programs?

Participation in only a diversion program would not qualify a young person.

- Provide more examples of how youth would demonstrate experience in the juvenile justice field?

The youth may have some work, volunteer or academic experience related to youth justice, such as organizing and advocacy, post-secondary educational degree or courses related to juvenile justice.

- What qualifies a young professional for hire?

The young adults will have a demonstrated commitment to the youth justice field and an interest in pursuing a career in the field. The young professionals will have had direct experience in the juvenile justice system within the last 12 years and are now between 18 and 30 years old. Their experience may include juvenile court adjudication, probation, out-of-home placement in a juvenile detention center or correctional facility or as a juvenile charged in the adult system. Eligibility does not include arrests that did not result in detention or the experience of family members, friends or others. There is no degree requirement. There is a preference for young professionals with experience in volunteering, leadership, advocacy and/or community organizing or professional experience or education in the youth justice field.

- When you ask about a young person's "juvenile justice system experience," are you looking for details such as the number of years and months or charge?

No, we are looking to know the nature of their juvenile justice experience. Were they held in detention, placed on probation, committed to a correctional facility or other out-of-home placement, charged as an adult, etc.? The duration of their involvement and age at first system encounter would also be useful, but we do not need to know the charge(s).

## ORGANIZATIONAL ELIGIBILITY

- What qualifies an organization as a “youth justice organization”?

The organization must focus at least in part on juvenile justice reform or improving outcomes for youth involved in the juvenile justice system. This includes community-based alternatives, restorative justice programs and diversion initiatives.

- Must the organization’s focus be on the field of juvenile justice?

Not exclusively, but they must have current work in the field

- What constitutes an eligible organization? Are faculty whose work centers around juvenile justice working in universities eligible?

Universities are eligible, but the young professional hired must be new to the host organization.

- How many years must an organization have been in operation to qualify?

There is no such requirement, but experience working with youth with involvement in the juvenile justice system is a review factor

- Can an individual organization, including an organization with multiple locations/sites, submit multiple proposals for this grant and be awarded for more than one?

That would not be advisable, as we are unlikely to award more than one grant to the same organization.

- Can the applicants be a consortium of organizations?

There must be an eligible organization identified as the grant recipient and as the employer of record.

- Must you be a current recipient of an Annie Casey Foundation grant?

No.

- Is Casey's expectation that awardee organizations will themselves employ the youth, or would there be opportunities to connect the youth to an affiliate/partner organization, but supervise the process?

The grantee is required to employ the youth.

- Do we need to have the young professional identified prior to applying?

Not necessarily. Organizations seeking a match of a Casey youth partner would indicate that on the proposal. If you are not seeking a match, you must identify the young person in the proposal.

- Is this just opportunity for one youth?

Three young people in total (one youth in each of three organizations to be selected).

- How many young people are you looking for each selected site to hire?

One

- Can we hire two youth workers instead of one?

No

- Will there a grantee from Baltimore? Preferably a new nonprofit organization?

We are accepting applications from Baltimore-based organizations but have not committed to funding an organization in Baltimore or anywhere else.

## THE WORK OF THE YOUNG PROFESSIONALS

- Does the young professional's scope of work have to pertain specifically to the juvenile justice system?

The work must focus on juvenile justice system reform, including diversion or efforts to improve the outcome for youth involved in the juvenile justice system.

- Does the young professional's role have to be building something new or can it be supporting and sustaining existing work?

It does not have to be new work.

- What are Casey's expectations about the young professional's role and level, i.e., entry-level professional, junior manager, mid-level manager or any/all? There would be different expectations of skill level between 18-year-old and 30-year-old candidates?

These are envisioned to be entry-level professional, early career or junior positions.

- In addition to professional development experience in general, do you prefer the young person to be directly involved in system-change efforts, such as policy changes?

They are not required to be involved in system change efforts.

## BUDGET

- What is the required budget format?

There is no required budget format for proposal. The only expenses that should be budgeted are salary, fringe and indirect costs

- Would you consider proposals to raise salaries for current or future positions?

No.

- Any limitations on supplementing their salary with additional funding, such as government grants?

No

- Is this grant structured to be seed funding in a first year for an ongoing position within the organization?

After the end of the grant period, we expect the grantee to make plans to maintain the position or similar opportunity, either for that young professional or another young person affected by the juvenile justice system.

- Could you clarify the math: Total \$100K, \$60K of which is compensation, \$25K of which is indirect to the organization = \$15K remaining. Is that \$15K for benefits for the person?

The fringe benefits are generally calculated as a percentage of salary, and the indirect rate is calculated as a percentage of total direct costs (salary and fringe), not of the total grant amount. The indirect rate varies based on the size of the organization.

- If selected, is the organization expected to provide matching funds?

No, not for the initial grant unless you are seeking to pay above \$60,000.

- Is it \$100,000 total regardless of the employment term? Is the organization expected to supplement the funds to cover the salary in year two?

The grants will be up to \$100,000 regardless of the grant term. If the position is part-time or you are paying below \$60,000, the grant can be extended beyond 12 months, up to 24 months. At the end of the 12- to 24- month grant term we would expect the organization to maintain the employment opportunity or similar opportunity.

- Our organization's highest-paid position is \$60,000. Is that level of compensation required?

The young professional may be paid less than \$60,000 based on the salary structure of the organization and the cost of living in the area. Please document this in the application.

- Can the stipend extend to two years if the proposed training is remote during the school year and real-time summers and vacations if employment is guaranteed once the young person graduates from college?

The grant can be extended for up to two years for part-time work, but the young professional must be paid as an employee, not via a stipend. Also, the position should be a work experience, not just a training opportunity.

## REGIONS OF YOUTH IN MATCH POOL

- Is funding available in Washington?

Yes, if you have a youth professional already identified or if one of the young professionals we have identified is interested in the opportunity and is either a) willing to move to your region or b) able to work remotely and lives within one-time zone of your region.

- Are there youth in your network in the following areas?
  - The Pacific Northwest area, specifically the Salem, Oregon area? Yes
  - California? Yes.
  - Ohio? No.
  - Bay Area? None in the Bay Area, but in Northern California.

## REVIEW CRITERIA AND MATCHING PROCESS

- Is there a competitive advantage to applying with a young person in mind or applying for the match option?

No, we will select the three best opportunities. At least one of the three will be an applicant with a young person already identified.

- Does the Foundation assess the organization's administrative and managerial capacity to take on a team member? If so, are there specific budget numbers or staff size that you feel may be a stronger fit?

Yes, the review includes the organization's administrative and managerial capacity. No, there are no specific numbers.

- What are the metrics used for the decision process?

The scoring metrics are included in the [RFP](#).



- What will be the matching process for organizations that do not have a young professional identified?

We will share the strongest proposals with the pool of young professionals. The young people will select up to three proposals that interest them. We will then schedule interviews between the young professionals and those organizations the week of November 28. We will select from the organizations where there is mutual interest on both parts in pursuing the opportunity.

## AWARDS

- How many awards will be made?

Casey will make grants of up to \$100,000 to the three organizations

- What determines if you obtain the grant for 12 or 24 months?

The length of time depends on compensation level and whether the position is full- or part-time.

## MISCELLANEOUS

- When does the young adult receive a check? Does our agency pay the young person?

The young professional is to become an employee of and be paid directly by the grantee organization, so the young person would be paid on the organization's payroll cycle.

- Are there multiple pathways to submission and being awarded a grant, or do we as an organization need to choose one?

There is one application process. Please submit a proposal conforming to the requirements in the [RFP](#) by the Oct. 14 due date. Your proposal must indicate whether you are seeking a match or applying with a specific young person.

- Could the letter of recommendation for the young professional be from a former employer?

Yes, the letter of recommendation can be from a former employer. It cannot be from a family member.

- I'd love to hear more about how the applicant can show career growth/job skills training for the position

Convey a clear, comprehensive scope of work for the young professional that includes assignments, collaboration and competencies needed to secure a career opportunity with the host organization or another organization concluding the grant period.

Evaluate the young professional's performance and areas for improvement consistently and provide constructive feedback to the young professional. Organizations should also implement and tailor professional development opportunities where areas of improvement are needed. This may include internal training or outside opportunities, such as Toastmasters Clubs, LinkedIn Learning courses or other certificates.

- Does Casey already have young people lined up for these positions or are you looking for more?

Casey has young people lined up to be matched and is not recruiting more.

- Can you talk more about requirements during the year for the employee such as check-ins with the foundation, for example. What other tasks will be required of them outside of their everyday work?

The Foundation would expect at least monthly check-ins with its partner, Restorative Response Baltimore, and participation in the eight days of professional development opportunities offered.

- Who does "interest in the type of work among the applicant pool?" refer to on page 8 of the RFP?

This refers to the career and professional interests of the young professional who have a connection to the Casey Foundation and have applied to be considered for a match with a youth justice organization.

- Could you clarify what you meant on page 8 by "Is there interest in the type of work among the applicant pool?" Do you mean if we don't have a young person already picked out to apply with? Or do you mean, is the job/duties we'd be having the young person do attractive to the labor market in general?

This provision applies to applicants seeking a match from the pool of young professionals we have identified, not to applicants who have identified a young person.

- Is it possible to learn about the experiences or interests of the youth in the matching pool (specifically the NY/NJ area)? We have a number of different possible roles.

No, not in advance of the proposal due date.

- Even organizations in high cost of living cost-of-living areas, \$60,000 is a high starting salary for nonprofit positions. Is there any component or plans within another initiative to connect this to overall advocacy for raising the pay structures for non-profit staff, especially front-line staff?

No

- What is the timeline for the grant?

This is the timeline that appears in the [RFP](#):

- Due date for the letter of intent: Oct. 4, 2022, emailed to [debrown@aecf.org](mailto:debrown@aecf.org) and copied to Imhotep Simba at [isimba@aecf.org](mailto:isimba@aecf.org)
- Due date for proposal: Oct. 14, 2022, emailed to [debrown@aecf.org](mailto:debrown@aecf.org) and copied to Imhotep Simba at [isimba@aecf.org](mailto:isimba@aecf.org)
- Notification date for selected organizations that applied with an individual identified: Nov. 15, 2022
- Match-interview period for organizations that seek a match and young professionals to meet one another: Nov. 28, 2022 – Dec. 2, 2022
- Notification date for selected organizations that sought a match: Dec. 15, 2022
- Orientation for the selected organizations' direct supervisors and staff liaisons, cohort-style (virtual): week of Jan. 9, 2023 (exact date(s) TBD)
- Onboarding and orientation for the young professionals (in-person) in Baltimore: Jan. 17-19, 2023
- Preferred start dates for the young professionals: between Jan. 30, 2023, and Feb. 1, 2023