

BUILDING YOUTH JUSTICE CAREERS

Request for Proposals

THE ANNIE E. CASEY FOUNDATION

SUMMARY

The Juvenile Justice Strategy Group (JJSG) at the Annie E. Casey Foundation is seeking to fund up to three youth justice organizations to hire young professionals — between the ages of 18 and 30 with personal juvenile justice system involvement within the last 12 years — for 12 to up to 24 months. The intentions are to a) connect young professionals who have career interests in youth justice with organizations in the field that can provide them with meaningful professional experiences that help them develop tangible, marketable skills that align with future career requirements and b) encourage organizations to create and sustain paid career opportunities for youth with direct justice-system experience after the grant period and without grant funds.

ELIGIBILITY

Nonprofit organizations with 501(c)(3) status or with a fiscal sponsor with 501(c)(3) status or public agencies are eligible to apply.

DESCRIPTION OF PROJECT

BACKGROUND

The Annie E. Casey Foundation is a national philanthropy that creates a brighter future for the nation's children by developing solutions to strengthen families, build paths to economic opportunity and transform struggling communities into safer and healthier places to live, work and grow. In service of that mission, the Foundation equips the philanthropic sector, practitioners and policy leaders with tools and resources to advance equitable opportunities for all children, youth, families and communities, regardless of their skin color or community of residence.

JJSG works with partners to ensure that young people exposed to the legal system can realize their potential, even when they make mistakes and violate the law in serious ways. More specifically, the work is to ensure that young people — especially Black, Latino and Indigenous youth — exposed to any aspects of the legal system have opportunities and support to thrive into adulthood. Through this project, JJSG is creating opportunities for young people with direct experience in the justice system to build skills for career advancement.

BUILDING YOUTH JUSTICE CAREERS

The RFP seeks organizations doing youth justice reform work interested in employing emerging professionals with life experience in the juvenile justice system who are seeking meaningful professional experiences and careers in the field.

The RFP allows for organizations to apply with a specific young person who meets the criteria (see About the Young Professionals, below) or be matched with a young person already known to JJSG.

- Organizations applying with a specific young person may be located anywhere in the United States.
- Organizations seeking to be matched will receive preference if they are located in the Northeast, West or Midwest. The geographic preference applies even for remote positions. Ideally, the organizations would be based within an hour of the respective time zone of the young person they hire.

EMPLOYER'S RESPONSIBILITIES

The selected organizations must provide the young professional with meaningful and substantive projects and tasks as well as proximity to the organization's senior leadership and ongoing mentoring. The grant requires the involvement of one or two executive or upper management staff; a direct supervisor for the young person; and an individual to serve as the staff liaison to the Casey Foundation and Restorative Response Baltimore (RRB), the Casey grantee providing support and professional development to the young professionals participating in this opportunity. The same person may fill more than one of those roles.

- Senior leadership
 - Create opportunities for the young professional to interact with at least one or two senior leaders, provide input on issues at the heart of the organization's mission and contribute to work that has senior leadership's attention.
- Direct supervisor
 - Work with the young professional to jointly create a scope of work that helps the young professional achieve the kind of tangible and marketable skills that are likely to be preferred by future employers, contributing to strategy and decision making within the organization and aligning with the young professional's goals and career aspirations. The young professional's contributions should be meaningful and specific.
 - Manage day-to-day work of young person.
 - Provide constructive feedback to the young person.
 - Attend a group orientation for direct supervisors and staff liaisons from all of the selected organizations to be held virtually during the week of Jan. 9, 2023 (exact date(s) TBD).

- Staff liaison
 - Develop and implement a professional development plan, training and coaching in partnership with Restorative Response Baltimore. RRB’s technical assistance includes coaching existing staff to make the work environment a safe and productive space for young people with personal experience in the justice system.
 - Communicate regularly with Casey and RRB about the young person’s performance, professional development and inclusion and integration into the workplace.
 - Attend a group orientation for direct supervisors and staff liaisons from all of the selected organizations, to be held virtually during the week of Jan. 9, 2023 (exact date(s) TBD).
- General organizational responsibilities:
 - Compensate the young professional through the grant from the Casey Foundation.
 - Carry out administrative and logistical aspects of the building youth justice careers program.
 - Provide support and connect the young professional to resources as needed.
 - Provide time for professional development activities, including up to eight paid workdays for Casey-sponsored onboarding and orientation (Jan. 17-19, 2023) and training (dates to be announced). The Casey Foundation will cover the costs for travel related to Casey-sponsored onboarding and training.

ABOUT THE YOUNG PROFESSIONALS

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 preference for young professionals with experience in volunteering, leadership, advocacy and/or community organizing or professional experience or education in the youth justice field. If they are identified by the applicant, then the young people may be unconnected to JJSG work. From the young people’s perspective, the experience offers the following:

- a 12- to 24-month paid full- or part-time employment opportunity with benefits (if part-time, the hours worked would qualify for benefits);
- meaningful work experience;
- professional development opportunities with the employer;

- up to eight paid workdays for onboarding, training and other professional development opportunities and networking with a cohort of other young leaders, provided and facilitated by Restorative Response Baltimore; and
- [access to the Opportunity Passport® with the Casey Foundation](#). The Opportunity Passport is an Individual Development Account or a matched savings account that promotes the fundamental financial literacy skill of saving. Its participants learn the fundamentals of financial management, obtain mainstream banking system experience and save money for future asset acquisitions.

REMOTE, IN-PERSON OR HYBRID WORK

The organization and young professional must reside within the United States and its territories. The employment opportunity can be a combination of remote, in-person and hybrid work. If considering remote or hybrid work, the young person must be within an hour of the time zone of the organization's location. If needed, the cost of computer and office supplies for the young professional should be included in the organization's indirect costs, consistent with the organization's work-from-home policy for remote work.

PUBLIC AGENCIES

Public agency applicants will need to be actively engaged in significant juvenile system reform aligned with [JJSG strategies](#).

ADDITIONAL CONSIDERATIONS

If the organization is unable to keep the young person or sustain the position for another young person with system experience with its own or other resources at the end of the grant term, on a case-by-case basis, JJSG may consider continuing its funding if there is a matching contribution from another funding source.

AWARD

- Three grants will be awarded.
- The maximum grant to an organization will be \$100,000 for a 12-month or up to 24-month grant period, contingent on whether the young professional is offered a full- or part-time position.
- The grants will cover the young professional's salary, benefits package and indirect costs. (Casey provides indirect costs based on the size of the organization's current fiscal year operating budget, as follows: organizations with annual budgets of less than \$5 million will receive a 25% indirect cost rate, \$5 million to \$100 million will receive a 20% indirect cost rate and over \$100 million will receive a 15% indirect cost rate).
- Recommended compensation is \$60,000 annually for a full-time position of 35 to 40 hours per week. In areas with a higher cost of living, organizations may consider supplementing the salary

to meet the cost of living. Organizations in areas with a lower cost of living may request to offer a lower level of compensation by documenting the cost of living in their area. In instances with lower compensation and/or for part-time positions, the term of the grant and employment may be extended to 18-24 months.

TIMELINE FOR COMPLETING THE WORK

The Foundation expects the organization to have a youth match by Dec. 1, 2022, to allow for the young professional to start in January 2023. The placement will last either one year, from January 2023 to December 2023, or up to two years, from January 2023 to December 2024.

LETTER OF INTENT SPECIFICATIONS

Organizations who plan on submitting proposals must email David E. Brown at debrown@aecf.org and copy Imhotep Simba at isimba@aecf.org by Oct. 4, 2022, indicating the following:

- organization's name;
- contact person's name and email address;
- organization's intent to apply; and
- whether the organization will be seeking to be matched with a young professional or, instead, are applying with a specific individual they have already identified.

PROPOSAL SPECIFICATIONS

Organizations should email completed proposals to David E. Brown at debrown@aecf.org and copy Imhotep Simba at isimba@aecf.org by Oct. 14, 2022, incorporating the following elements:

FORMAT

- Up to seven pages for the core proposal
- Up to four pages of attachments
- Up to five additional pages if applying with a young person identified

CONTENTS OF CORE PROPOSAL

- A general scope of work and/or job description, with flexibility for co-creating elements of the scope of work with the young professional to align with the young professional's interests and goals
- The names of the direct supervisor and staff liaison and their supervisory experience and short bios. (Reminder, the same person may serve both roles.)
- An explanation of how the organization will facilitate the young person's substantive engagement with senior leadership
- The organizational chart and decision-making structure
- One or two examples of when the organization employed or worked closely with young people with juvenile justice experience
- The duration of the employment, work location, number of hours per week and work hours and whether the work would be remote, in the organization's office or hybrid
- The benefits the organization offers its employees including health care, paid leave and professional development
- A budget with the proposed salary, benefits package and indirect costs. (Casey provides indirect costs based on the size of the organization's current fiscal year operating budget, as follows: organizations with annual budgets of less than \$5 million will receive a 25% indirect cost rate, \$5 million to \$100 million will receive a 20% indirect cost rate and over \$100 million will receive a 15% indirect cost rate).
- If you are proposing a salary less than \$60,000, provide supporting documentation, including the cost of living in your areas
- The plan to retain the young professional and/or a meaningful position for a young person with direct experience in the justice system after the end of the grant period.
- If applying with a specific young person, a description of why the organization chose the young person. (See If Applying With a Young Person)

ATTACHMENTS

- A letter of support for the organization from a young person who is or was connected to the organization
- A letter of recommendation for the supervisor on their experience with and ability to manage young people
- Proof of 501(c)(3) status or fiscal sponsor agreement, if appropriate (the fiscal sponsor agreement would not count toward the page limit for the attachments)

IF APPLYING WITH A YOUNG PERSON

- A resume and bio of the young professional, which includes their age and juvenile justice system experience, such as juvenile court adjudication, probation, juvenile detention center or other out-of-home placement or as a juvenile charged in the adult system. The young professional cannot be a current employee.
- A description of the young professional’s career aspirations and areas of interest
- A letter of recommendation for the young person from a peer, a supportive adult who is not part of the young person’s family or a former employer.

KEY DATES

- Pre-bid conference: Sept. 29, 2022 ([registration link](#))
- Due date for the letter of intent: Oct. 4, 2022, emailed to debrown@aecf.org and copied to Imhotep Simba at isimba@aecf.org
- Due date for proposal: Oct. 14, 2022, emailed to debrown@aecf.org and copied to Imhotep Simba at 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

SELECTION CRITERIA

| SECTION | POINTS |
|---|--------|
| Organizations’ experience employing and working with young people with justice system experience. | 25 |
| <ul style="list-style-type: none"> ■ Are the organization’s mission and vision aligned with JJSG’s strategies? | |

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| <ul style="list-style-type: none"> ■ Does the organization have experience hiring young people with life experience? Are there young people on the organization's board or is there some organizational engagement with young people (youth council)? ■ Does the direct supervisor have experience supervising young people and young people with involvement in the juvenile justice system? ■ Is a staff liaison identified, and do they appear to be well suited for the role? | |
| <ul style="list-style-type: none"> ■ The organization has a preliminary scope of work for the young professional that is meaningful and includes tangible, marketable skills that set the young professional up for future career requirements, contributing to strategy and decision making within the organization and allowing flexibility to align with the young professional's goals and career aspirations. ■ Is the proposed work meaningful? Does it afford the youth person opportunity for input into decision making and access to leadership? ■ Is a general job description provided? ■ Is the job appropriately positioned within the organization's structure? | 25 |
| <p>Organizational capacity and plan to sustain the role after the program</p> | 10 |
| <p>The young professional's compensation is commensurate with the organization's pay structure and regional standard of living.</p> <ul style="list-style-type: none"> ■ Is the salary level and budget reasonable? | 10 |
| <p>The organization has a strong, specific and achievable plan for implementing the program and fostering an environment to support the young professional's professional development and growth.</p> <ul style="list-style-type: none"> ■ Is the work aligned with the term of the positions? ■ Is there interest in the type of work among the applicant pool? ■ Is the location in a region in which there is an interested applicant? ■ Does the organization provide comprehensive health insurance and paid leave? | 30 |
| <p>Total points:</p> | 100 |