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Applicant: Latin American Youth Center, Inc.
Application Number: YO13000589
Project Title Latin American Youth Center Street Outreach Program
Status: Awarded

BUDGET INFORMATION - Non-Construction Programs**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Street Outreach Program	93.557			\$184,480.00	\$29,438.00	\$213,918.00
2.						
3.						
4.						
5. Totals				\$184,480.00	\$29,438.00	\$213,918.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Street Outreach Program	(2)	(3)	(4)	
a. Personnel	\$ 108,800.00	\$			\$108,800.00
b. Fringe Benefits	\$16,320.00				\$16,320.00
c. Travel	\$4,440.00				\$4,440.00
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other	\$28,115.00				\$28,115.00
i. Total Direct Charges (sum of 6a-6h)	\$157,675.00				\$157,675.00
j. Indirect Charges	\$26,805.00				\$26,805.00
k. TOTALS (sum of 6i and 6j)	\$184,480.00				\$184,480.00
7. Program Income					

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Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8 Street Outreach Program			\$29,438.00	\$29,438.00
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)			\$29,438.00	\$29,438.00

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal					
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)					

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. Street Outreach Program	\$184,480.00	\$190,014.00	\$195,714.00	\$201,585.00
17.				
18.				
19.				
20. TOTAL (sum of lines 16-19)	\$184,480.00	\$190,014.00	\$195,714.00	\$201,585.00

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:	22. Indirect Charges: LAYC has an HHS-approved indirect rate of 17%
23. Remarks:	

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* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify) <input type="text"/>
--	--	---

* 3. Date Received: <input type="text" value="06/27/2013"/>	4. Applicant Identifier: <input type="text"/>
--	--

5a. Federal Entity Identifier: <input type="text"/>	* 5b. Federal Award Identifier: <input type="text"/>
--	---

State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
--	--

8. APPLICANT INFORMATION:

* a. Legal Name: <input type="text" value="Latin American Youth Center, Inc."/>	
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="52-1023074"/>	* c. Organizational DUNS: <input type="text" value="0387936750000"/>

d. Address:

* Street1: <input type="text" value="1419 Columbia Road, NW"/>
Street2: <input type="text"/>
* City: <input type="text" value="Washington"/>
County: <input type="text"/>
* State: <input type="text" value="District Of Columbia"/>
Province: <input type="text"/>
* Country: <input type="text" value="UNITED STATES"/>
* Zip / Postal Code: <input type="text" value="20009-4705"/>

e. Organizational Unit:

Department Name: <input type="text"/>	Division Name: <input type="text"/>
--	--

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: <input type="text" value="Ms."/>	* First Name: <input type="text" value="Lori"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Kaplan"/>	
Suffix: <input type="text"/>	
Title: <input type="text" value="President & CEO"/>	

Organizational Affiliation:

* Telephone Number: <input type="text" value="(202) 319-2225"/>	Fax Number: <input type="text" value="(202) 462-5696"/>
--	--

* Email: <input type="text" value="lori@layc-dc.org"/>

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9. Type of Applicant 1: Select Applicant Type:

Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Administration for Children & Families - ACYF/FYSB

11. Catalog of Federal Domestic Assistance Number:

93.557

CFDA Title:

Education and Prevention Grants to Reduce Sexual Abuse of Runaway, Homeless and Street Youth

*** 12. Funding Opportunity Number:**

HHS-2013-ACF-ACYF-YO-0574

* Title:

Street Outreach Program

13. Competition Identification Number:

HHS-2013-ACF-ACYF-YO-0574

Title:

Street Outreach Program

14. Areas Affected by Project (Cities, Counties, States, etc.):

*** 15. Descriptive Title of Applicant's Project:**

Latin American Youth Center Street Outreach Program

Attach supporting documents as specified in agency instructions.

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16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="184480"/>
* b. Applicant	<input type="text" value="0"/>
* c. State	<input type="text" value="0"/>
* d. Local	<input type="text" value="0"/>
* e. Other	<input type="text" value="29438"/>
* f. Program Income	<input type="text" value="0"/>
* g. TOTAL	<input type="text" value="213918"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

Yes No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Application for Federal Assistance SF-424

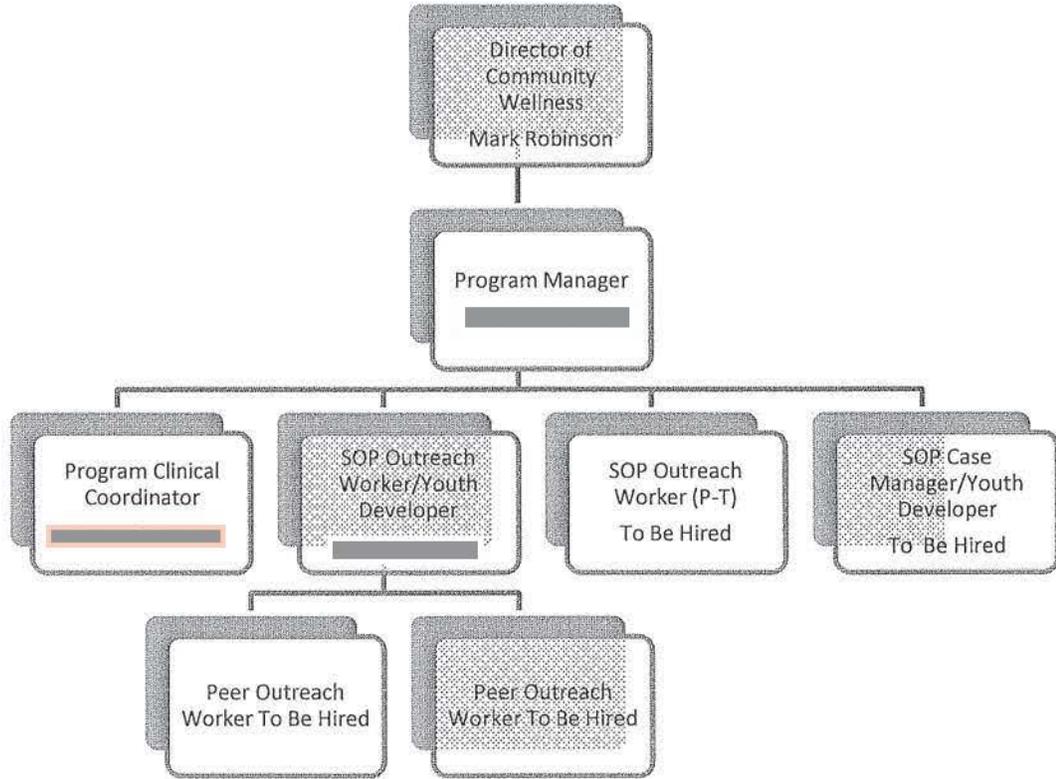
Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

APPENDICES

Appendix A: LAYC Street Outreach Program Organizational Chart



Latin American Youth Center Response to
 Department of Health and Human Services, Administration for Children and Families
 Administration on Children, Youth and Families, Street Outreach Program
 HHS-2013-ACF-ACYF-YO-0574

Appendix B: Documentation of Prior Experience working with RHY

FY12 LAYC SOP Outputs

Output	Number
Number of RHY Enrolled	88
Resources Provided	777
Referrals provided to SOP participants	424
General Referrals to non-participant RHY general referrals are referrals provided to RHY encountered during street outreach who have not enrolled in LAYC's SOP)	806
Housing Achieved (temporary housing achieved)	57

Appendix D: Personnel Policies

Equal Opportunity: It is the policy of the Latin American Youth Center that there shall be no discrimination with respect to employment or any of the terms and conditions of employment on the basis of race, creed, color, religion, national origin, citizenship, ancestry, sex, age, disability, marital status, familial status, military status, sexual orientation, gender identity and gender expression, personal appearance, family responsibilities, matriculation, tobacco use, political affiliation or any other characteristic protected by applicable federal, state, or local laws. Any staff member, including supervisors, involved in improper discriminatory practices will be subject to appropriate disciplinary action, up to and including termination. Employees can raise concerns and make reports without fear of reprisal. Any staff member, including supervisors, involved in improper discriminatory practices will be subject to appropriate disciplinary action, up to, and including termination.

Discrimination complaints should be reported to the Chief Operating Officer or the President and CEO. If the complaint is about the President and CEO, the complaint should be reported to the Chair of the Board of Directors. As required by law, equal employment opportunity notices are posted in appropriate areas. The notices summarize the rights of staff members to equal opportunity in employment and provide the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has suffered discrimination. ***Diversity in the Workplace:*** LAYC is committed to a diverse workplace and will reflect this in its efforts to recruit, hire, and retain the full range of qualified candidates in accordance with applicable legal obligations, including affirmative action. The Center maintains an equal employment opportunity program for all employees and seeks to recruit and develop the best qualified persons available, regardless of age, race, color, religion, sex, national origin, sexual orientation, gender identity and gender expression, or disability. The

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Center also recruits, develops, and provides opportunities for qualified disabled persons and veterans. ***Americans with Disabilities Act:*** LAYC is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is the Center's policy not to discriminate against any qualified staff member or applicant with regard to any terms or conditions of employment because of the individual's disability or perceived disability, so long as the staff member can perform the essential functions of the job. Consistent with this policy of nondiscrimination, LAYC will provide reasonable accommodations to a qualified individual with a disability as defined by the ADA who has made LAYC aware of his or her disability, provided that such accommodation does not constitute an undue hardship on LAYC. LAYC encourages staff members with a disability who believe they need a reasonable accommodation to contact the Chief Operations Offices and request reasonable accommodation. This includes staff members with HIV/AIDS, cancer, diabetes, and any other chronic long-term illness. Confidentiality will be maintained, except as may be required under applicable legislative, regulatory, or court pronouncements. ***HIV/AIDS in the Workplace:*** Misunderstandings about HIV/AIDS are widespread, often causing fears and anxieties. LAYC will not discriminate against staff with HIV/AIDS. All staff members will be trained to understand HIV/AIDS. LAYC is committed to a responsible policy of nondiscrimination regarding HIV/AIDS. A staff member with HIV/AIDS (will be treated the same as any other staff member with a long-term disability. LAYC will respect the confidentiality of all staff members with HIV/AIDS. Staff members with HIV/AIDS or any other long-term disability are urged to consult LAYC's policy on the Americans with Disabilities Act. **New Staff Orientation:** During the first week of employment, all necessary tax forms and personnel forms should be completed. The forms may be obtained from Human Resources. New staff member orientations are held as scheduled by the Chief

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Operations Officer. In addition, the staff member is oriented to their work location by immediate supervisor, Program Coordinator, Team Leader, or Division Director. ***Drug and Alcohol Policy:*** Consistent with LAYC's obligations under federal law and with LAYC's mission, the Center has formulated a policy regarding alcohol, drug, and controlled substance use. This policy, set forth below, is applicable to all staff members regardless of work location or employment status. LAYC has a strong commitment to its staff members and to the community to provide an alcohol-, drug-, and controlled substance-free work environment.

Any staff member found to be unlawfully using, manufacturing, selling, distributing, dispensing, possessing, trafficking in, or under the influence of any alcoholic beverage or drug on LAYC property or while performing assigned duties off of LAYC property will be considered in violation of LAYC policies. Violators of LAYC's drug and alcohol policy may be subject to a full range of disciplinary actions, up to and including termination. ***Smoke-Free/Tobacco-Free Policy:*** LAYC is committed to a smoke-free/tobacco-free work environment. Smoking and other use of tobacco/smokeless tobacco products is cited by the medical community as the most preventable cause of certain diseases, disabilities, and death. Accordingly, smoking or use of other tobacco products is not permitted inside of LAYC's offices and facilities. Staff members who continue to smoke or use other tobacco products must refrain from smoking in front of, or around any LAYC facility. ***Violence in the Workplace:*** LAYC does not tolerate any type of workplace violence committed by or against staff members. Prohibited conduct includes: (a) Causing physical injury to another person; (b) Making threatening remarks that cause injury to another person or subject another individual to emotional distress; (c) Intentionally damaging LAYC's property or the property of another staff member; (d) Possessing a weapon while on

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LAYC property or while on LAYC business; (e) Committing acts motivated by or related to harassment on any basis, including domestic violence.

Any potentially dangerous situation must be reported immediately to the immediate supervisor and Chief Operating Officer. If the Chief Operating Office is not available, you must immediately report the incident to any other director in the facility. Directors are instructed to call 911 immediately when a violent incident is reported or suspected. All reported incidents will be investigated and confidentiality will be given due regard. Information will be disclosed only on a need-to-know basis. All parties involved in a situation will be counseled, and the results of investigations will be discussed with them. LAYC will actively intervene at any indication of a possibly hostile or violent workplace situation. Any staff member determined to have committed prohibited acts may be subject to disciplinary action, up to and including termination. Non-staff members engaged in violent acts on LAYC's premises may be reported to the proper authorities and fully prosecuted.

Staff members may find themselves in situations where there is violent conflict. Staff members intervening in a physical altercation should attempt to calm the situation through open, direct, clear, and non-escalating communication. Staff members should at all times avoid becoming physically involved with the altercation.

When weapons are involved, staff members should notify the police immediately. The incident should then be reported to the immediate supervisor and Chief Operating Officer. If the Chief Operating Office is not available, staff must report the incident to any other director in the facility. The staff member should also fill out a Violent Incident Report form and give the form to the Chief Operating Officer. These forms can be obtained from direct supervisors or HR personnel. ***Confidential Material:*** All LAYC records and information relating to LAYC or its

clients are confidential, and staff members must treat all matters accordingly. No LAYC and LAYC-related information -- documents, notes, files, records, oral information, computer files, or similar materials --- may be removed from LAYC's premises without permission from the Executive Director or her assignee except in the ordinary course of performing duties on behalf of LAYC. Additionally, the contents of LAYC's records or information otherwise obtained in regard to business may only be disclosed for a business purpose.

Staff members must not disclose any confidential information, purposefully or inadvertently, to any unauthorized person inside or outside LAYC. The care which should be taken with regard to confidential information includes, for example, clearly marking "Confidential" on documents and the envelopes in which they are sealed, taking care when speaking about LAYC information in a public space, and destroying in a timely manner unneeded hard copies or electronic documents containing confidential information.

Relations with Clients: All staff members shall conduct themselves in an appropriate manner while working with clients regarding the following: (1) Drugs and Alcohol: No staff member should offer any client alcohol or illegal drugs, on or off LAYC sites. No staff member should be seen drinking or using illegal drugs with LAYC clients on or off the site. Clients may invite staff to events such as birthdays or weddings, and LAYC may sponsor activities at locations where alcohol is served. If alcohol is served at these activities, staff members should abstain from partaking. LAYC staff members serve as role models at all times. If a staff member is seen drunk or under the influence of a substance on or off-site at a non-LAYC activity, this may be grounds for termination. Further, when LAYC sponsors activities at locations where alcohol is served, staff members should work with the establishment to ensure that no underage youths are served alcoholic beverages. Staff members are further referred to the Center's policy on drugs and

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alcohol set forth in section III (E) (2); (2) Dating: No staff member should date any person who is officially a client of LAYC. Dating is understood to be romantic involvement. Such a relationship may compromise LAYC and the client and may result in termination of the staff member. This does not mean that staff members and participants cannot socialize at LAYC-sponsored activities, such as parties and graduation ceremonies; (3) Loans & Gifts: No staff member should lend or gift a client any sum of money or other object with a value over \$20.00 without consultation with his/her supervisor. There are times when a youth may ask for petty cash for spending money, a soda, transportation, etc. This can be left up to the staff member and the client. However, any sum above \$20.00 may be seen as a loan or gift and should be discussed in advance to prevent any problems. In case of client emergencies, a staff member should exercise his or her best judgment taking into account the best interests of the client and consult with a supervisor immediately thereafter; (4) Clients Living with Staff members: No client should live with a staff member; (5) Transportation of clients: Staff members must have written parental permission to transport clients. Staff persons may not use personal vehicles when transporting clients. Violation of these provisions regarding interaction with clients is of particular importance given LAYC's mission and purpose. Any staff member believing there to have been a violation of these provisions should immediately notify his or her supervisor or another supervisor.

Violation of these provisions regarding interaction with clients is of particular importance given LAYC's mission and purpose. Any staff member believing there to have been a violation of these provisions should immediately notify his or her supervisor or another supervisor.



Covenant House Washington
 2001 Mississippi Avenue, SE
 Washington, DC 20020
 Phone: 202-610-9600
 Fax: 202-610-9610
 www.CovenantHouseDC.org

DANIEL J. BRANNEN
 EXECUTIVE DIRECTOR

MEMORANDUM OF COLLABORATION
 BETWEEN COVENANT HOUSE WASHINGTON AND
 LATIN AMERICAN YOUTH CENTER

This memorandum of collaboration ("MOC") is entered by the *Latin American Youth Center* ("LAYC") and *Covenant House Washington* ("CHW") for the purpose of coordinating services that the respective agencies' *Street Outreach Programs* (hereinafter referred to as the "SOPs") provide to disconnected, runaway and/or homeless youth, many of whom have been subjected to or are at risk of sexual exploitation or abuse.

CHW, the District of Columbia affiliate of *Covenant House International*, was established in 1995 to address widespread problems of homelessness and poverty young adults (18-21 years of age). *CHW's* mission, in part, is to serve suffering children of the streets, and to protect and safeguard all children. *CHW* meets the basic needs of youth on the streets with shelter, food, and clothing and also provides a broad array of support services designed to address the educational, vocational and employment needs of youth.

LAYC's mission is to empower a diverse population of youth to achieve a successful transition to adulthood, through multi-cultural, comprehensive, and innovative programs that address youths' social, academic, and career needs. *LAYC* offers multi-service, comprehensive, and bilingual enrichment, prevention, and intervention programs and opportunities in education, workforce readiness, housing, community building, mental health services, arts, and healthy recreation.

LAYC and *CHW* recognize that:

- Though they serve similar populations, each agency offers programming and services that the other does not;
- Even for similar programs and services that each may offer, they may have different eligibility requirements or availability at any given time; and,
- They may have specific expertise in working with particular populations.

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Opening Doors for Homeless Youth



1419 Columbia Road NW
Washington DC 20009
Telephone: 202.319.2225
Facsimile: 202.462.5696
Email: info@layc-dc.org
Web: www.layc-dc.org

LAYC Family of Organizations

LAYC YouthBuild Public Charter School
3014 14th Street, NW
Washington, DC 20009

Next Step/El Próximo Paso Public Charter School

1419 Columbia Road, NW
Washington, DC 20009

Latin American Montessori Bilingual Public Charter School
1375 Missouri Avenue, NW
Washington, DC 20011

Art & Media House
3035 15th Street, NW
Washington, DC 20009

Ward 4 - Petworth
801 Shepherd Street, NW
Washington, DC 20011

Maryland Multicultural Youth Centers
1320 Fenwick Ln, Suite 600
Silver Spring, MD 20910

7411 Riggs Road, Suite 418
Langley Park, MD 20783

6200 Sheridan Street
Riverdale, MD 20737

Ben & Jerry's Scoop Shops
327 7th Street, SE
Washington, DC 20003

5612 Connecticut Ave, NW
Washington, DC 20015

United Way CFC #8489

Combined Federal Campaign of Central Maryland #6240

DUTIES TO BE PERFORMED

SOP will provide the following:

- 1) Bring services to the streets where young runaway, homeless and street-outreach congregate, and to engage youth with multiple services with the goal of locating safe and stable housing arrangements in the community.
- 2) Provide emergency shelter referrals to young men and women living on the streets in the Washington, DC area either through direct service or referral to the Host Homes and other similar programs in the area.
- 3) Conduct Outreach on behalf of the Host Homes Program and collect outreach data.
- 4) Train outreach staff to be effective in recruiting, engaging and retaining youth in the program.
- 5) Coordinate SOP services with other organizations working to prevent domestic violence and sexual exploitation of youth living on the streets.
- 6) Establish service linkages with other providers of emergency and longer term shelter services in the District of Columbia.
- 7) Provide health screening and treatment referrals to neighborhood clinics and health facilities.
- 8) Provide educational, Recreational and cultural enrichment activities and referrals for services, including field trips, and special volunteer projects:

Host Homes will provide the following:

- 1) Temporary, emergency shelter for three weeks to youth 12-17 years of age.
- 2) Transportation to placement as needed.
- 3) Crisis Intervention and case management to those youth between ages of 12-17 and who have been admitted to the host homes program.

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BOARD OF DIRECTORS: NOEL BRAVO, CHAIR • JOHN A. HURVITZ, VICE CHAIR • RICK ENGLAND, TREASURER • CESAR NAVAS, ALUMNI REPRESENTATIVE • YANIRA CRUZ • BRIAN GAINES • JULIE JENSEN • STEVE LINEHAN • ROSARIO LONDOÑO • ANTONIO F. MARQUEZ • JORGE PINEDA • MARGARITA PRIETO • MAURICIO RIOS • PETER A. SHAPIRO • ALEX WILSON, CHAIR EMERITUS • DAVID WOFFORD



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327 7th Street, SE
Washington, DC 20003

5612 Connecticut Ave, NW
Washington, DC 20015

United Way CFC #8489
Combined Federal Campaign of Central Maryland #6240

GRANT AWARD LIMITATIONS:

This Memorandum of Collaboration is subject to successful award of monies to the LAYC, and is subject to amendment at any time with the consent of the parties involved.

COMPLETED MEMORANDUM OF COLLABORATION

This memorandum of collaboration represents the complete understanding of the parties hereto. Any Amendment to this MOC shall be in writing and signed by both parties. This contract supersedes any other agreement or understanding between the parties, whether oral or written, relating to the services to be provided by the contractor. No such other agreements or understandings may be enforced by either party nor may they be employed for interpretation purposes in any dispute involving this contract.

This Memorandum of Collaboration is effective as of October 1, 2013 to September 30th, 2016.

IN WITNESS WHEREOF, the parties hereto have executed this MOC.

Safe Housing Program Manager

Program Manager

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Appendix F: LAYC SOP Logic Model

Activities	Outputs	Outcomes
<p><u>Objective 1. Safety:</u> To conduct outreach services designed to build relationships between LAYC staff and runaway, homeless, and street youth with the ultimate goal being to keep youth safe and help them leave the streets.</p>		
<ul style="list-style-type: none"> • SOP outreach workers conduct street outreach to identify potential runaway and homeless youth in need of safe, stable housing. • SOP outreach workers provide runaway and homeless youth with emergency kits for street survival. 	<ul style="list-style-type: none"> • 400 youth contacted during outreach activities • 250 youth offered survival kits 	<ul style="list-style-type: none"> • 250 youth engage with SOP Street Outreach Workers on the street, by phone or visit the SOP drop-in center to learn about safe housing and referrals to other services. • 150 youth receive survival kits that meet emergency needs • 100 youth receive crisis intervention services
<p><u>Objective 2. Well-Being:</u> To refer youth in need to short- and long-term housing options as well as wrap-around support services.</p>		
<ul style="list-style-type: none"> • Staff provide internal (to LAYC residential housing programs) and external housing referrals to youth in need. • Staff provide non-housing-related referrals for youth in need. (i.e. youth who have been victims of sexual abuse, sexual exploitation, substance abuse and are in need of mental health counseling, food, clothing) • Staff inform youth of national switchboard service that helps find shelter 24/7 for any youth. 	<ul style="list-style-type: none"> • 100 youth are referred to short-term or temporary housing placements. • 50 youth are referred to longer-term or transitional housing. • 150 youth are offered non-housing resources and referrals. 	<ul style="list-style-type: none"> • 70 youth achieve housing in a short-term shelter or temporary placement • 10 youth achieve longer-term or transitional housing • 75 youth are referred to non-housing services, such as medical insurance, food, workforce development, or case management.
<p><u>Objective 3. Self-Sufficiency:</u> To increase self-sufficiency by providing SOP services that support youth in securing resources.</p>		
<ul style="list-style-type: none"> • One-on-one SOP sessions between runaway and homeless youth and SOP staff that focus on obtaining IDs, medical insurance, and linking 	<ul style="list-style-type: none"> • 300 SOP one on one sessions offered by SOP staff 	<ul style="list-style-type: none"> • 75 youth participate in one or more one-on-one SOP sessions.

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Activities	Outputs	Outcomes
youth to services such as mental health and substance abuse counseling, legal assistance, or parenting classes.		
Objective 4. Permanent Connections: To create a safe and welcoming community for runaway and homeless youth.		
<ul style="list-style-type: none"> • SOP staff will provide opportunities for youth to attend community-building events including resource fairs, and field trips. • SOP staff will schedule and/or facilitate life skills curriculum focused on prevention, harm reduction, and daily living skills. 	<ul style="list-style-type: none"> • 35 community-building events offered • 24 group-based life skills sessions offered 	<ul style="list-style-type: none"> • 15 youth attend at least 1 community building event • 20 youth attend at least 1 group-based life skills session

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Latin American Youth Center Response to
Department of Health and Human Services, Administration for Children and Families
Administration on Children, Youth and Families, Street Outreach Program
HHS-2013-ACF-ACYF-YO-0574

Abstract

Project Title: Street Outreach Program (SOP)
Applicant Name: Latin American Youth Center (LAYC)
Address: 1419 Columbia Road, NW
Washington, DC 20009
Contact Phone: Main: (202) 319-2225
Fax: (202) 462-5696
E-mail Address: lori@layc-dc.org; markr@layc-dc.org
Website: www.layc-dc.org

The Latin American Youth Center (LAYC) requests \$184,480 to support our Street Outreach Program (SOP). Located within LAYC's Community Wellness department, SOP provides (1) street-based outreach, Monday through Friday, during scheduled street outreach times; (2) survival aid in the form of kits with personal hygiene items, transportation tokens/Metro cards, clothing, and food; (3) case management and (4) triage services, at LAYC's SOP drop-in site; (5) 24-hour access to referrals to shelter or long-term housing; (6) aftercare services to include providing information regarding employment, job readiness, and support services or referrals to each; and (7) other direct assistance as required to assist RHY leave the street and obtain safe housing. To provide those services, SOP staff conduct outreach in locations across the city to locate homeless youth and build relationships with service providers who offer youth services such as access to shelter when LAYC residential programs do not have space.

During the grant period, SOP staff will engage 250 RHY through outreach activities, provide 150 survival kits to RHY, provide 100 RHY with crisis intervention services; and assist 70 RHY with securing stable housing.

LAYC estimates that (1) annually up to 2,000 youth are runaway, homeless, or living on the street in our service area, the District of Columbia; and (2) on any given day or night, 500 young people qualify as RHY. These estimates were reached by reviewing available literature and talking with LAYC staff who have provided services to this population for over 20 years.

Despite the loss of federal funds, LAYC has maintained a reduced street outreach program. Our program is the only street outreach program in the District that provides bilingual, culturally sensitive, comprehensive, and holistic services to Latino and other minority RHY youth. LAYC's street outreach efforts aim to increase young people's safety, well-being, self-sufficiency, and help RHYs build permanent connections with caring adults in order to get off the street and into stable housing.

Since its inception in 1998, LAYC's street outreach program has provided services to 340 RHY in the District. In FY12, the program enrolled and provided services to 88 RHY. Of those RHY served, 57 achieved temporary housing. Participants were provided 424 referrals to 35 distinct programs and organizations, including LAYC's Promotor Pathway, Sasha Bruce Youthwork, Covenant House, and So Others Might Eat (SOME). In addition to services provided to RHY enrolled in the program, LAYC's street outreach provided 806 referrals to non-participants; this includes youth encountered during street outreach.

OBJECTIVE OUTCOMES, AND NEED FOR ASSISTANCE

1. Need statement: The National Coalition for the Homeless (2008) estimates that there are 1,682,900 runaway, homeless, and street youth (RHY) in the United States, with the majority being between the ages of 15 and 17 years old. Familial disruption and economic insecurity are two primary reasons young people become homeless. The National Alliance to End Homelessness (2007, 2010) reports that 5-7% of American youth become homeless in any given year. While a large majority of young people experience short-term homelessness, returning back home or to family/friends, an estimated 50,000 youth experience long-term homelessness.

Family disruption is the principal reason young people leave home, often after suffering years of physical and sexual abuse, strained relationships, and neglect. The U.S. Department of Health and Human Services (HHS) found that more than half of the youth interviewed during shelter stays report their parents told them to leave or were aware that they were leaving but made no attempt to stop them. Another HHS study found that 46% of RHY had been physically abused, and 17% were forced into unwanted sexual activity by a family or household member. In addition, some youth are separated from their families while in shelters. Finally, many older youth become homeless when they age-out of the foster care system.

Economic insecurity is another cause of youth homelessness. According to a study conducted by the National Center for Children in Poverty (2009), more than 60% of families with incomes less than 30 percent of the HUD-adjusted area median family income were paying more than half their income for rent, and about the same proportion of families were also living in severely inadequate housing. Since 2007, the number of unemployed individuals has increased by more than seven million, to 14.5 million, and the unemployment rate has risen to 9.4 percent overall. The unemployment rate is even higher among blue-collar workers or those

with non-professional jobs, which makes low-income families particularly vulnerable to layoffs. Among homeless families with children, more than 80% are female-headed, and 54% of children and youth in low-income families live with a single parent.

Youth who are homeless or in unstable housing seldom seek help from homeless assistance programs or government agencies. Very few RHY are housed in emergency shelters due to lack of beds for youth, shelter admission policies (the existing homeless assistance system is largely designed for adults), and absence of safe, age appropriate services. Living on the street or couch surfing (staying temporarily with friends or family), RHY are at high risk for physical and sexual assault/abuse, sexually transmitted infections including HIV/AIDS, and other health risks associate with substance abuse. It is estimated that 5,000 RHY die each year as a result of assault, illness, or suicide. Homeless youth are more likely to become involved in prostitution, as they are forced to engage in survival sex to meet their basic needs such as food, shelter, or clothing; to use and abuse substances; and to engage in other dangerous or risky behaviors (National Alliance to End Homelessness, 2010).

Number of runaway, homeless, street youth in service area: LAYC estimates that annually up to 2,000 youth are runaway, homeless, or living on the street in our service area, the District of Columbia; and on any given day or night, 500 young people qualify as RHY. These estimates were reached by reviewing available literature and talking with LAYC staff who have provided services to this youth population for over 20 years, and analyzing the studies and information described below.

Youth homelessness has plagued the District of Columbia for decades, but only in recent years have these youth been counted. In February 2009, the District of Columbia Public School system reported 462 homeless children and youth registered as students; by October 2010, that

number had reached 1,169. This figure captures youth who described living situations that school homelessness liaisons determined met the McKinney-Vento Act definition of homeless: children and youth whose primary nighttime residence at the time of enrollment was a shelter, motel, temporary living arrangement in the house of a friend or family member, or any other definition of homeless per the Act. LAYC staff believe these figures undercount, as many young people report they are not comfortable disclosing their living arrangements to school personnel.

Surveying area providers of services to homeless youth, the DC Alliance of Youth Advocates (DYAYA) found that prior to the end of 2007, approximately 1,400 homeless youth were served in the District annually, with a “consistent increase” over the years of the recession. The report, issued in 2011, also documented the District’s lack of capacity to serve all those in need.

A point-in-time count and survey of homeless youth conducted at multiple DC locations over two weeks in March 2011 estimated 500 homeless and at-risk youth. The study was conducted by DCAYA in partnership with the District of Columbia Interagency on Homelessness, the George Washington University, and other public and nonprofit agencies.

Poverty Overview. According to the DC Fiscal Policy Institute (DCFPI), “children under the age of 18 are much more likely to live below the poverty level than adults—29 percent vs. 16 percent” (2009). Black youth in DC are more than three times as likely as white youth to be poor, with 24 percent of Black youth living in poverty. Poverty among Hispanic youth is 18 percent, more than double the rate of white, non-Hispanic youth (7 percent).

Poverty correlates with high unemployment, lack of affordable housing and consequent overcrowding in households, low school performance, and high drop-out rates—all risk factors for high numbers of RHY. Ward 1, where LAYC’s anchor site is located, and from which SOP

services will be provided, illustrates these realities. The census tract for this area is designed by the DC Commission on Public Health as medically underserved and is also a DC Department of Housing and Community Development-designated Hot Spot, an area with unusual violence. According to the DCFPI, roughly 16 percent of families in Ward 1 live in poverty, and almost 20 percent of Ward 1 youth do not have a high school diploma.

Residential Instability. Residential instability, common among low-income families, is a key factor contributing to homelessness among youth served by LAYC. Gentrification is causing rents to skyrocket in the communities surrounding LAYC. Hundreds of low- and moderate-income families have been pushed out of their homes into shelters or into the streets. Overcrowding (defined by HUD as more than one person, per room, per household) among Latino residents in DC also leads to youth homelessness: the proportion of Latino children living in overcrowded homes (22.6 percent) is dramatically higher than Blacks or Whites at 6 percent and 1.5 percent, respectively (*The State of Latino Kids in the District of Columbia*, May 2003).

Educational Conditions. The District of Columbia is experiencing an educational crisis. More and more young people are making the decision to leave school without securing a high school credential, which in turn increases the likelihood of them being unemployed, living in poverty, and receiving government assistance.

2. Methods used to identify areas where RHY and street youth congregate: LAYC's street outreach program, in operation since 1998, uses a three-pronged method to identify and recruit runaway and homeless youth: (1) Outreach Workers canvass the streets using knowledge passed on from previous staff, as well as knowledge from youth who were once homeless and now work as peer educators at LAYC, from staff at other youth- serving organizations and street outreach programs, and by attending coalition meetings of homeless service providers. Information

provided by LAYC Peer Educator Outreach Workers is particularly valuable to program design, as these young adults, recently homeless themselves, know where homeless youth tend to congregate and the kinds of services toward which they will gravitate. Peer Educator Outreach Workers influence not only where and the ways in which we conduct street outreach, but also provide their co-workers effective strategies for working with this special population. Program Staff offer training to Peer Education Outreach Workers so that they can develop their professional skills and advance their own careers. LAYC's street outreach drop-in site is known by youth as a safe and welcoming community so RHY congregate and refer peers to the program.

LAYC staff, who in the past have operated an HHS-funded Street Outreach Program, indicate that oftentimes, youth in the District congregate in parks and by schools, libraries, recreation centers, after-hours hang outs, multi-unit dwellings, Metrorail stations, vacant lots, store fronts, and convenience stores throughout the city. In addition, because of LAYC is trusted by community residents of all ages and backgrounds, RHY tell their peers about LAYC services.

3. Program activities: While LAYC has special expertise serving Latino and other minority RHY, LAYC is experienced in providing FYSB-required services to all RHY, no matter their ethnic background.

LAYC's SOP will provide (1) street-based outreach, Monday through Friday, during scheduled street outreach times; (2) survival aid in the form of kits with personal hygiene items, transportation tokens/Metro cards, clothing, and food; (3) case management and (4) triage services, at LAYC's SOP drop-in site; (5) 24- hour access to referrals to shelter or long-term housing; (6) aftercare services to include providing information regarding employment, job

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readiness, and support services or referrals to each; and (7) other direct assistance as required to assist RHY leave the street and obtain safe housing.

Youth met during outreach are encouraged to visit the drop-in site located at 3045 15th St. NW, Washington, DC. If, for any reason, staff are not available, they post a sign on the door with their return time and emergency contact numbers. The Program Manager and Street Outreach Workers have cell phones and if a youth is in crisis, or needs immediate assistance outside of scheduled SOP drop-in hours, staff work to meet and assist them.

At the drop-in site, RHY are able to meet with program staff and receive: (1) referrals for short-term and long-term housing; (2) crisis intervention; (3) referrals to individual, family, and group counseling; (4) group and individual sessions on basic living skills, for example, budget management and conflict resolutions; (5) harm-reduction practices regarding sexual behaviors and drug use; (6) assistance with getting identification, birth certificates, and other important documents needed to access shelter and other services; (7) assistance with applying for medical insurance and for social services, food, clothing, and emergency medical care/supplies; (8) referrals to LAYC's Counseling, Treatment, Referrals, and Linkages team at our anchor site, 1419 Columbia Road, NW, for confidential and free-of-charge testing for STDs, HIV/AIDS, and pregnancy; (9) transportation, as available, to medical appointments, or meetings with social workers; (10) referrals to workforce development and job assistance at LAYC's Workforce Investment program, LAYC Career Academy Public Charter School, YouthBuild Public Charter School, and Next Step Public Charter School; and (11) access to all LAYC programs and services. Youth who require more extensive treatment services will be referred to nearby hospitals and clinics where LAYC has long-standing partnerships, such as Mary's Center for Child and Maternal Health, Unity Health Care's Upper Cardozo Health Center, and the

Psychiatric Institute of Washington. Treatment programs are discussed with youth and are designed to address issues that help with daily functioning. Group interventions offer a powerful therapeutic method for creating mutual support among youth, building positive communication, trust, and other related behaviors. Treatment programs are discussed with youth and are designed to address issues that help with daily functioning. For example, group interventions offer a powerful therapeutic method for creating mutual support among youth, building positive communication, trust, and other important behaviors.

A standardized intake process is used for all youth who come to the drop-in site. Staff conduct individual assessments to identify services that meet each youth's needs. Staff also work with youth to develop an individual case plan, a written personal plan comprised of short- and long-term goals that articulates a youth's housing needs, educational and career goals, referral needs, job readiness, clinical needs, and aftercare plan, and charts a course of action for reaching self-sufficiency. Staff also meet with youth in support sessions, daily, or as needed, to ensure the young person is on track to complete his/her plan. At support sessions, staff refer youth to appropriate prevention and educational activities and services with LAYC partner programs and agencies. Once a youth has found long-term, stable housing, staff revise service plan goals to reflect aftercare periods, which range from one week to one month. Aftercare plan goals may include completion of specific steps to longer-term housing (including transitional housing or renting), continuation of treatment and/or counseling, continued attendance at peer support groups, and receiving and acting upon other referrals. During aftercare, program staff also provide youth with continued access to prevention and education activities as appropriate with LAYC partner programs and organizations. Youth who graduate from the program are

encouraged to remain involved in the SOP community, attending events and gatherings or offering support and perspective to staff and other youth, for as long as desired.

Aftercare for some youth may include entry into LAYC's Promotor Pathway. LAYC's Promotor Pathway is an innovative, intensive, long-term, relationship-based client management model designed to meet the multiple needs of and assist disconnected youth in the District of Columbia and in Maryland's Prince George's and Montgomery Counties navigate life's challenges. The Pathway's goal is to eliminate as many barriers as possible and to provide long-term provision of services likely to produce a lasting impact. Promotores, specially trained youth development workers who conduct initial and ongoing needs assessments, provide connections to various services and resources and support youth through crises situations that could derail their progress. Promotores work with youth across programs, even after program completion, allowing them to focus on the youths' individual outcomes, not program outcomes. Youth are also referred to LAYC's Career Academy Public Charter School, Next Step Public Charter School, or YouthBuild Public Charter School. Other youth may only require limited aftercare assistance such as counseling or job interviewing skills classes.

Family Reunification Efforts: Although many of our youth become homeless due to unsafe living conditions with family members or are kicked out of their homes due to lack of space, SOP will, as appropriate, search for ways to reunify youth with family members. At intake, SOP staff offer to speak with family members and to provide family mediation with the assistance of the Clinical Coordinator. Recognizing that housing program waiting lists are very long and that renting in DC is very costly and frequently not a feasible option, youth often opt to use SOP mediation. This is especially true in cases when a youth has been kicked out of the family home for issues that are being or have been resolved through participation in SOP.

LAYC has been very successful working with family members to find suitable, healthy, temporary housing placements, which are successful in keeping youth off the streets.

4. Anticipated program outcomes: LAYC's SOP's goals are to (1) increase young people's safety, well-being, self-sufficiency, and (2) help youth build permanent connections with caring adults in order to get youth off the street and into stable housing. During the grant period, LAYC aims to engage 250 RHY through street-based outreach activities, including triage services; provide survival kits to 150 RHY that meet emergency needs; and enroll 45 RHY into LAYC's SOP where they will participate in all program components and work with SOP staff to get off the streets and into stable housing.

Safety: To increase RHY safety by conducting outreach services designed to build relationships between LAYC staff and runaway, homeless, and street youth in order to keep youth safe and help them leave the streets. During the grant period, SOP staff will engage 250 youth through outreach activities, provide 150 survival kits that meet emergency needs, and provide 100 youth with crisis intervention services.

Well-Being: To increase RHY well-being by referring youth in need to short- and long-term housing options as well as support services. During the grant period, 70 youth will achieve housing in a short-term; 10 youth will achieve longer-term or transitional housing; and 75 youth will receive non-housing services, such as medical insurance, food, workforce development services, or case management.

Self-Sufficiency: To increase RHY self-sufficiency by providing SOP services that support youth to secure resources that enable them to become independent. During the grant period, 75 youth will participate in one or more one-on-one SOP session focused on obtaining

IDs, medical insurance, and linkages to services such as mental health and substance abuse counseling, legal assistance, and parenting classes.

Permanent Connections: To create a safe and welcoming community for RHY. During the grant period, 15 youth will attend at least one community-building event, and 20 youth will attend at least one group-based life skills session.

5. Logic Model: LAYC's SOP will meet four primary goals for youth: (1) safety: conduct outreach designed to build relationships between LAYC staff and RHY in order to keep youth safe and help them leave the streets; (2) well-being: refer youth in need to short- and long-term housing options as well as wrap-around support services; (3) self-sufficiency: support youth in secure resources that enable them to become independent; and (4) permanent connections: create a safe and welcoming community for RHY. LAYC's SOP Logic Model can be found in Appendix F.

APPROACH

LAYC's approach to youth development is strength-based, aligns with Professional Youth Development best practices, and empowers youth to achieve success beyond their present circumstances. For 14 years, LAYC operated a HHS-funded Street Outreach Program, and when HHS funding ended three years ago, LAYC continued to serve the District of Columbia's RHY population through our street outreach efforts. LAYC outreach workers canvass the street, engaging RHY in neighborhoods around the city, providing survival kits that meet emergency needs of youth, and sharing information about the services available at LAYC's SOP. In addition to connecting through street-based outreach, youth are able to find out about LAYC street outreach services through standard internet searches, the Shelter Hotline, and through other housing programs throughout the city and region.

When LAYC first began conducting street outreach, outreach workers would canvass locations where youth were known to congregate, looking for runaway and homeless youth who were not already under the care of the child welfare or juvenile justice system and who were in need of the network of alternative living services available at LAYC. Staff would conduct street outreach daily on foot and for further geographic reach with LAYC's street outreach van. They would target area neighborhood "hot spots," such as parks, convenience stores, schools, recreation centers, boarded-up buildings, store fronts, night clubs, after-hour hang-outs, multi-unit dwellings, and vacant lots. While our approach continues to rely on outreach, our reputation as a safe and caring space for young people, built by decades of community service, results in many word-of-mouth referrals. Some RHY seek out LAYC having heard the organization provides assistance and a way to get off the street.

PYD and Evidence-based practices

1. PYD strategies and how they will be incorporate into LAYC's SOP to help youth build protective factors: LAYC includes youth in the planning and delivery of all programs. In 2010, LAYC staff under guidance of a consultant from the Mid-Atlantic Network of Youth and Family Services collaborated to create *LAYC Positive Youth Development Curriculum*, an agency-wide professional development curriculum. Training in the curriculum ensures that all staff, including non-program staff ranging from finance to IT, have a minimal and standardized level of youth development knowledge. Specialized knowledge is provided to front-line youth development workers, middle-managers, and senior managers.

LAYC adheres to a PYD model to assist youth to obtain (1) a sense of safety and structure, (2) belonging and membership, (3) self-worth and social contribution, (4) independence and control over one's life, and (5) closeness in interpersonal relationships. This

model emphasizes a strength-based, developmentally sound approach that builds on community connections, positive peer culture, and healthy interdependence. The premise of PYD is to “meet youth where they are” by recognizing that staff must first develop trusting relationships with youth that allow youth to disclose their needs in whatever form is developmentally and emotionally appropriate to the individual, and to tailor a response—help youth in decision making—that reflects the needs and abilities of that youth. PYD teaches the staff member to work as a vehicle of support to guide youth toward their own healthy choices and decisions by showing them that they have skills and personal value. So that youth are the catalyst of change in their own lives as they transition to adulthood with the skills and resources necessary to lead positive, healthy, and productive lives, the goals of our PYD model are (1) to help youth put in place protective factors and obtain necessary skills and resources and (2) to provide on-going support.

Strategies for Helping Youth Build Protective Factors. Protective factors are skills, strengths, resources, supports, or coping strategies that help people deal more effectively with stressful events and eliminate or mitigate risk in families and communities. Protective factors also increase an individual’s ability to avoid risks or hazards, and promote social and emotional competence to thrive in all aspects of life, now and in the future (Center for Disease Control and Prevention, 2013).

SOP staff are trained to develop meaningful, confidential relationships with RHY that focus on building protective factors. In alignment with protective factors noted by the Center for the Study of Social Policy’s *Strengthening Families Framework* (2012), LAYC’s SOP will provide the following services: (1) *Parental Resilience Training*: To encourage family reunification as appropriate and to improve family interactions, LAYC staff provide on-going

support and training to each youth's parents or recognized family network. Skills include problem solving, building trusting relationships, maintaining a positive attitude, and seeking help when needed. (2) *Social Connections*: LAYC provides numerous social opportunities for youth to develop strong relationships with peers. At events such as the annual Halloween Haunted House, Thanksgiving celebration, and end-of-year holiday party, SOP participants meet youth who have faced and worked through similar situations as well as young people who have faced and with staff help overcome dramatically different challenges. Youth also attend workshops with their peers on topics such as health, substance abuse, and cooking classes, and can participate in LAYC's network of programs and service, ranging from arts to fitness. (3) *Concrete Support in Times of Need*: LAYC provides an intensive network of services and well trained staff available to help youth navigate through stressful life events. Youth are referred to other LAYC services as needed. For example, youth can attend after-school tutoring and homework assistance programs or obtain employment with LAYC's AmeriCorps program; (4) *Social and Emotional Competence of Youth*: Particularly for youth who experienced trauma or violence, early identification and work to keep their development on track is essential to keeping youth safe. Youth receive counseling to process and learn healthy management techniques to effectively overcome trauma or violence.

2. Evidence-based approaches and evidence-informed practices that address building relationships and capacity to move RHY into stable housing: To adequately address the needs of street youth, LAYC's SOP staff work closely with LAYC's Basic Center/Host Homes and Transitional Living Program staff, utilizing three evidence-based approaches to care for RHY to help them build relationships and capacities and move them into stable housing. The three approaches are complimentary as they address youths' relational, mental, and physical

health, and intrapersonal needs. Trauma-informed perspective provides a framework that encourages practitioners to consider the clients' history of trauma as a central factor service delivery. Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) works at the intrapersonal level and targets specific trauma symptomatology, psychological distortions, and emotional obstacles to clients' outcomes. Harm-reduction recognizes abstinence as an ideal outcome but accepts alternatives that reduce harm.

Outreach Strategies

1. How LAYC's SOP model meets the needs of the community as it pertains to location, hours of operation, services provided, staffing flexibility, and capacity levels to ensure safety: Meeting the needs of the community. LAYC serves all youth, regardless of race and/or ethnicity, and has special capacity to serve DC's large population of Latino youth. Our grass-roots community origins and reputation for providing high-quality bilingual services in a safe and respectful environment have resulted in deep incorporation in the Latino community. LAYC's SOP services are accessible to the Latino community because: (1) all services and written materials are provided in English and Spanish; (2) cultural competency is imbedded in our all of our programs; this is evident in SOP based on the program's un-traditional hours of care and bilingual staff; and (3) all staff working with RHY, including SOP staff, are trained in trauma-informed care from a specific cultural lens, understanding that the majority of the youth we serve from Latin America have experienced traumatic situations, such as war, conflict, and human trafficking. Location. LAYC's anchor site, where many SOP referral services are located, and the SOP drop-in center are located in DC's Ward 1. Ward 1 is home to the city's largest immigrant community, as well as a long-established African American community. In both communities, large numbers of people live in poverty. Roughly 16% of the Ward's families

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and nearly one-quarter (23%) of the Ward's children live in poverty. The census tract for this area is designated by the DC Commission on Public Health as medically underserved, and is also a DC Department of Housing and Community Development-designated Hot Spot, an area with unusual violence. As a consequence, families and youth endure sub-standard housing, endemic violence, and high unemployment rates. Many of the youth who seek services at LAYC come from these communities. Both sites are easily accessible by Metrobus 52 and 54 lines at the northbound 14th and Oak Street, and southbound at 14th and Ogden Street stops. The sites are also within walking distance to Columbia Heights Green Line Metro Station. .

Hours of operation. LAYC's SOP's hours of operation are Monday through Wednesday from 10:00 a.m. to 6:00 p.m.; Thursday from 12:00 p.m. to 8:00 p.m. and Friday and Saturday from 10:00 a.m. to 6:00 p.m. The program does not operate on Sundays. LAYC's SOP hours of operation meet the needs of the community by offering RHY untraditional times to access services. Youth who are enrolled in school or employed have access to services during the evening and/or on the weekends. Youth are provided 24-hour access to emergency shelter via our partners Covenant House and LAYC's Basic Center/Host Homes and TLP programs.

Services Provided. LAYC's SOP will provide (1) street-based outreach, Monday through Friday, during scheduled street outreach times; (2) survival aid in the form of kits with personal hygiene items, transportation tokens/Metro cards, clothing, and food; (3) case management and (4) triage services, at LAYC's SOP drop-in site; (5) 24- hour access to referrals to shelter or long-term housing; (6) aftercare services to include providing information regarding employment, job readiness, and support services or referrals to each; and (7) other direct assistance as required to assist RHY leave the street and obtain safe housing.

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Access to Shelter. SOP staff refer all RHY to LAYC residential programs, including our HHS-funded Basic Center/Host Homes programs in DC and Maryland, which provide temporary shelter services to homeless and runaway youth, ages 12-17, for up to three weeks while services, including efforts for reunification, are put in place, and our HHS-funded Transitional Living Programs (TLP) one for males, one for females, and one for LGBTQ, which provide RHY, ages 16-22, with safe and stable living environments and help them build permanent connections with caring adults. If LAYC does not have open beds in any of our residential programs, RHY are referred to other service providers that are able to provide shelter and support services including Covenant House. If none of our partners has available beds for youth, SOP staff call the Shelter Hotline for assistance.

Education. Over our decades of providing services to RHY, LAYC has consistently addressed the specific educational needs of homeless youth, namely, comprehensive support to alleviate barriers presented by homelessness through intensive case management strategies. These barriers may include transportation, immunization requirements, and lack of school records. In alignment with McKinney-Vento provisions, LAYC staff act as advocate for youth in absence of parents/guardians and ensure youth can access all public education services for which they are eligible.

LAYC's SOP coordinates with the District of Columbia Public School system as well as with public charter schools, such as the LAYC Career Academy Public Charter School and the LAYC Next Step Public Charter School. SOP youth are encouraged to select and enroll in an educational or vocational program consistent with his or her individual goals. We have also established relationships with counselors at various non-charter schools that facilitate the enrollment of SOP youth. SOP youth tend to enroll in schools within walking distance of our

drop-in center such as Bell Multicultural, LAYC Career Academy Public Charter School, and the Next Step Public Charter School.

Coordination with McKinney-Vento School District Liaison. At intake, SOP staff inform youth of their education rights, provide them with a written outline of said rights, and ask youth to sign an acknowledgement of their education rights. Staff provide information about program-enrolled youth to DC's McKinney-Vento Homeless Education Assistance Act liaison.

Advocacy activities by SOP staff may include attendance at school meetings to which parents/guardians are invited, developing relationships with key teaching and administrative staff, and otherwise acting to ensure that youths' needs are fully met through school services.

Employment and Job Readiness. Staff will refer RHY who have not yet completed high school to programs such as LAYC's Workforce Investment, where they can receive job readiness training, life skills training, GED preparation, and leadership development.

Prevention. Using harm reduction and trauma-informed approaches, SOP staff educate runaway and homeless youth about how to exit the street or other dangerous situations, including strategies for reducing and avoiding risk. If youth present with mental health or substance abuse issues, they are referred to LAYC's Treatment Team, which offers individual and group mental health counseling sessions led by certified addiction counselors and licensed social workers. LAYC is designated a Core Services Agency by the DC Department of Mental Health. Core Service Agencies (CSA) coordinate care and provide essential services to children, youth, and adults who have serious mental illnesses, severe emotional disturbance, or dependence on alcohol or drugs. For those eligible to receive the free services offered, the CSA provides or coordinates psychiatric services, and comprehensive community support services that support an individual's self-identified recovery goals, and other clinical services.

Preventative services also include survival aid provided in the form of emergency health and hygiene kits (e.g. soap, feminine hygiene supplies, toothbrushes, toothpaste, shampoo, washcloths, and sanitizing wipes). Staff provide specific additional resource kits based on need, including seasonal clothing, food kits, and safe sex packets that include contact information about services provided by LAYC's Health Promotion team. SOP youth have access to Health Promotion services such as HIV, STD, and pregnancy testing, risk reduction counseling, pregnancy options counseling, and mental health and substance abuse counseling and treatment.

Intervention Services: Crisis intervention services include direct services such as survival skills, medical assistance, legal assistance, clothing, and referrals to emergency shelters to stabilize and remove youth from a crisis situation. If LAYC programs such as our Basic Center/Host Homes or TLP programs do not have room to accept youth, they will be referred to LAYC partners such as shelters and local clinics that provide emergency shelter and medical care, such as physical examination, immunizations, and dental care. If youth require more extensive treatment services, staff will refer youth to nearby hospitals and clinics where LAYC has long-standing partnerships, such as Mary's Center for Maternal and Child Health, Unity Health Care's Upper Cardozo Health Center, and the Psychiatric Institute of Washington. Treatment programs are discussed with youth and are designed to address issues that help with daily functioning.

Staffing Flexibility. If an SOP staff member is not able to report to work, a back-up staffing plan is implemented. Names of LAYC staff who are certified by Child Protective Services and have cleared all background checks are on an on-call list. Back-up staff indicate shifts for which they are available and know that they may be called in event of an absence or for emergency coverage. All back-up staff are trained in accordance with SOP standards.

Capacity levels to ensure safety of youth and staff: Youth and staff safety is LAYC's first priority. To ensure youth and staff safety, staff conducting street outreach have cell phones on them at all times, go out in pairs, wear LAYC badges to identify themselves as outreach workers, and always adhere to program hours for outreach. As for the drop-in center, LAYC adheres to the center's program hours and does not permit youth after hours. The SOP drop-in center shares the same space as LAYC's foster care program and Basic Center/Host Homes program, and as such, staff are always present, be they SOP or from another LAYC residential program.

2. Services to be contracted: LAYC's SOP does not require services to be contracted out.

3. Outreach strategies used to engage hard-to-reach RHY: As a trusted youth-serving organization with a solid reputation of providing comprehensive services to street youth, youth seeking assistance, be it drop-in, or a means to leave the streets for good, come to us. Many come to us from word-of-mouth referrals or signage that they've seen throughout the community or from our street outreach efforts. LAYC operates a public-transportation accessible drop-in center that is open Monday through Saturday.

RHY are a population that is difficult to reach, engage, and maintain in services. They are oftentimes reluctant to seek or receive services from adults who have not proven trustworthy and who have the power to contact parents, the police, or social services. With over 20 years of experience serving RHY, LAYC and its staff have proven to be a trustworthy and helpful resource. Our SOP drop-in center has become a gateway for homeless youth to access more services.

All youth who seek assistance through LAYC's SOP have full access to all of LAYC's comprehensive, high quality, multilingual, culturally sensitive programs and services, including

educational enhancement; counseling, treatment, and case management; community wellness; workforce investment; residential placement; art + media; healthy recreation; and advocacy.

4. Diversity and inclusion strategies incorporated into program operations and activities using language appropriateness, cultural sensitivity, and understanding of complexities of all youth, including those who identify as LGBTQ: LAYC's SOP will provide services to all youth, regardless of gender, race, ethnicity, or sexual orientation. All youth will be referred to LAYC's Basic Center/Host Homes program or to our Transitional Living Programs, one serving males, one serving females, and one serving LGBTQ. If no beds are available in LAYC programs, youth will be referred to our Basic Center/Host Homes program or the Covenant House.

Language appropriateness and cultural sensitivity. All LAYC services are offered in a setting that is culturally and linguistically sensitive. LAYC offers comprehensive, competent services to youth, including a fully bilingual staff. Recruitment of bicultural and bilingual individuals to fill professional positions is a priority and while LAYC does not exclusively serve Latinos, they do constitute the majority of the youth enrolled in our programs. SOP staff are bilingual in English and Spanish.

Complexities of all youth including those who self-identify as LGBTQ. LAYC has a decades-long reputation as a welcoming place for all youth, and although LAYC's SOP ***does not*** propose to offer services exclusively to one RHY subpopulation, we do have a long history of serving LGBTQ youth and celebrating LGBTQ in a positive culture.

SOP staff know that many of the youth we serve are homeless as a result of "coming out" to family and that staff must create a safe, confidential space for LGBTQ youth to disclose needs and utilize services. Gay and transgendered youth often find themselves homeless as they are

not accepted by their families. According to the Center for American Progress, once on the street, gay and transgender youth face 7.4% more sexual violence than their heterosexual peers and twice the rate of sexual victimization including prostitution and survival sex. Even if youth enter a shelter, they face discrimination and are forced to use bathrooms and sleeping quarters of their birth gender, which places them in dangerous situations. Additionally, studies have found that lesbian youth are at a higher risk for post-traumatic stress syndrome, behavioral disorders, and substance abuse than their heterosexual peers. As with all of youth seeking SOP services, gay and transgender youth will be referred to LAYC's in-house residential programs, such as our TLP for LGBTQ or to our long-time service partners.

Staff are trained to ask youth how they identify in their gender presentation instead of making assumptions. Staff use the gender pronouns that youth choose. SOP staff affirm LGBTQ youth culture by displaying rainbow flags with the slogan "All Are Welcome Here/Aqui Todos Son Bienvenidos," and indicating with posters that their offices are "safe spaces." Staff are also required to attend yearly trainings by LAYC's Safer Space Committee. Our Safer Space Committee is a staff-led initiative made up of staff that work to make LAYC sites safe spaces for youth and staff who self-identify as lesbian, gay, bisexual, transsexual, or queer/questioning (LGBTQ). The committee has offered training to staff on how to adapt their teaching and mentoring styles to be more inclusive of this special population of youth, gained organization-wide agreement to make all restrooms in the anchor site unisex so as not to discriminate against transgender or questioning youth, and is now integrating sensitivity training into new staff orientations and LAYC's internal Positive Youth Development curriculum.

Service linkages with local agencies. LAYC has established relationships with many community partners and with local government and Federal agencies to support the safety, well-

being, permanent connections, and self sufficiency of all youth served, including RHY. LAYC maintains service linkages with multiple agencies through membership in social service and housing collaboratives, on-going program operations, jointly funded projects, and informal linkages. Referrals are made to LAYC partners to address and minimize barriers that might interfere with a youth’s ability to meet program goals. Referrals may be in the areas such as health and mental health, law enforcement, education (secondary, post-secondary, and vocational education), job training (including services and programs for youth available under the Workforce Investment Act of 1998), welfare (including programs under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996), and legal aid. Successful delivery of SOP services depends on staff’s ability to network and collaborate with many agencies and entities. Partners who will provide services key to realizing program outcomes include:

Health/Mental Health/ Substance Abuse
<u>La Clinica del Pueblo:</u> A community-based health clinic that provides healthcare services, mental health counseling, substance abuse treatment, and necessary referrals in Spanish and English.
<u>Whitman Walker Clinic:</u> A local health clinic that provides healthcare and counseling services sensitive to needs of LGBTQ community.
<u>Mary’s Center for Maternal and Child Care</u> A community-based health clinic that provides healthcare services, mental health counseling, and referrals in Spanish and English.
Educational/Vocational Training
<u>YouthBuild Public Charter School:</u> GED instruction and construction certifications in English and Spanish for youth 16-24.

<u>LAYC Career Academy Public Charter School:</u> GED instruction and certifications in high-growth occupations: Information Technology Health Care for youth 16-24.
<u>Next Step Public Charter School:</u> GED instruction in English and Spanish including evening classes for youth 16-21.
Shelter
<u>Covenant House Washington:</u> Provides shelter and support services for homeless, runaway, and at-risk youth.

To ensure RHY receive all the services they need to achieve positive outcomes, LAYC SOP staff meet quarterly with staff from our community partners to discuss activities and approaches and exchange information and perspectives on youth homelessness in the District. We also meet with the DC Alliance of Youth Advocates and the Washington Inter-faith Network (WIN) and receive updates from the DC Homeless Outreach Group, organized by Miriam’s Kitchen and supported by the DC Department of Mental Health, and the Coalition of Housing and Homeless Organizations on youth trends/policy and information relating to all homeless persons in DC. In the past our partners have informed us that RHY are now frequenting recreational centers, libraries, and other locations offering free Internet access and other resources; with this knowledge, we have been able to adjust our service offerings, to make free Internet access available to this population at LAYC.

RHY subpopulations: LAYC **does not** propose to serve a specific RHY subpopulation.

Program Model

1. Harm-reduction and trauma-informed approaches to care strategies utilized in LAYC’s

SOP services: *Harm Reduction:* Harm reduction is a non-judgmental approach to helping

substance users reduce the negative impact of drugs and alcohol in their lives. SOP staff will be trained in the CDC-designed Street Smart curriculum, an evidence-based curriculum that is a 10-session intensive, small-group skills-based intervention for RHY. Street Smart is designed to help groups of runaway youth reduce unprotected sex, number of sex partners, and substance use. The program is based on social learning theory, which describes the relationship between behavior change and a person's beliefs that he/she has the ability to change a behavior and that changing that behavior will produce a specific result. Staff will hold drop-in sessions for youth at the drop-in center.

Staff will also attend harm-reduction trainings that focus on the following principles: (1) harm reduction is a public health alternative to the moral/criminal, and disease models of addiction/dangerous behaviors; (2) harm reduction recognizes abstinence as an ideal outcome but accepts alternatives that reduce harm; (3) harm reduction promotes low-threshold access to services as an alternative to traditional, high-threshold approaches; harm reduction is based on compassionate pragmatism versus moralistic idealism (Marlatt, 1998).

Trauma-informed approaches. *Trauma-Informed Perspective:* Trauma can result from physical, emotional, sexual abuse, and from on-going family-related chaos, loss of loved ones, and separation from primary caregivers. Trauma can have a profound impact on physical, intellectual, and/or emotional development and its impact seen in a spectrum of emotions ranging from clinical depression to overwhelming anger and explosive and aggressive behaviors. Youth may exhibit the effects of trauma in the form of dysfunctional interpersonal relationships; self-destructive, destructive, violent, and dissociative behaviors; and debilitating somatic physical illnesses. These sets of symptoms are often misunderstood or misdiagnosed, increasing chances of institutional victimization, shaming, and inappropriate interventions. We believe the majority

of RHY youth, as well as those who have been marginalized, exploited, and discriminated against, have undergone and exhibit symptoms associated with trauma. We also believe that appropriate diagnosis and approach to care is paramount in helping to successfully overcome homelessness.

Accordingly, LAYC staff approach the care of runaway and homeless youth from a trauma-informed perspective that considers the youth's past trauma history when developing a case plan. Since victims of trauma have a difficult time trusting, the trauma-informed perspective also emphasizes the need for safety, clear boundaries, firm but caring structure, and overall youth's well-being. The trauma-informed perspective does not require specialized knowledge of trauma, and unlike trauma-specific treatment, can be taught to people from all educational backgrounds. This approach helps Outreach Workers who encounter youth daily, with early symptom identification, more accurate diagnosis, and ability to make effective referrals for treatment. It also helps us in creating a program that is and feels safe, inviting, and nurturing to youth.

Trauma-Focused Cognitive Behavioral Therapy (TF-CBT): Another characteristic of the trauma-informed approach is that it promotes application of trauma-specific treatment. In this context, LAYC uses TF-CBT, a comprehensive treatment modality developed for youth who have experienced trauma and are exhibiting symptoms that may have a profound and long-lasting negative impact on their daily functioning, health, and safety. TF-CBT is an evidence-based approach that offers a framework for comprehensive assessment for Posttraumatic Stress Disorder and other trauma-related symptoms and specific interventions for different types of trauma events. It also encompasses treatment for those who have experienced traumatic grief, e.g. the loss of a loved one under traumatic circumstances. This theoretical approach provides

clinicians' flexibility in developing individualized treatment plans. It emphasizes developmental factors, values, and the history of trauma in the treatment. Attention is given to ways to tailor treatment to the needs of culturally diverse clients and those with challenging clinical presentations and complex family situations.

2. Plans for providing RHY with education, prevention, and access to intervention services that address issues related to domestic violence, sexual abuse, or exploitation: RHY who present to LAYC's Street Outreach Program who are victims of violence, specifically domestic violence, sexual abuse, or exploitation, will be referred to LAYC's New Path/Nuevo Camino program, funded through the Department of Justice, Office on Violence against Women, Transitional Housing Assistance for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking. The program, a transitional housing program that supports up to 12 low-income, immigrant, and/or minority male and female RHY, ages 18 to 24, in their recovery from victimization, assists youth in locating and securing safe, permanent housing by providing holistic, culturally, and linguistically competent housing and supportive services.

A large number of RHY are victims of domestic violence, dating violence, stalking, or sexual assault and may stay with an abuser because they feel they have no other options in order to survive. According to the National Resource on Domestic Violence and the Mid Atlantic Network for Youth (MANY), RHY are more likely to enter into exploitative relationships because of their need to survive, with up to 70% of RHY experiencing at least one form of violence in these relationships. The program, which operates within LAYC's continuum of residential programming, provides these youth with a safe place away from their abusers where they can gain the skills and supports they need to become self-sufficient and move to stable housing.

3. Plan for responding to the immediate needs of youth in crisis: In addition to referral to shelter, youth will receive individual and group counseling, holistic case management, individual psychological and risk assessments, referrals to education, employment, legal services, mental health services, substance abuse treatment, recreational activities, aftercare, and direct assistance (including food, clothing, tokens, and toiletries) from LAYC programs. LAYC provides services clustered in the following seven areas: (1) Counseling, Treatment, and Case Management: counselors work to strengthen the family unit as the primary foundation for youth development. (2) Community Wellness: education, outreach, and leadership development to promote physical and mental health and community peace-building. (3) Educational Enhancement: standards-based tutoring and homework assistance, computer literacy, and college preparation. (4) Workforce Investment: employment and life skills training, GED preparation, and leadership development for youth who have not completed high school. (5) Residential Placement: housing, case management, and support services to homeless or runaway youth or youth in foster care. (6) Healthy Recreation: in- and after-school fitness programs as well as circuit training. (7) Art + Media: classes to encourage youth to experience the power of their art as a means of self-expression and a tool to explore community issues. All services are offered in a setting that is both culturally and linguistically sensitive. Youth also have access to all other LAYC youth development programs and services for which they are eligible.

Building trusting and meaningful relationships. A consistent, supportive adult in a youth's life is necessary for youth to learn appropriate bonding skills and to build trusting and meaningful relationships. Staff can fulfill that role by adhering to program policies, establishing proper boundaries, ensuring consistent communication to create a predictable environment, and consistently supporting youth with empathy and compassion through challenging circumstances.

Youth are also encouraged to form additional supportive relationships with mentors, peers, and other caring adults.

4. Plan for helping youth leave the street and obtain safe, stable living arrangements and plan to administer shelter services to ensure RHY have 24-hour access to age appropriate shelter:

As family reunification and alternative living arrangements with family or friends are not always possible for youth, SOP staff refer all RHY to LAYC residential programs, including our HHS-funded Basic Center/Host Homes programs in DC and Maryland, which provide temporary shelter services to homeless and runaway youth, ages 12-17, for up to three weeks while services, including efforts for reunification, are put in place, and our HHS-funded Transitional Living Programs (TLP) one for males, one for females, and one for LGBTQ, which provide RHY, ages 16-22, with safe and stable living environments and help them build permanent connections with caring adults. If LAYC does not have open beds in any of our residential programs, RHY are referred to other service providers that are able to provide shelter and support services including Covenant House. If none of our partners has available beds for youth, SOP staff call the Shelter Hotline for assistance. All youth are provided 24-hour access to emergency shelter via our partners Covenant House and LAYC's Basic Center/Host Homes and TLP programs.

5. Third-party agreements with organizations or programs guaranteeing that youth will have 24-hour access to shelter and that outreach staff will have 24-hour access to referred clients in residence. Found as Appendix E is LAYC's SOP Third-Party Agreement with Covenant House, a nonprofit organization established to address widespread problems of homelessness and poverty among young adults, ages 18 to 21. Also found here is a

Memorandum of Collaboration with our Basic Center/Host Homes program, a temporary-housing program that is able to provide 24-hour access to emergency housing.

6. Plan and methodology for assessing and monitoring project performance to achieve desired outcomes: LAYC rigorously evaluates all of its programming using Efforts-to-Outcomes (ETO), an Internet-based performance management software package that allows for customization to track and analyze program demographics, outputs, and outcomes. LAYC staff are all trained in the use of ETO. SOP data is analyzed by LAYC's Learning and Evaluation team quarterly, and more often if needed or requested by staff or funders, to ensure the program is meeting its objectives and to make any needed adjustments.

The purpose and goal of evaluating LAYC's SOP is to determine how program activities have benefited youth and strengthened their relationships with families, if possible, and how SOP staff using positive youth development, harm-reduction, and trauma-informed care models, have achieved the ultimate goal of keeping youth from returning to the streets. The evaluation process, overseen by LAYC's Learning and Evaluation team, answers qualitative and quantitative questions about program success, with the long-term goal of transitioning youth to stable housing. Outreach staff have paper tracking forms with check boxes that allow them to record all interactions with youth including the youth's expression of needs, number of kits distributed while on the street, and number and type of referral services given, if needed. Each week, staff will then input the data from each contact into ETO. Through ETO, we are able to link interaction with participants directly to measurable program outcomes. ETO analysis will include weekly checks by the program coordinator to make sure data is being entered and is consistent with anticipated outcomes listed in the logic model. Staff then discuss progress on a weekly basis. Program oversight using ETO helps to gauge productivity of outreach efforts,

ensure that consistent services and resources are offered to all participants, and highlight strengths or gaps in programming. SOP's Program Manager compiles quarterly reports to identify the number of youth served and what types of services were provided. These reports are used to discuss any proposed changes to programming.

7. Proposed intervention strategies that (1) address how children, youth, and adults frame what has happened to them in the past and shape their beliefs about the future; (2) are attuned to the developmental impact of negative experiences and how they ensure that children, youth, and families develop along a healthy trajectory; and (3) help children, youth, and families transform maladaptive coping methods into healthier, more productive behaviors. LAYC will use positive youth development (PYD) and a trauma-informed method to care to address how youth frame what has happened to them, attune to the developmental impact of negative experiences, and transform maladaptive coping methods into healthier, more productive behaviors. Positive youth development (PYD) is a comprehensive framework outlining the supports young people need in order to be successful. Trauma can result from physical, emotional, sexual abuse, and from on-going family-related chaos, loss of loved ones, and separation from primary caregivers and can have a profound impact on physical, intellectual, and/or emotional development and its impact seen in a spectrum of emotions ranging from clinical depression. A more detailed discussion about LAYC's use of trauma-informed approaches to care can be found on page 24 of this proposal.

The Clinical Coordinator is trained in trauma-informed therapy and PYD and trains all LAYC staff in the approaches. The Clinical Coordinator is also trained in and utilizes Solution-Focused Therapy (SFT), which is future-focused, goal-directed, and focuses on solutions, rather than on the problems that brought youth to seek therapy. All therapy is a form of specialized

conversations. With SFT, the conversation is directed toward developing and achieving the youth's vision of solutions.

ORGANIZATIONAL PROFILES I

Capacity to oversee federal grants

1. Capacity to oversee Federal grants through fiscal controls and accounting procedures: Founded in the late 1960s, LAYC provides services annually to over 4,000 low-income children, youth, young adults, and their families in Washington, DC and Maryland's Prince George's and Montgomery Counties. A financially stable organization with an FY13 organization budget of \$11.9 million, LAYC has successfully managed dozens of federal grants and contracts, including many multi-year Department of Health and Human Services grants.

Fiscal Controls: LAYC's Financial Services Department is led by a Chief Financial Officer (CFO) who oversees financial reporting, which includes federal grants and contracts, budgeting, accounts receivable, accounts payable, cash management, information systems, and payroll a for full-and part-time staff of nearly 200. Use of the Sage MIP Fund Accounting software automates a wide range of accounting and management processes and allows for flexibility in creation of reports to assess federal grant and contract compliance at any time. As a back-up to this software, the Development Office maintains Donor Perfect as an independent database. Development staff are the only users of the Donor Perfect database.

Financial Services staff interact extensively and regularly with the Development Office and program staff to ensure compliance with all grant and contract conditions. Internal controls include revenue witnessing and Board of Directors-resolved limitations on staff authorized to write and sign checks on behalf of the agency. All LAYC revenue is witnessed by two staff members; each person initials a check before it is handed to the appropriate person in Financial

Services. The revenue amount is then entered into a written log, only accessible to specific members of Financial Services and Development, as well as the President & CEO. Only senior management are authorized to sign checks drawn on LAYC funds. On any amount over \$1,000, two signatures are required. All staff members with this authorization must be approved by the Board of Directors via formal resolution. The CFO is not a check signer.

As required of nonprofits, an annual audit (A-133) is performed. In line with best practices, LAYC periodically changes auditors after bidding out the audit contract to at least three firms. LAYC consistently meets federal fund management requirements as documented in our A-133 audit. In addition, we maintain our 990 form available for public inspection, and regularly update our standing with the DC Department of Consumer and Regulatory Affairs.

Governing Structure. LAYC's Board of Directors provides strategic direction and oversight of LAYC's programmatic and financial operations. President & CEO, Lori Kaplan, works closely with the Board on all aspects of strategic planning (LAYC operations are guided by a multi-year strategic plan), fundraising, program development, and financial oversight. Once organizational direction has been set by the Board, Ms. Kaplan is responsible for implementation and oversight. A small team of senior managers add additional specialized expertise in operations (Chief Operating Officer), finance (Chief Financial Officer), fundraising (Chief Development Officer), and evaluation (Director of Learning and Evaluation). LAYC's Board of Directors conducts most of its work through committees. In addition to conducting a weekly phone meeting with the Board chair, Ms. Kaplan is staff liaison to the Board's executive committee and participates in meetings of other committees including finance and fundraising. Other senior managers serve as liaisons to appropriate Board committees. The relatively small

size of LAYC's Board and long tenure of several members has resulted in deep knowledge on the part of Board members of LAYC.

The Board has fiduciary responsibility for LAYC and thus reviews and approves budgets and audits, as well as any contingency plans. The Board's fundraising committee ensures that all Board members adhere to commitments made on an annual fundraising commitment letter and works closely with the Chief Financial Officer on key fundraising events, such as an annual gala.

2. Role of subcontractors: LAYC's SOP will not subcontract.

3. Expertise working with RHY: With over 20 years of experience providing outreach and housing related services, and 14 years providing street outreach to RHY, LAYC administrative, clinical, and program staff are accustomed to dealing with the complex array of issues that confront the target population. Since its inception, LAYC's street outreach program has served 340 RHY. LAYC received HHS funding for its Street Outreach Program (SOP) for runaway and homeless youth up until 2010, but has continued to provide street outreach services to RHY in the District of Columbia. In FY12, LAYC's street outreach program enrolled and provided services to 88 RHY. Of those RHY served, 57 achieved temporary housing. RHY were provided 424 referrals to 35 distinct programs and organizations, including LAYC's Promotor Pathway, Covenant House, and So Others Might Eat (SOME). LAYC's street outreach program also provided 806 referrals to non-participants; this includes youth encountered during street outreach.

LAYC has experience operating transitional housing for RHY. LAYC operated an HHS-Transitional Housing Program (TLP) for runaway and homeless male youth from October 1992-2010. The 18-month phased approach to independence prepared over 120 youth for independent living, providing a safe environment in which to live and offering life skills, education,

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vocational training, and individual and group counseling. In 2012, LAYC was awarded funding from HHS to open three new transitional living programs, one for males, one for females, and one for LGBTQ. LAYC's TLPs will provide RHY, ages 16 to 22, with safe and stable living environments and help them build permanent connections with caring adults through a host family home model. Services are provided up to 540 days or, in exceptional circumstances as defined by FSB guidelines, 635 days.

Since October 1998, LAYC has received HHS Basic Center grants to operate a host homes program for RHY in DC. This program provides short-term, emergency housing services. In October 2010, LAYC was awarded a second Basic Center grant to meet the needs of the underserved and growing population of RHYs in Prince George's County, Maryland.

In 1992, LAYC became a licensed child placement agency, providing comprehensive, culturally-sensitive foster care services to youth and children in DC. Program staff recruit, select, train, and license families interested in fostering children and youth from birth to age 21. Foster parents are recruited based on their ability to provide quality, bilingual, and culturally-sensitive care.

In 2003, LAYC began an Independent Living Program for boys ages 16 to 21 who were in the foster care system and referred to LAYC by CFSA. Youth received staff support 24-hours per day in a safe, culturally competent group home setting. This program was converted to a Teen Bridges program for boys in 2004. In 2009, LAYC opened DC's first bilingual residential home for female youth in the foster care system, Teen Bridges program for girls. Modeled on LAYC's Independent Living Program, Teen Bridges promotes stability and independence in girls, ages 16 to 21, who are referred to LAYC by CFSA. Both programs provide home-like

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environments and offer a wide array of life skills and access to services that will prepare youth for self-sufficiency.

In 2010, LAYC opened DC's first bilingual residential home for teen parents, Hope's House. Fathers and mothers are eligible and need not be in the CFSA system. Hope's House is a nine-month transitional living program available to youth ages 18 to 24 who are single parents with one child. Youth live in studio apartments with their children and meet weekly with a case manager. They are offered wrap-around services and parenting classes while in the program.

In August 2007, LAYC opened the Extended Housing Program (EHP), another step in our continuum of care model. Each year, LAYC's EHP serves 14 youth, ages 18 to 24. Offering semi-independent apartment living and limited staff support for up to six months, EHP provides graduates of LAYC's other residential or housing programs the real world experience of living and maintaining an apartment. The EHP is funded by DC's Community Partnership to End Homelessness and is in collaboration with Covenant House, which together with LAYC, are the largest service providers of homeless youth in the District of Columbia.

LAYC's awards and accomplishments in working with RHY include: expanding services in 2011 to meet the needs of Maryland's underserved and growing RHY population; opening in 2010 DC's first and to-date, only bilingual residential home for teen parents, male or female; opening in 2007 DC's first residential home for female youth in the foster care system; Social Worker of the Year award in 2006 to Jessica Yopez, senior foster care social worker, by Consortium for Child Welfare; and award to LAYC in same year as *Outstanding Agency of the Year*.

Documentation of Experience in the Program Area. Since its inception, LAYC's SOP

has served 340 RHY. Information regarding LAYC's prior experience working with RHY can be found in Appendix B, FY12 SOP Outputs.

4. How multiple funding streams from ACF will be used to improve the continuum of care for RHY: Multiple funding streams from ACF will be used to improve the continuum of care for RHY by providing outreach and placement services for youth without stable living environments. Through these multiple funding streams, RHY will be provided outreach services and placement assistance through referrals to LAYC's Basic Center/Host Homes and LAYC's three Transitional Housing Programs, one for males, one for females, and one for LGBTQ, all funded through ACF.

5. Annual operating budget of LAYC and funding sources that will support LAYC's SOP: LAYC's annual operating budget for FY13 is \$11.9 million. LAYC's SOP will receive support from a combination of sources including the Freddie Mac Foundation and HSC.

6. Sustainability plan: LAYC has over 40 years of success sustaining programs central to our mission, which includes providing street outreach and support services to RHY. We have supported RHY programs through a diverse set of funders that includes Federal agencies, local government, private and corporate foundations, and individual donors. We anticipate continued success obtaining funds to serve RHY.

In the upcoming year, LAYC will apply to public and private agencies that have funded our programs and services in in the past. For example, the Freddie Mac Foundation has demonstrated a long-term commitment to the RHY population, and over the past eight years, has provided substantial support to a variety of LAYC programs serving this population.

To attract new and additional sources of financial support for LAYC programs, and our SOP program in particular, we continue to develop our capacity to measure program outcomes and to provide reports to stakeholders on those outcomes. As well, in June 2012, our Board of Directors, along with our new Chief Development Officer, created a Chairs' Council that is poised to raise significant programmatic and endowment funds.

Policies related to program model

1. Policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin: *Harassment Policy:* During intake, all youth are informed of LAYC's policies prohibiting harassment and bullying based on race, sexual orientation, gender, gender identity, religion, and national origin. Harassing conduct includes but is not limited to the following: epithets, slurs, denigrating jokes, or negative stereotyping; threatening, intimidating, or hostile acts; and displays or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that: (i) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; (iii) otherwise adversely affects an individual's employment opportunities; (iv) or other forms of harassment as defined by LAYC in its absolute discretion. Employees have an obligation to proactively report potential violations.

Sexual Harassment Policy: Sexual harassment constitutes discrimination and is illegal. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for

employment decisions affecting an individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

- Sexual harassment may involve individuals of the same or different sex and may consist of a range of behaviors. These include but are not limited to : words, signs, jokes, pranks, sexual propositions, sexual innuendo, suggestive comments, foul or obscene language, intimidation, physical contact, or violence.

Particular caution and judgment must be exercised in any romantic and/or sexual relationship between LAYC personnel because it is sometimes difficult to distinguish between consensual and unwelcome situations. If a romantic and/or sexual relationship develops between a supervisor and staff member, the supervisory relationship should be terminated at once. Employees have an obligation to proactively report potential violations.

2. Procedures to monitor, investigate, and address harassment claims: *Safety Protocol:*

LAYC is committed to creating a work environment in which all individuals are treated with respect and dignity. Harassment of any sort (verbal, physical, or visual) is not tolerated at LAYC or in other settings where staff conduct program-related work. LAYC follows written policies on harassment, which prohibits staff and youth from engaging in harassment, bullying, hazing, or any other victimization of youth based on any perceived traits or characteristics including, but not limited to: age, color, national origin, race, religion, sex, gender, gender identity (or expression), sexual orientation, disability, physical attributes, family responsibility, matriculation, tobacco use, political affiliation, or any other characteristic protected by applicable federal, state, or local laws. Harassment and bullying includes any electronic, written, verbal, or physical act or conduct toward a youth that is based on any actual or perceived trait or

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characteristic of the youth that creates an objectively hostile environment that result in fear of harm, and effect on the youth's physical or mental health or ability to participate in the SOP. If after an investigation by staff with the aid of LAYC's human resources consultant is conducted and a youth is found to be in violation of this policy, the youth will discuss the incidents with an SOP staff member and appropriate measures will be taken, up to and including, discontinuing services of the SOP. If after an investigation a staff member is found to be in violation of this policy, the staff member shall be disciplined by appropriate measures up to, and including, termination. The policy is in effect while youth or staff are on LAYC property, while in SOP vehicles, while attending SOP-sponsored or related activities, and while conducting street outreach.

LAYC also prohibits any form of discipline or retaliation for reporting harassment. All staff complete a mandatory harassment training. Procedures to address harassment claims include the following: (1) any employee subject or witness to conduct prohibited by LAYC's harassment policies is to report the incident to her/his direct supervisor. In the event that the supervisor is the person against whom the complaint is filed, the employee reports the complaint to the next higher management level. (2) Complaint is investigated and monitored and will remain confidential to the extent allowed by law. (3) Upon completion of investigation, necessary corrective actions are taken, including training, counseling, warning, suspension, or immediate dismissal. Anyone, regardless of position or title, found through investigation to have engaged in improper harassment is subject to discipline up to and including discharge. (4) If the investigation is inconclusive regarding culpability of the alleged harasser, counseling, or other appropriate steps are taken.

3. Policies and procedures that protect the rights of youth with respect to their confidentiality and personal information: Like all LAYC programs, LAYC's SOP will be managed within a comprehensive system of confidentiality and protection of all participants as required by Federal and District of Columbia law. These policies and procedures are discussed during staff orientation and reintroduced as an ongoing training topic. The policy states that information that youth disclose is strictly confidential and will not be shared unless the information is something that must be reported under mandated reporting laws or if the youth is in immediate danger of hurting himself/herself or another person. Youth are informed of the policy by staff members when they enter the program.

To ensure confidentiality, during the initial intake, confidentiality issues are explained to youth. All youth receive a Statement of Confidentiality in English or Spanish, which is fully explained to them before they are asked to sign. The statement explains their rights to confidentiality, except in circumstances where human service professionals are legally bound to file reports related to child abuse or neglect. Meetings with youth are also held in private, in rooms that have doors that are locked during meetings and located in quiet areas of the facility. Also, in an effort to protect confidentiality or sensitive information, all client files are kept in double-locked compartments with access limited to SOP staff. Release of youths' confidential information must be provided by both the parent/legal guardian and the youth prior to such information being released.

4. Policies and procedures for addressing the most likely local and national crises or disaster that might pose a risk to the health and safety of staff and youth and the plan to notify FYSB: SOP staff will follow LAYC emergency procedures, as outlined at the new employee orientation and in the LAYC Personnel Manual. These procedures protect staff and

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youth during disasters or emergencies, including but not limited to, fire, earthquake, flood, hurricane, or acts of terror. In the event of a disaster, the FYSB will be immediately notified by way of phone calls and emails from Program Manager.

SOP staff will ensure that all youth who have been referred to and are under the care of LAYC residential programs (host homes, transitional living program, extended housing program) are prepared for emergency situations whether localized in the specific home or neighborhoods, or in the region or nation. SOP staff will coordinate with LAYC residential program staff to ensure that the following safety check list is complete in each home: (1) test smoke detectors monthly and indicate status on maintenance log; (2) test fire extinguishers monthly and indicate status on maintenance log; (3) test locks and ensure they can be easily opened from the inside; (4) ensure exits (doors and windows) are unobstructed; (5) floor plans showing current location in the home and two exits and posted in sleeping and common areas; (6) identify each home’s “safe room;” (7) label home’s shut-off valves and circuit breaker box; (8) inspect home interior and exterior lighting fixtures and replace burnt bulbs; (9) acquire emergency lighting supply; (10) inspect battery supply for all emergency lighting; (11) inspect overall home for required maintenance; and (12) track seasonal inspections on maintenance log. LAYC has the following procedures in place to guide staff and youth during emergency situations at LAYC facilities:

Escape Routes	Placards are displayed in hallways showing escape or emergency exit route.
Shelter in place	In cases where evacuation is not safe, all individuals will congregate in a designated shelter-in-place area. At LAYC sites, a team of safety officers take the lead to ensure all persons make their way to the shelter-in-place location. Supervisors are responsible for a head count of staff under the supervision.
Meeting place	Staff and youth have a designated meeting place in case of a disaster.
Utility shut-off and safety	Staff will shut off electricity, water, natural

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	gas, if need be.
Important Documents	Staff store important documents such as insurance policies in the fireproof safe; copies are kept in the disaster supplies kit located at LAYC’s anchor site. All client records are stored electronically on the ETO system and password protected.

The SOP Program Manager oversees the return to business as usual after an emergency or disaster at a LAYC. In the event of a crisis, LAYC’s staff will contact the Family Youth Services Bureau (FYSB) within three business days.

ORGANIZATIONAL PROFILES II

1. Prior experience providing shelter and services to RHY: LAYC is experienced in providing residential services, to include shelter, to RHY in the District—all within our continuum of residential programming. LAYC operates two Basic Center/Host Homes programs, one in the District and the other in Maryland’s Prince George’s County, which coordinates to provide emergency services, including access to emergency shelter and outreach/education services to RHY. Our three Transitional Living Programs provide RHY, ages 16 to 22, with safe and stable living environments and help them build permanent connections with caring adults through a host homes family model. Our Independent Living Program and Teen Bridge Program provide residential services to young women in the DC foster care system. Our Young Families Program serves four young families, ages 18 to 24, with up to two children for up to two years. Hope’s House serves single youth, ages 18 to 24, with one child, providing them with individual apartment units. Lastly, LAYC’s Extended Housing Program provides independent apartment living to single males and females, ages 18 to 24, who are homeless or unstably housed, and/or have graduated from transitional housing, and/or aged out of foster care.

STAFF AND POSITION DATA

1. Organizational chart for SOP: A copy of LAYC's SOP organizational chart can be found as Appendix A.

2. Names of staff currently employed in SOP: LAYC's SOP staff have clearly delineated job descriptions and lines of responsibility. There is coherence among positions so that all necessary services are performed. In addition, SOP staff have the requisite education and professional experience for their positions.

The program will be overseen by LAYC's Director of Community Wellness, Mark Robinson. Mr. Robinson is responsible for day-to-day operations of LAYC's Community Wellness and Safe Housing programs and for designing and implementing new programs. Mr. Robinson has over 30 years of experience working with youth in a variety of programs from classroom teaching with special education students to substance abuse treatment and prevention programming. He has been a certified chemical dependency counselor and has been certified as a certified violence prevention specialist. He has extensive background in developing youth programs, cultural competency training and development and violence prevention training and programming. Mr. Robinson holds a Bachelor's of Science in Elementary Education from Alabama A&M University and a Master's of Arts in Guidance and Counseling from Bowling Green State University.

John Van Zandt works as LAYC's Program Manager. As Program Manager, Mr. Van Zandt provides oversight of planning and day-to-day implementation of program components. He has almost a decade of experience in youth development and working with runaway, homeless, and street youth. Mr. Van Zandt holds a Bachelor of Arts in Spanish Language and

Literature and a Master of Public Administration. He is fluent in spoken and written English and Spanish.

Jacqueline Luna, LCSW, works as Clinical Coordinator. Ms. Luna has extensive community and mental health experience, having worked as a mental health intern, community health and urban development intern, women's advocate, case manager, and clinical case manager. She is a licensed clinical social worker who holds a Bachelors of Arts in Psychology, concentration in human development, with a minor in Latin American and Latino studies, and a Master of Social Work, concentration in community health and urban development.

Jorge Cabrera works as SOP Outreach Worker/Youth Developer. As SOP Outreach Worker/Youth Developer, he conducts daily community outreach to identify homeless and runaway youth and provide emergency services and information. Mr. Cabrera holds a Bachelor of Science in Political Science and is currently pursuing his Masters of Science in Criminal Justice.

3. Resumes and detailed position descriptions for key staff: Resumes for key staff are included as Appendix H.

Position Descriptions

Director of Community Wellness: The Director provides general oversight of all LAYC housing programs. The Director will directly supervise the Program Manager and Clinical Coordinator ensuring program goals and objectives are met in compliance with contracts.

Program Manager: The Program Manager provides oversight and supervision of staff at LAYC's housing programs: Young Families Program, Extended Housing Program, Hope's House and SOP. The Program Manager is responsible for the design, implementation, evaluation, and

management, of those programs by ensuring that all human resources, budgeting, policies, and contractual requirements are being met.

Clinical Coordinator: The Clinical Coordinator provides clinical intervention for LAYC's housing programs. Clinical duties include training, crisis management, and individual counseling services. The Clinical Coordinator works with staff to ensure the emotional and behavioral needs of youth are met as they transition from homelessness to stable living situations.

SOP Case Manager (TBH): (1) conducts intake interviews of youth who wish to enter program (2) conducts life skills and parenting skill assessments and program orientation for youth accepted into program; (3) develops comprehensive case plans with input from youth, family members, and other relevant service providers; and (4) re-assesses life and parenting skills at scheduled intervals.

SOP Outreach Worker/Youth Developer (full-time and part-time): (1) conducts daily community outreach to identify homeless and runaway youth and provide emergency services and information; (2) encourages runaway and homeless youth to seek shelter and temporary housing assistance through LAYC's SOP; provides referrals to other social services as necessary and builds and maintains relationships with other service providers; (4) conducts life skills educational workshops for program participants.

4. Policy for conducting criminal history and child abuse registry checks on staff and volunteers: LAYC conducts background checks in compliance with state and local law. All full- and part-time LAYC employees and volunteers must complete a background records check (local police, FBI, national Child Protective Services) and drug test and obtain medical clearance. Contractual obligations between LAYC and CFSA or other agencies may require re-checks and re-testing at scheduled or unscheduled intervals. Any individual selected to fill a job

classification requiring a driver's license must have a satisfactory motor vehicle record check. A physical exam may also be required for all individuals selected for employment; the exam will confirm that the employee is physically fit to conduct the work required of the position. At LAYC's sole discretion, a job offer may be withdrawn or employment terminated if the results of any of these checks, tests, or exams are unsatisfactory.

5. Plan to train staff on all required training topics: Staff training is an essential component of service delivery at LAYC. Staff attend individual trainings with the Program Manager and Clinical Coordinator during a five-day SOP staff orientation to acquire skills in the following: approaching and engaging youth on the street; positive youth development; safety protocols; ethics and boundaries; confidentiality; harm reduction; crisis intervention; trauma informed care; basic counseling skills; meeting the needs of young parents; basic domestic violence interventions; teaching healthy sexual behavior; LGBTQ issues and advocacy; cultural competence/awareness and celebration of differences; mental health and presenting symptoms; alcohol, drug, and chemical dependency awareness; First Aid and CPR; bullying and harassment; and the effects of sexual exploitation and prostitution.

Beyond the initial orientation phase, staff must attend a minimum of 40-hours of trainings per year. Training topics include: supporting unaccompanied homeless youth in accessing higher education; internet outreach with an LGBTQ youth (this training is led by one of LAYC's community partners Metro Teen AIDS); integrating safe space and street outreach efforts; VAWA housing protection for survivors (led by the National Housing Law Project); applying evidence-based practices to runaway homeless youth services; "Organization for the Overwhelmed" (led by the National Seminars Training Group); suicide prevention training (led by the DC Youth Suicide Prevention Coalition; the Department of Housing and Urban

Development's Point in Time Survey training; domestic violence and economic security (a RHYTTAC webinar); "Using Facebook for Programming" (led by LAYC's Communications Specialist, Araceli Rosenburger; "Shopper 101" (led by the Capital Area Food Bank; Efforts-to-Outcomes (ETO) training (led by LAYC's Learning and Evaluation Specialists; "Engaging LGBTQ Youth" (led by Sexual Minority Youth Assistance League); "TANF: Accessing Case Assistance" (led by the DC Department of Human Services); "Food Assistance Training: SNAP, Food Stamps, WIC" (led by the DC Department of Human Services); and "Interpreting Skills" (led by the DC Interpreters Collective).

In addition, ongoing training is offered to SOP staff by various LAYC capacity-building teams. LAYC's Treatment team, directed by Dr. Eleni Getachew, Ph.D., provides mental health and substance abuse-related training as part of a series of LAYC Safe Housing Team trainings. LAYC's Health Promotion Team provides training for staff on sexual health. They also lead trainings for the Safer Space Committee for LGBTQ youth. LAYC's Positive Youth Development Committee provides multiple-day sessions to staff to teach the tenants of the LAYC-developed curriculum. Staff attend additional trainings with outside organizations who offer capacity building (including staff who attend the annual FYSB RHYTTAC conference).

6. Plan to address on-street supervision, back-up, personnel, and safety guidelines for outreach workers: LAYC's SOP supervision plan ensures there is sufficient supervision to provide for the safety and oversight of its outreach workers. Mark Robinson, LAYC's Community Wellness Director, provides general oversight of the program, including supervision of the Program Manager and Clinical Coordinator. The three meet at minimum, once per month, to discuss program successes and challenges as well as staff performance.

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The Youth Developer/Outreach Worker and Program Manager have cell phones on at all times as a safety precaution; they wear LAYC badges to identify themselves as outreach workers and remain on-call throughout their shift in order to receive referrals. If and when staff conduct street outreach, they always do outreach in pairs and alert their supervisor to where they are going.

In the event that any SOP staff are not able to report to work, a back-up staffing plan is implemented. A list of LAYC Safe Housing Team and Community Wellness Department staff who are certified by Child Protective Services and have cleared all background checks are on an on-call list. Back-up staff indicate shifts for which they are available and know that they may be called in advance of an absence or for emergency coverage. All back-up staff are trained in accordance with SOP standards.

All staff report to the program manager and meet for administrative supervision bi-weekly. In addition, the clinical and program coordinator meet with all staff weekly in individual sessions and group supervision sessions to address specific client and program issues. As well, all-staff program meetings are conducted weekly.

7. LAYC Personnel Policies: LAYC Personnel Policies can be found as Appendix D.

8. Legal Status of Applicant Entity: Proof of Non-profit Status: Included as Appendix C is LAYC's valid IRS tax-exemption certification. Also, LAYC's Indirect Cost Rate Agreement is included on page 54 of the Budget Justification.

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PROGRAM BUDGET

**Latin American Youth Center
 Street Outreach Program (SOP) Budget
 October 1, 2013 to September 30, 2014**

Personnel Expenses	% Effort	Federal Request	Non-Federal Support	Total Budget
Community Wellness Director, Mark Robinson	10%			
Program Manager, John Van Zandt	20%			
Clinical Coordinator,	35%			
SOP Case Manager, TBH	100%			
SOP Outreach Worker/Youth Developer,	100%			
SOP Outreach Worker, TBH (PT)	50%			
<i>Subtotal Personnel</i>		<i>\$108,800</i>	<i>\$21,800</i>	<i>\$130,600</i>
<i>Fringe Benefits (@15%)</i>		<i>\$16,320</i>	<i>\$3,270</i>	<i>\$19,590</i>
<i>Total Personnel and Fringe Expenses</i>		<i>\$125,120</i>	<i>\$25,070</i>	<i>\$150,190</i>

Non-Personnel Expenses	Federal Request	Non-Federal Support	Total Budget
Travel	\$4,440	\$0	\$4,440
Other			
Peer Educator Outreach Worker Stipends			
Survival Kits	\$2,000	\$0	\$2,000
Client Travel Stipends	\$3,675	\$0	\$3,675
Emergency Food	\$7,400	\$0	\$7,400
Emergency Other	\$2,000	\$800	\$2,800
Communications	\$1,440	\$0	\$1,440
Office Supplies	\$1,100	\$0	\$1,100
Outreach Materials	\$1,500	\$0	\$1,500
Staff Training/Professional Development	\$2,000	\$1,000	\$3,000
<i>Total Non-Personnel Expenses</i>	<i>\$32,555</i>	<i>\$4,368</i>	<i>\$36,923</i>

<i>Total Personnel and Non-Personnel Expenses</i>	<i>\$157,675</i>	<i>\$29,438</i>	<i>\$187,113</i>
<i>HHS Approved Indirect Rate (@17%)</i>	<i>\$26,805</i>	<i>\$0</i>	<i>\$26,805</i>
<i>Grand Total</i>	<i>\$184,480</i>	<i>\$29,438</i>	<i>\$213,918</i>

BUDGET JUSTIFICATION

Personnel: A total of **\$108,800** is requested in Federal support for personnel expenses. This includes the following positions:

Program Manager: The Program Manager provides oversight and supervision of staff at LAYC's housing programs: Young Families Program, Extended Housing Program, Hope's House and SOP. The Program Manager is responsible for the design, implementation, evaluation, and management, of those programs by ensuring that all human resources, budgeting, policies, and contractual requirements are being met.

Clinical Coordinator: The Clinical Coordinator provides clinical intervention for LAYC's housing programs. Clinical duties include training, crisis management, and individual counseling services. The Clinical Coordinator works with staff to ensure the emotional and behavioral needs of youth are met as they transition from homelessness to stable living situations.

SOP Case Manager (TBH): (1) conducts intake interviews of youth who wish to enter program (2) conducts life skills and parenting skill assessments and program orientation for youth accepted into program; (3) develops comprehensive case plans with input from youth, family members, and other relevant service providers; and (4) re-assesses life and parenting skills at scheduled intervals.

SOP Outreach Worker/Youth Developer (full-time and part-time): (1) conducts daily community outreach to identify homeless and runaway youth and provide emergency services and information; (2) encourages runaway and homeless youth to seek shelter and temporary housing assistance through LAYC's SOP; provides referrals to other social services as necessary and builds and maintains relationships with other service providers; (4) conducts life skills educational workshops for program participants.

Fringe Benefits: A total of **\$16,320** is requested in Federal support for fringe benefits. LAYC's fringe rate is calculated as follows: FICA: 7.65%; Unemployment Insurance: 1.56%; Worker's Compensation: 0.49%; Health Insurance: 2.30%; and Retirement: 3%.

Travel: \$4,400 is requested in Federal support. (1) gas for LAYC's SOP outreach van used to conduct street outreach and transport youth to shelters: estimated at \$60 per week x 50 weeks = \$3,000. (2) staff to travel via public transportation to meetings with referral service providers, presentations about LAYC SOP services, etc.: estimated at \$80 per month for the full-time Outreach Worker and \$40 per month for the part-time Outreach Worker x 12 = \$1,440.

Other: \$27,870 is requested in Federal support. This line item includes the following:

Peer Educator Outreach Worker Stipends: is requested in Federal support. Peer Outreach Workers accompany the program's Outreach Worker and conducts outreach to identify homeless and runaway youth and encourage them to seek emergency shelter assistance or other social services referrals as necessary. per hour x 8 hours per week x 50 weeks x 2 Peer

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Educator Outreach Workers = Additional support will come from a grant from the HSC Foundation will cover the balance of

Survival Kits: \$2,000 is requested in Federal support. Survival kits are distributed to RHY during outreach. Each kit includes personal hygiene items such as small towels, socks, deodorant, feminine hygiene products, and basic first aid supplies. \$8 per kit x 250 kits = \$2,000.

Client Travel Stipends: \$3,675 is requested in Federal support. (1) Metrorail fare cards for youth enrolled in the program: in-school RHY, \$9.50 per fare card x 150 youth = \$1,425; out-of-school RHY, \$10 per fare card x 150 youth = \$1,500. (2) Metro bus tokens will be distributed to program participants: \$7.50 per package x 100 packages = \$750.

Emergency Food: \$7,400 is requested in Federal support. Emergency food provided to RHY during street outreach: \$5 per package x 20 packages per week x 50 weeks = \$5,000; stocking SOP drop-in site pantry for distribution to youth: \$200 per month x 12 months = \$2,400.

Emergency Other: \$2,000 is requested in Federal support. (1) ID replacement cost at \$20/ID x 35 youth = \$700; (2) Clothing for job interviews at \$20 per youth x 25 = \$500; (3) Winter coats at \$40/coat x 20 = \$800.

Communications: \$1,440 is requested in Federal support. (1) Cell phones for SOP Case Manager and full-time Outreach Worker/Youth Developer: \$60 per month x 2 staff x 12 months = \$1,440.

Office Supplies: \$1,100 is requested in Federal support. Estimated costs to purchase notepads, reams of paper, binders, dividers, toner cartridges, manila envelopes/files, and pens.

Outreach Materials: \$1,500 is requested in Federal support. Printing (1) business card-sized flyers to distribute to RHY during outreach: \$27 per box x 25 boxes = \$675; (2) SOP brochures to be distributed throughout the community: \$55 per box x 15 boxes = \$825.

Staff Training/Professional Development: \$2,000 is requested in Federal support . (1) Attendance at RHYTTAC and other youth homelessness conferences: \$300 for hotel accommodations + \$300 for transportation to/from conference + \$250 for registration fees + \$150 for per diem per person = \$1,000 x 2 staff = \$2,000.

NON-FEDERAL SUPPORT JUSTIFICATION

\$23,678 will be provided as additional support to this application. All additional support is from non-federal sources.

Personnel: from the Freddie Mac Foundation to cover salary support for Safe Housing Program Manager and Safe Housing Clinical Coordinator.

Fringe Benefits: \$2,070 from the Freddie Mac Foundation.

Application for Federal Assistance SF-424

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
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* 3. Date Received: <input type="text" value="06/27/2013"/>	4. Applicant Identifier: <input type="text"/>
--	--

5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>
--	---

State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
---	---

8. APPLICANT INFORMATION:

* a. Legal Name: <input type="text" value="Latin American Youth Center, Inc."/>	
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="52-1023074"/>	* c. Organizational DUNS: <input type="text" value="0387936750000"/>

d. Address:

* Street1: <input type="text" value="1419 Columbia Road, NW"/>
Street2: <input type="text"/>
* City: <input type="text" value="Washington"/>
County/Parish: <input type="text"/>
* State: <input type="text" value="DC: District of Columbia"/>
Province: <input type="text"/>
* Country: <input type="text" value="USA: UNITED STATES"/>
* Zip / Postal Code: <input type="text" value="20009-4705"/>

e. Organizational Unit:

Department Name: <input type="text"/>	Division Name: <input type="text"/>
---------------------------------------	-------------------------------------

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: <input type="text" value="Ms."/>	* First Name: <input type="text" value="Lori"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Kaplan"/>	
Suffix: <input type="text"/>	

Title: <input type="text" value="President & CEO"/>

Organizational Affiliation: <input type="text"/>
--

* Telephone Number: <input type="text" value="(202) 319-2225"/>	Fax Number: <input type="text" value="(202) 462-5696"/>
---	---

* Email: <input type="text" value="lori@layc-dc.org"/>
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Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Administration for Children & Families - ACYF/FYSB

11. Catalog of Federal Domestic Assistance Number:

93.557

CFDA Title:

Education and Prevention Grants to Reduce Sexual Abuse of Runaway, Homeless and Street Youth

*** 12. Funding Opportunity Number:**

HHS-2013-ACF-ACYF-YO-0574

* Title:

Street Outreach Program

13. Competition Identification Number:

HHS-2013-ACF-ACYF-YO-0574

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Latin American Youth Center Street Outreach Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="184,480.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="29,438.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="213,918.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on .

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed: