

INDIANA YOUTH SERVICES ASSOCIATION

Request for Proposal to Provide:

Safe Place Services

Response Due Date:

**October 29, 2021**

Robin Donaldson  
Chief Operating Officer  
Indiana Youth Services Association  
303 N Alabama Street, Suite 210  
Indianapolis, IN 46204

## SECTION ONE

### 1.1 PUROPOSE OF THE RFP

Safe Place programs must meet the national standards and be licensed by National Safe Place (NSP) either prior to funding awards or within 90 days of the award.

The Safe Place programs provide outreach, temporary shelter, and counseling services for youth under the age of eighteen, in crisis situations through a network of Safe Place sites sustained by qualified agencies, trained staff and volunteers and businesses. Sites should be youth-friendly businesses, schools, fire stations, libraries, and other appropriate public buildings that display the distinctive yellow and black Safe Place sign.

### 1.2. SUMMARY SCOPE OF WORK

The Safe Place program consists of four components:

- **Crisis Intervention** – Safe Place personnel are available 24/7 to all Safe Place sites and referral sources. Upon receiving a call, staff assesses the situation and eliminates existing safety concerns while providing comfort to the youth; begins crisis intervention with the youth and those involved in the current situation and provides referrals to appropriate community resources.
- **Community Education** – Safe Place personnel provides information to increase awareness of the program through school and community presentations and events. Youth in the targeted age group and adults with direct contact with those youth are the primary audience. Community presentations increase community awareness. Safe Place social networking sites are maintained to educate more youth and adults.
- **Site Recruitment and Maintenance** – Safe Place agencies maintain sites by conducting annual site checks and providing training as appropriate to insure that program procedures are followed. Agencies hosting the Safe Place program shall recruit sites (youth-friendly businesses, schools, fire stations, libraries, and other appropriate public buildings that display the distinctive yellow and black Safe Place sign) as needed to ensure geographical coverage and availability in their service area.
- **Program Evaluation** – Utilization of the NSP database allows for data collection to evaluate program outcomes and effectiveness. Safe Place programs must submit monthly reports electronically by the 15<sup>th</sup> of the following month for billing and record site checks for all sites at least once annually, submit youth evaluations for 80% of youth served **at a Safe Place location or placement**, and submit a representative sample of pre/post tests for **at least 250 youth** participating in presentations on the NSP database to remain in compliance with program standards.

Safe Place agencies are expected to follow the program standards set by National Safe Place as defined in the NSP Implementation Standards (Attachment N.)

### **1.3 QUESTION/INQUIRY PROCESS**

All questions/inquiries regarding this RFP must be submitted in writing by the deadline of 5:00 pm Eastern time on September 10, 2021. Questions/Inquiries may be submitted via email at: [rdonaldson@indysb.org](mailto:rdonaldson@indysb.org) and must be received by Indiana Youth Services Association by the time and date indicated above.

Following the question/inquiry due date, the Indiana Youth Services Association personnel will compile a list of the questions/inquiries submitted by Respondents. The responses will be posted to the Indiana Youth Services Association website according to the RFP timetable established in Section 1.14. Only answers posted on the Indiana Youth Services Association website [www.iysa.org](http://www.iysa.org) will be considered official and valid by IYSA. No Respondent shall rely upon, take any action, or make any decision based upon any verbal communication with any IYSA employee.

If it becomes necessary to revise any part of this RFP, or if additional information is necessary for a clearer interpretation of provisions of this RFP prior to the due date for proposals, an addendum will be posted on the Indiana Youth Services Association website. If such addenda issuance is necessary, the Indiana Youth Services Association may extend the due date and time of proposals to accommodate such additional information requirements, if required.

### **1.4 PRE-PROPOSAL CONFERENCE (Bidders Conference)**

A pre-proposal conference will be held on September 8, 2021 from 10:00 am to 12:00 pm virtually via a Zoom meeting:

Topic: Safe Place RFP Bidder's Conference

Time: Sep 8, 2021 10:00 AM America/Indiana/Indianapolis

Join Zoom Meeting

<https://adler.zoom.us/j/93973705933>

Meeting ID: 939 7370 5933

One tap mobile

+16468769923,,93973705933# US (New York)

+13017158592,,93973705933# US (Washington DC)

Dial by your location

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 939 7370 5933

Find your local number: <https://adler.zoom.us/u/ad88wNmD1y>

Join by Skype for Business  
<https://adler.zoom.us/j/93973705933>

Attendance is not mandatory but highly recommended.

## **1.5 DUE DATE FOR PROPOSALS**

The Request for Proposal forms, instructions and attachments will be posted on the Indiana Youth Services Association website at [www.indysb.org](http://www.indysb.org) by October 22, 2021.

**To be considered, proposals must be submitted electronically by email to [rdonaldson@indysb.org](mailto:rdonaldson@indysb.org)**

**All electronic copies of the proposal must submitted online on or before 10/22/2021 (by 5:00 pm Eastern Standard Time).**

Any proposal not submitted electronically by 10/22/2021, EST, will not be considered. Any late proposals will be returned, unopened to the respondent upon request. All proposals rejected due to not meeting the deadline and not claimed within 30 days of the proposal due date will be destroyed.

## **1.6 PROPOSAL CLARIFICATIONS AND DISCUSSIONS, AND CONTRACT DISCUSSIONS**

Indiana Youth Services Association reserves the right to request clarifications on proposals submitted to IYSA. Indiana Youth Services Association also reserves the right to conduct proposal discussions, either oral or written, with Respondents. These discussions could include request for additional information, request for cost or technical proposal revision, etc. Additionally, in conducting discussions, Indiana Youth Services Association may use information derived from proposals submitted by competing respondents only if the identity of the respondent providing the information is not disclosed to others. Indiana Youth Services Association will provide equivalent information to all respondents who have been chosen for discussions. Discussions, along with negotiations with responsible respondents may be conducted for any appropriate purpose. Indiana Youth Services Association or its appointed representatives will initiate and facilitate all discussions. Any information gathered through oral discussions must be confirmed in writing.

## **1.7 REFERENCE SITE VISITS**

Following an award, Indiana Youth Services Association may require site visit(s) to a Respondent's working support center to aid in the evaluation of the Respondent's provision of service.

## **1.8 TYPE AND TERM OF CONTRACT**

Indiana Youth Services Association intends to sign a contract with multiple Respondent(s) to

fulfill the requirements in this RFP.

The term of the contract shall be for a period of 24 months, beginning **July 1, 2022, and ending June 30, 2024, and is dependent upon continued funding by the Indiana Department of Child Services.**

### **1.9 CONFIDENTIAL INFORMATION**

Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (APRA), IC 5-14-3 et seq., and, after the contract award, the entire RFP file may be viewed and copied by any member of the public, including news agencies and competitors. Respondents claiming a statutory exception to the APRA must place all confidential documents in a sealed envelope clearly marked “Confidential” and must indicate on the outside of that envelope that confidential materials are included. The Respondent must also specify the statutory exception of APRA that applies. Indiana Youth Services Association reserves the right to make determinations of confidentiality. If the Respondent does not identify the statutory exception, IYSA will not consider the submission confidential. If IYSA does not agree that the information designated is confidential under one of the disclosure exceptions to APRA, it may seek the opinion of legal counsel for IYSA. Prices are not confidential information.

### **1.10 SECRETARY OF STATE REGISTRATION**

If awarded a contract, the Respondent will be required to register with your legal name, and be in good standing, with the Secretary of State. This legal name must be used on all documents included in the proposal process. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations and limited liability companies. Information concerning registration with the Secretary of State may be obtained by contacting:

Secretary of State of Indiana  
Corporation Division  
402 West Washington Street, E018  
Indianapolis, IN 46204  
(317) 232-6576  
[www.in.gov/sos](http://www.in.gov/sos)

Note: When you complete the application, your agency’s legal name must match your registered name with the Secretary of State. If it does not and your agency is selected for a contract, the contract will be delayed until this is resolved.

### **1.11 COMPLIANCE CERTIFICATION**

Responses to this RFP serve as a representation that the respondent has no current or outstanding criminal, civil, or enforcement actions initiated by the State of Indiana and it agrees that it will immediately notify Indiana Youth Services Association of any such actions. The Respondent also certifies that neither it nor its principals are presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State. The Respondent agrees that Indiana Youth Services Association may confirm, at any time, that no such liabilities exist. If such liabilities are discovered, Indiana

Youth Services Association may bar the Respondent from contracting with Indiana Youth Services Association, cancel existing contracts, withhold payments to setoff such obligations, and withhold further payments or purchases until the entity is current in its payments on its liability to the State and has submitted proof of such payment to Indiana Youth Services Association. If, in an audit or review by Indiana Youth Services Association, it is discovered that there is a non-compliance issue with either the service standard or the contract, Indiana Youth Services Association may elect to impose a financial penalty.

**1.12 AMERICANS WITH DISABILITIES ACT**

The Respondent specifically agrees to comply with the provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq. and 47 U.S.C. 225).

**1.13 APPEALS PROCESS**

Respondents may request proposal scores and anonymous reviewer comments once the review process is complete and award decisions have been announced. If respondents disagree with any scoring decisions or reviewer comments, they may submit, in writing, a rebuttal within 30 days after the award letter has been issued. Please note, IYSA will not accept any additional documentation after the proposal submission deadline has passed. IYSA reserves the right to recommend changes to funding allocations if a respondent demonstrates an error in scoring.

**1.14 SUMMARY OF MILESTONES**

Key RFP Dates: Activity	Date
Pre-Proposal Conference	9/8/2021
Issue of RFP	9/3/2021
Deadline to Submit Written Questions	9/10/2021 by 5:00 pm. EST
Answers to Vendor questions posted on the IYSA website	9/17/2021
Submission of Proposals Deadline	10/22/2021 by 5:00 pm, EST

The following timeline is only an illustration of the RFP process. The dates associated with each step are not to be considered binding. Due to the unpredictable nature of the evaluation period, these dates are commonly subject to change.

Proposal Evaluation	10/22/2021 – 11/12/2021
DCS Approval of funding allocations	11/15/2021 – 12/3/2021
Notification of Award	12/10/2021–dependent upon DCS Approval
Preparation of Contract	1/1/2022 – 1/31/2022
Contract Signature Process	2/1/2022 – 3/31/2022
Contract Activation	7/1/2022
End Date of Contract	6/30/2024

## SECTION TWO

### 2.0 GENEREAL PROPOSAL PREPARATION INSTRUCTIONS

To facilitate the timely evaluation of proposals, a standard format for proposal submission has been developed and is described in this section. The proposal will be submitted electronically to rdonaldson@indysb.org. (See Attachment B instructions on electronic submission).

Each Program Proposal must include:

1. Application: The application is included in the RFP packet and includes agency information, geographic area to be covered and proposed.
2. Provider Narrative: The Provider Narrative template must be used (Attachment C) This portion of the proposal allows the applicant to provide detailed information about the overall agency.
3. Service Narrative: The Service Narrative template must be used (Attachment D). One Service Narrative should be completed for all proposed services. If an applicant proposed to deliver more than one service, a description of each proposed service will be required. This portion of the proposal allows the applicant to provide specific information regarding the proposed service(s).
4. Budget and Budget Justification: The Budget template must be used. (Attachment E)
5. Application Signature: Respondents will be required to print the Program Proposal from the website and sign the application in blue ink. This application and all of the submitted attachments should be mailed as indicated in the table below.
6. Logic Model: The applicant will submit a clear and understandable logic model for each proposed service that clearly demonstrates how the services provided are linked to the outcomes identified.
7. Required Attachments: The applicant will submit all of the required attachments to include the Licensing agreement with NSP (or Letter of Intent), Certification of Background Checks, and Assurances.

The RFP submissions must include the following:

	Submitted Electronically by 10/22/2021	Submitted Signed Hard Copy postmarked/color scanned by 10/22/2021
Application	<input type="checkbox"/>	<input type="checkbox"/>
Provider Narrative	<input type="checkbox"/>	
Service Narrative	<input type="checkbox"/>	

Budget/s & Budget Justification	<input type="checkbox"/>	
Application Signature	<input type="checkbox"/>	<input type="checkbox"/>
Logic Model/s	<input type="checkbox"/>	
NSP License Agreement/Letter of Intent	<input type="checkbox"/>	
Certification of Background Checks	<input type="checkbox"/>	<input type="checkbox"/>
Assurances	<input type="checkbox"/>	<input type="checkbox"/>

Prior to submitting the proposal, it is vital that the proposal be reviewed to ensure that all required information is included.

Proposals should be submitted in its entirety will all required documents and attachments included. Proposals which do not have all required documents included will not be accepted or reviewed. All proposals must be submitted in entirety through the website by 5:00 pm, EST, October 22, 2021.

### 2.1 APPLICATION (20 points)

The application is accessible online at [www.iysa.org](http://www.iysa.org). It includes agency information, geographic area to be covered and proposed services. It also includes the certification that the respondent agrees to the Assurances (Attachment M) and Service Standards (Attachment A). The application should be signed, in **blue ink**, by a person authorized to commit the Respondent to its representations and who can certify that the information offered in the proposal meets all general conditions and mailed to IYSA at the address previously provided.

The application includes a scoring section that will be worth up to 20 points for the agency's past two-year performance on outreach and program outcomes as determined in the RFP and Safe Place Service Standards. Up to ten points can be earned based on meeting the outreach threshold (25% of youth service population) and up to ten points for progress and achievement of annual program outcomes as previously established in the Safe Place service standards. **Due to the COVID pandemic and the obstacles in implementing outreach strategies, the ten points dependent upon achievement of outreach goals will be awarded in full as long as the agency has demonstrated some effort toward outreach.** (This will not apply to new programs. New programs will be scored on an 80/80 point scale.)

### 2.2 BUDGET NARRATIVE AND BUDGET SUMMARY (10 points)

Providers will submit in the online Application their proposed rates, consistent with the approved range of standardized rates per service as identified in Appendix A. A realistic and detailed line-item budget (Attachment E) which demonstrates the YSB fund and non-YSB fund share of program costs and demonstrates how cost estimates were derived is required for all proposed services. Respondents will be required to submit a specific budget summary for each service proposed which demonstrates how the funds are reasonable, necessary and essential to accomplish the scope of the services proposed. Federal Selected Disallowed Expenses (Attachment L) list all expenses that cannot be included.



**The budget submitted should be a one (1) year budget which will be used for the two (2) years.**

### **2.3 - 2.4 PROVIDER NARRATIVE & SERVICE NARRATIVE (60 points)**

The Provider Narrative (Attachment C) and Service Narrative (Attachment D) must utilize the provided templates. Each program proposal will include one Provider Narrative and one Service Narrative.

The Provider Narrative (20 points) will include information specific to the agency as a whole and demonstrate the agency's history and capacity to provide effective services. (See Attachment C for more information.)

The Service Narrative (40 points) will demonstrate the need for services, outline the specific services to be delivered in a manner which demonstrates efficient and effective evidence-driven service delivery, and identify a clear and reasonable plan for evaluation with clearly identified measurable outcomes. (See Attachment D for more information.)

### **2.5 LOGIC MODEL/S (10 points)**

Applicants will submit a logic model for each of the proposed programs they plan to provide using the logic model template provided. (5 points) The logic model should clearly link the resources, activities and services to measurable outcomes (2.5) and the identified outcomes are consistent with those identified in the Service Standards (2.5 points).

Funding allocations will be based upon the following:

- Proposal score 100 points (Sections 2.1 – 2.5) percentage, or 80 points for new programs, in relation to mean proposal score.

## **SECTION THREE**

### **PROPOSAL EVALUATION**

#### **3.1 PROPOSAL EVALUATION PROCEDURE**

Indiana Youth Services Association will select a group of personnel to act as a proposal evaluation team. Subgroups of this team, consisting of three or more team members, will be responsible for evaluating proposals with regard to compliance with RFP requirements. All evaluation personnel will use the evaluation criteria stated in Section 3.2. Indiana Youth Services Association will, in the exercise of sole discretion, determine which proposals offer the best means of servicing the interests of the state. The procedure for evaluating the proposals against the evaluation criteria will be as follows:

1. Each proposal will be evaluated for adherence to requirements and Assurances on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to proposal submission requirements may be eliminated from consideration.
2. Each proposal will be evaluated on the basis of the categories included in Section 3.2. A point score has been established for each category.
3. If technical proposals are close to equal, greater weight may be given to price.

4. Based on the results of this evaluation, the qualifying proposals **scoring above 70 for current programs and 56 for new programs and** determined to be the most advantageous to the state, taking into account all of the evaluation factors, may be selected by the Indiana Youth Services Association for further action, such as contract negotiations. If, however, IYSA decides that no proposal is sufficiently advantageous to the state, they may take whatever further action is deemed necessary to fulfill its needs. If, for any reason, a proposal is selected and it is not possible to consummate a contract with the Respondent, the Indiana Youth Services Association may begin contract preparation with the next qualified Respondent or determine that no such alternate proposal exists. Indiana Youth Services Association may also choose multiple respondents to provide services.

### 3.2 EVALUATION CRITERIA

Proposals will be evaluated based upon the proven ability of the Respondent to satisfy the requirements of the RFP in a cost-effective manner. Each of the evaluation criteria categories is described below with a brief explanation of the basis for evaluation in that category. (Attachment I) The points associated with each category are indicated following the category name (total maximum points for existing programs =100 and for new programs = 80). If any one or more of the listed criteria on which the responses to this RFP will be evaluated are found to be inconsistent or incompatible with applicable federal laws, regulations or policies, the specific criterion or criteria will be disregarded and the responses will be evaluated and scored without taking into account such criterion or criteria.

## SECTION FOUR

### OTHER INFORMATION

#### 4.1 Reports

1. Enter all service data and client demographics in the National Safe Place online database system by the 15<sup>th</sup> of the month.
2. Enter the data on Outcomes (Client Evaluation) for each youth served during the quarter, or followed.
3. Enter site checks at least annually for each site maintained in the service area.
4. Enter a representative sample of pre/post tests for 20% of all youth participating in presentations each quarter **(or up to 250, whichever is less)**.

Note: Per IN Code 31-26-1-9, continued grant funding is dependent upon complying with the above reporting.

Outcome Data (Client Evaluations and Pre/Post Presentation surveys)

Reporting Period	Report Due Date
January-March	April 15 <sup>th</sup>
April-June	July 15 <sup>th</sup>
July-September	October 15 <sup>th</sup>
October-December	January 15 <sup>th</sup>

## **SECTION FIVE: ATTACHMENTS**

### **ATTACHMENT A.**

Service Standards –DCS approved Service Standards for Safe Place

### **ATTACHMENT B.**

Application - Electronic Application and instructions

### **ATTACHMENT C.**

Provider Narrative – Instructions for completing the Provider Narrative

### **ATTACHMENT D.**

Service Narrative – Instructions for completing the Service Narrative

### **ATTACHMENT E.**

Budget and Budget Justification – Instructions for completing the standardized budget template and budget justification.

### **ATTACHMENT F.**

Logic Model –Logic model template for proposed programs

### **ATTACHMENT G.**

Safe Place Outcomes

### **ATTACHMENT H.**

Definitions – Definitions and descriptions for understanding Trauma-Informed Care, Positive Youth Development and Evidence-Based Programs

### **ATTACHMENT I.**

Proposal Scoring Tool - Tool that reviewers will use to score the proposals.

### **ATTACHMENT J.**

Certification of Completion of Required Criminal and Background Checks

### **ATTACHMENT K.**

Federal Selected Disallowed Expenses - For your information only. Expenses that are not allowed.

### **ATTACHMENT L.**

Copy of current Licensing Agreement with National Safe Place or Letter of Intent.

### **ATTACHMENT M.**

Assurances - For your information only. A signed Application certifies the Assurances.

### **ATTACHMENT N.**

National Safe Place Implementation Standards

Sample of IYSA Safe Place contract is available upon request.

## ATTACHMENT A SAFE PLACE SERVICE STANDARDS

1. **Crisis Intervention** – Safe Place personnel are available 24/7 to all Safe Place sites and referral sources. Upon receiving a call, staff assesses the situation and eliminates existing safety concerns while providing comfort to the youth; begins crisis intervention with the youth and those involved in the current situation and provides referrals to appropriate community resources.
2. **Community Education** – Safe Place personnel provides information to increase awareness of the program through school and community presentations and events. Youth in the targeted age group and adults with direct contact with those youth are the primary audience. Community presentations increase community awareness. Safe Place social networking sites are maintained to educate more youth and adults.
3. **Site Recruitment and Maintenance** – Safe Place agencies maintain sites by conducting annual site checks and providing training as appropriate to insure that program procedures are followed. Agencies hosting the Safe Place program shall recruit sites (youth-friendly businesses, schools, fire stations, libraries, and other appropriate public buildings that display the distinctive yellow and black Safe Place sign) as needed to ensure geographical coverage and availability in their service area.
4. **Program Evaluation** – Utilization of the NSP database allows for data collection to evaluate program outcomes and effectiveness. Safe Place programs must submit monthly reports electronically by the 15<sup>th</sup> of the following month for billing and record site checks for all sites at least once annually, submit youth evaluations for 80% of all youth served, and submit a representative sample of pre/post tests for 20% of all youth presentations on the NSP database (or 250 annually, whichever is less) to remain in compliance with program standards.

### **Eligibility Requirements:**

The following eligibility criteria are based on National Safe Place standards. Applicants must demonstrate their ability to comply with these criteria:

1. The applicant agency (not interpreted as a Safe Place site) must be accessible to youth 24 hours a day 365 days a year.
2. Crisis intervention counseling services must be provided to youth as needed. Programs should have a means to provide or make referrals to individual, family, and group counseling on a short and/or long term basis.
3. Options for NSP approved out-of-home placement of youth must be available for any youth seeking help through Safe Place on a 24-hour basis. NOTE: Age limitations are determined by each agency's licensure and referrals to age-appropriate placements must be made for youth who fall outside the agency age limits.
4. Youth and community outreach must be provided to inform youth and the community of services available through the Safe Place program.
5. Client confidentiality must be maintained at all levels of outreach (youth, Safe Place sites, Safe Place volunteers, program staff, referrals).
6. Applicant agencies must provide appropriately trained and resource staff to furnish Safe Place services in the four program components.
7. Applicant agencies must demonstrate an ability to provide sufficient matching resources (cash or in-kind) to maximize delivery of Safe Place services in the community.
8. Applicants must be able to maintain data collection and entry into the National Safe Place database as required.

<b>INDIANA YOUTH SERVICES ASSOCIATION</b> <b>ATTACHMENT B</b> <b>RFP Cover Sheet</b> <b>Safe Place Coordination</b> <i>Should be used as First Page of the Proposal</i> <b>REQUEST FOR FUNDS</b>	
<b>Section I Applicant/Agency Information</b>	
A. Service to be Provided:	Administration of Safe Place funds and services
B. Legal Applicant/Agency Name:	
Doing Business As:	
Registered with Secretary of State	<b>Circle One:</b> Not Registered/ Registered
C. Federal EIN# or SS#:	
D. Mailing Address: (Street)	
City/State/Zip:	
Telephone/Fax:	
E. Physical Address: (Street)	
City/State/Zip:	
F. Applicant's Legal Status	<b>Circle One:</b> Not for Profit/ Sole Proprietorship/ For Profit/ Partnership Other: (Please Describe):
G. Chief Executive Officer:	
H. Financial Officer:	
I. Contact Person for Proposal:	
Email Address:	
Proposed Funding Period: July 1, 2022 – June 30, 2024 <b>(dependent upon continued DCS funding)</b>	
I certify that I have read the instructions in the Request for Proposals for Administration of Youth Service Bureau funds and services. I agree to comply with the information in the instructions, the assurances, and the Scope of Work. I understand that this proposal will be rejected if it is incomplete, received later than <b>5:00 pm EST on October 22, 2021</b> and/or is unsigned. I certify that the information contained in this proposal is true and accurately reflects the intent of this agency in delivery of services. I am the agency designee authorized to sign proposals on behalf of this agency.	
J. Authorized Signature:	
Printed Name:	
K. Date Submitted	
<b>SIGN IN BLUE INK ONLY</b>	
<b>To be considered, proposals must be delivered to the email below no later than 5:00 pm EST on October 22, 2021. Respondents must submit an electronic copy of all proposal documents.</b> Indiana Youth Services Association Robin Donaldson, Chief Operating Officer <a href="mailto:rdonaldson@indysb.org">rdonaldson@indysb.org</a> <b>(812) 369-5224</b>	
<b>FOR IYSA OFFICE USE ONLY: OUTREACH &amp; PROGRAM GOAL PERFORMANCE SCORES</b>	
Youth Outreach Goals (10 points)	
Program Outcome Performance (10 points)	
<b>Additional Counties Served: (1 point each)</b>	
Total Outreach and Performance Score:	

**ATTACHMENT C**  
**PROVIDER NARRATIVE**  
**Safe Place Program Coordination**

**PROVIDER NARRATIVE (20 points)**

Respondents should only submit one Provider narrative per proposal. The provider narrative should be **no more than five pages** and must address the following topics:

**1. GENERAL PROVIDER INFORMATION (2.5 POINTS)**

This section should cover all important history, structure and development of the organization to date.

- a. Applicants should include an organizational chart that includes the Board of Directors and any other affiliates. (.5 point)
- b. Applicants should describe important organizational history of the agency. (1 point)
- c. Applicants should include a copy of the current Licensing Agreement with National Safe Place or a copy of the Letter of Intent. (See Attachment L.) (1 point)

**2. HISTORY OF COMMUNITY SERVICE PARTNERSHIPS (5 POINTS)**

This section should document all working relationships necessary for Safe Place implementation.

- a. Applicants should demonstrate that the agency/provider historically has had an acceptable working relationship with local DCS and/or Central Office and/or local school systems and/or local probation office and the nature of the relationship in terms of Safe Place referrals. If no ongoing relationship exists with those offices, please describe strategies to be used to establish these relationships and describe relationships with other community agencies. (2.5 points)
- b. Applicants should demonstrate that the agency/provider historically has had an acceptable working relationship with local businesses; public entities such as fire departments, libraries, community centers, etc.; and other youth service providers to serve as Safe Place sites. Please describe any additional support received from these relationships that help support the Safe Place program and/or agency. If no ongoing relationship exists with these entities, please describe strategies to be used to establish these relationships. Applicants should also describe the additional collaborative efforts and partners utilized in service delivery of the Safe Place program. (2.5 points)

**3. HISTORY OF PROVIDING QUALITY PREVENTION SERVICES (12.5 POINTS)**

This section should document the organization's relationship and history of providing Safe Place services or other prevention and crisis intervention services.

- a. Applicants should describe the organization's relationship and history of providing Safe Place services or other prevention and crisis intervention services. (2.5 points)

- b. Applicants should describe the past challenges experienced or anticipated in providing Safe Place services. (2.5 points)
- c. Currently funded programs should describe **progress toward previously established Safe Place program goals as developed with NSP**. This section should include 2019 and 2020 goals for number of youth served, numbers of youth and adult reached through outreach, and explanations for any failure to reach past goals. Applicant should describe current progress toward 2021 goals. **Currently funded programs should explain the steps they took to share Safe Place information with youth during the COVID pandemic.**  
New applicants should include progress toward outcomes in other prevention programs for 2019 and 2020 including a description of those outcomes, measurement indicators, progress toward meeting those outcomes and explanations for failure to reach past goals. (5 points)
- d. Applicants should describe possible solutions to overcome identified difficulties for future service provision and/or overcoming barriers to reaching program goals. (2.5 points)

**ATTACHMENT D**  
**SERVICE NARRATIVE**  
**Safe Place Program Coordination**

**SERVICE NARRATIVE (40 points)**

Respondents should only submit one Service narrative per proposal. The service narrative should be **no more than 15 pages** and must address the following topics:

**1. NEED FOR SERVICES (5 points)**

The service narrative will demonstrate the need for services and how the programs proposed fill this need and cite sources of information provided.

- a. Applicants will include the total of population of youth under the age of 18 & the percentage of youth living in poverty within the service area. (2 points)
- b. Applicants will identify other key indicators such as graduation rate, neglect/abuse rates, juvenile delinquency rates, etc. among the youth population in their service area. (2 points)
- c. Applicants will identify the number of youth they plan to serve through the Safe Place program proposed. (1 point)

**2. SERVICE DELIVERY PLAN (30 points)**

The service narrative will outline the specific services to be delivered in a manner demonstrating efficient and effective Safe Place implementation.

- a. Applicants will identify strategies that will be utilized to meet the four program components identified in the Safe Place Service Standards. (See Attachment A for the Service Standards.) **Agencies will explain new and innovative strategies for implementation used during the COVID pandemic and what strategies they will keep.** (12 points, 3 points each)
- b. Applicant will demonstrate their capacity to meet the eligibility requirements identified in the Safe Place Service Standards. (See Attachment A for the Eligibility Requirements. (8 points, one point each)
- c. Applicants should identify key staff for program implementation and plans for program supervision. (2 points)
- d. Applicants will demonstrate the organizational and/or collaborative partners' commitment necessary to deliver the services proposed. (2 points)
- e. Applicants will demonstrate how Trauma-Informed Care will be integrated into service delivery for the programs proposed. (See Attachment H for Definitions.) (2 points)
- f. Applicants will demonstrate how the Positive Youth Development approach will be integrated into service delivery for the programs proposed. (See Attachment H for Definitions.) (2 points)
- g. Applicants will describe evidence-based or evidence-driven strategies for assessing the needs of youth seeking help through Safe Place. (2 points)

**3. EVALUATION PLAN (5 points).**



The service narrative will identify a clear and reasonable plan for meeting the identified measureable outcomes in Attachment G. Proposals must identify outcomes consistent with those identified in the attachment.

- a. Applicants will include all outcomes, as identified in the Safe Place Outcomes (Attachment G), as measures in their evaluation plan. (2 points)
- b. Applicants will clearly describe the strategies to be used to measure progress toward the identified outcomes for the Safe Place program. (1 points)
- c. Applicants will identify the procedures and staff responsible for data gathering and data entry for program evaluation. (1 points)
- d. Applicants describe a plan for utilizing evaluation and progress reports to assess and improve program performance. This should include an indication of how frequently this review will occur and who will be involved in the review process. (1 points)

**ATTACHMENT E**  
**SAFE PLACE FUNDS BUDGET DOCUMENTS**  
**FUNDING PERIOD: July 1st, 2022 to June 30th, 2024**

**Note: The budget submitted should be a one (1) year budget.**

**BUDGET SECTION (10 points)**

Respondents should submit a completed budget template and budget justification for each proposed program. The budget section must include the following:

**1. COMPLETED BUDGET (5 POINTS)**

Using the budget template provided, applicants should complete a line item budget detailing Safe Place expenses, match expenses and total program expenses for each proposed program.

- a. Applicants will include a completed line item budget (using the budget template provided) for the Safe Place proposed program. (1.5 point)
- b. Applicants will identify the 1504 Safe Place Fund expenses, non-1504 fund expenses and total program expenses in the line item budget. (1.5 points)
- c. Applicants meet the required match as demonstrated in the line item budget (1 point)
- d. Applicants do not include any disallowable expenses in the line item budget. (See Attachment K for a Disallowable Expenses.) (1 point)

**2. BUDGET JUSTIFICATION NARRATIVE (5 POINTS)**

This section should provide a detailed explanation of how the applicant arrived at the costs and demonstrate the costs are reasonable, justifiable and essential for service provision.

- a. Applicants will demonstrate how cost estimates were derived for each program budget. Calculations should include estimation of methods, quantities, and other similar quantitative details sufficient for the calculations to be duplicated. (2.5 points)
- b. Applicants will demonstrate how the funds requested are reasonable, necessary and essential to accomplish the service provision and include all mandatory items (NSP or IYSA conference costs and travel costs for Safe Place Quarterly Networking meetings) (2.5 point)

## **EXPLANATION OF BUDGET ALLOWABLE COSTS**

### **Item A. Personnel Costs**

1. Salaries & Wages--Enter the 1504 fund expenses, match expenses and total projected salary and wage expenses for personnel.
2. Fringe Benefits--Enter the 1504 fund expenses, match expenses and total projected fringe benefit expenses for personnel.
3. Consultant/Contract Services--Enter all 1504 fund expenses, match expenses and total consultant and contracted services that will be purchased by applicant in order to provide the proposed services. Calculate at cost without fringe benefits. Use this section for subcontracts.

### **Item B. Other Direct Costs**

1. Travel Expenses (mileage)
  - a. Staff--Enter the 1504 fund expenses, match expenses and total projected staff travel expenses for this program.
  - b. Clients--Enter the 1504 fund expenses, match expenses and total projected client travel/transportation expenses for this program.
2. Consumable Supplies and Printing--Enter the 1504 fund expenses, match expenses and total projected expenses for consumable supplies and printing.
3. Space Costs (Rent, Utilities and Custodial)
  - a. Enter the 1504 fund expenses, match expenses and total projected expenses for space costs.
  - b. Enter the 1504 fund expenses, match expenses and total projected expenses for the rental/lease/prorated share of purchased equipment.
4. Insurance--Enter the 1504 fund expenses, match expenses and total projected expenses for business and professional insurance.
5. Staff Training--Enter the 1504 fund expenses, match expenses and total projected expenses for staff training to include mandatory attendance at 2016 National Safe Place conference and Safe Place Quarterly Networking meetings.
6. Telephone and Postage--Enter the 1504 fund expenses, match expenses and total projected expenses for telephone and postage.
7. Other Administrative Expenses--Enter the 1504 fund expenses, match expenses and total projected expenses for other administrative expenses.
8. Other Direct Costs-Specify--Enter the 1504 fund expenses, match expenses and total projected expenses for other specified costs.

### **Item C. Indirect Costs (Enter the Actual Percentage of Direct Cost)**

1. Accounting Services--Enter the 1504 fund expenses, match expenses and total projected expenses for accounting services.
2. Other Indirect Costs--Enter the 1504 fund expenses, match expenses and total projected expenses for other indirect costs.

**Item D. Total Program Costs** Enter the sum of the projected 1504 fund expenses, match expenses and total projected expenses listed in the Total Proposed Program Costs. This

total is to include all known and anticipated costs required to provide the services described in the proposal.

<b>1504 Safe Place Funds Budget Template</b>			
Agency Name:			
Program Name: Safe Place Program			
Budget Categories	1504 Safe Place Fund Expenses	All Non-1504 Fund Expenses (include in-kind contributions)	Total Program Expenses
<b>A. Personnel</b>			
1. Salaries & Wages			
2. Fringe Benefits			
3. Consultant & Contract Services			
<b>B. Other Direct Costs</b>			
1. Travel Expenses (mileage) a. Staff b. Clients			
2. Consumable Supplies & Printing and Marketing & Communications			
3. Space Costs (Rent, Utilities, Custodial)			
4. Insurance			
5. Staff Training			
6. Telephone & Postage			
7. Other Administrative Expenses			
8. Other Direct Costs-Specify			
<b>C. Indirect Costs (Actual ___% of Direct Cost)</b>			
1. Accounting Services			
2. Other Indirect Costs - Specify			
<b>D. TOTAL PROGRAM COSTS</b>			
Proposed Number of Youth Service Annually			

**The budget submitted should be a one (1) year budget which will be used for the two (2) years.**

## BUDGET JUSTIFICATION NARRATIVE

This section should provide detailed information about proposed program costs and document the division of those costs between 1504 Fund contributions and non-1504 Fund contributions in a way that is clear and able to be duplicated. Applicants will demonstrate that the expenses are reasonable and necessary to service provision for the proposed program. Budget justification narratives should be provided for each proposed program.

### A. Personnel

Include the following information for each staff person whose salary is either fully or partially supported by the YSB Funds:

1. *Salaries and Wages* – For each staff person include: their position, their employment status (full-time, part-time, exempt, non-exempt); annual/hourly salary or wages; the percentage of salary/wages charged to the 1504 Safe Place Funds; the role in service delivery in the proposed program; the importance of this position to the program; and any other relevant information about the position.
2. *Fringe Benefits* – For each staff person to be paid, either fully or partially, from the 1504 Funds, provide a breakdown of the amounts and percentages that comprise fringe benefit costs charged to the 1504 Safe Place Funds such as health insurance, FICA taxes, retirement insurance, workman's compensation, state and local taxes, and any other benefit costs.
3. *Consultant & Contracting Services* – Describe any consultant and contracted services that will be purchased by applicant with the 1504 Safe Place Funds in order to provide the proposed services and demonstrate the need for the contracted services. Use this section for subcontracts. Calculate at cost without fringe benefits.

### B. Direct Costs

1. *Travel Expenses* - Describe the total number of traveler(s); travel destination; mileage allowances and other transportation costs and subsistence allowances that will be charged to the 1504 Safe Place Funds.
  - a. *Staff* – Applicants will include mileage reimbursement rates at the current state rate of .44 cents a mile (subject to change), estimated miles traveled, frequency and reason for travel; if agency vehicle will be used, applicant will include costs such as gas and vehicle maintenance costs.
  - b. *Clients* – Applicants will describe the transportation costs associated with providing client transportation. Applicant will include the costs described above.
2. *Consumable Supplies, Printing, Marketing and Communication* – Applicants will include office and other consumable supplies, printing, marketing and other communication costs associated with the proposed program that will be supported by the 1504 Safe Place Funds. Applicant will specify general categories of supplies and their costs and demonstrate their necessity to service delivery.

Applicant will show computations and provide other information that supports the amount requested.

3. *Space Costs* – Applicants will include the cost or percentage of cost charged to the 1504 Safe Place Fund for space such as rental fees, utilities, maintenance and/or custodial costs, etc. Applicant will provide computations for arriving at costs, a narrative description and justification for each cost under this category.

4. *Insurance* – Applicants will include the cost or percentage of cost charged to the 1504 Safe Place Fund for any insurance required to provide services for the proposed program. Coverage for liability, vehicle, and building/property may be included in this section. Applicants will provide computations for arriving at costs.

5. *Staff Training* – Applicants will include the cost or percentage of cost charged to the 1504 Safe Fund for staff training **to include the 2020 National Safe Place conference or IYSA Youth Worker Development Conference and Safe Place Quarterly networking meetings** and describe how it related to the proposed program. Description of costs should include registration fees, per diems, materials, hotel fees and travel cost, if applicable. Applicants should identify staff being trained and demonstrate the relevance of the training to the proposed program.

6. *Telephone and Postage* - Applicants will include the costs or percentage of cost charged to the 1504 Safe Place Funds for telephone use and postage and describe how those costs are essential to the proposed program. Applicants will provide computation for arriving at costs.

7. *Other Administrative Expenses* – Applicants will list and describe all other administrative expenses, such as organizational membership costs, and include the cost or percentage of cost charged to the Safe Place Funds. Applicants will provide computations for arriving at costs, a narrative description and justification for each cost under this category.

8. *Other Direct Costs* - Applicants will list and describe all other direct costs and include the total cost or percentage of cost charged to the Safe Place Funds. Applicants will provide computations for arriving at costs, a narrative description and justification for each cost under this category.

### **C. Indirect Costs**

1. *Accounting Services* - Applicants will include the costs or percentage of cost charged to the 1504 Safe Place Funds for accounting services. Applicants will provide computations for arriving at costs.

2. *Other Indirect Costs* - Applicants will list and describe all other indirect costs and include the total cost or percentage of cost charged to the Safe Place Funds. Applicants will provide computations for arriving at costs, a narrative description and justification for each cost under this category.

**LOGIC MODEL (10 POINTS TOTAL)**

1. Applicants will provide a logic model for the proposed Safe Place program using the logic model template provided. (5 points)
2. The logic models provided clearly link the resources, activities and services to measurable outcomes (2.5 points)
3. The outcomes identified in the logic models are consistent with those identified in the Service Standards. (2.5 points)

NOTE: The logic model template is available as a separate document.

## **ATTACHMENT G**

### **Safe Place Outcomes**

#### **1. Crisis Intervention**

**Outcome 1. A.** – The Safe Place program will provide immediate safety to youth in need

Measurement Indicators:

- 80% of youth served will report access to immediate safety through Safe Place – NSP Database Youth Evaluation report
- 70% of youth will report that using Safe Place helped them start to resolve their current problems – NSP Database Youth Evaluation report

**Outcome 1. B.** – The Safe Place program will help connect youth to resources that will have a positive impact on the lives of youth in need

Measurement Indicators:

- 70% of youth will report that using Safe Place made a positive difference for them. – NSP Database Youth Evaluation report
- 25% increase (as allowable by the data) in the number of youth who indicate they would use the SP program if needed – NSP Database Pre/Post Survey report

#### **2. Community Outreach/Education**

**Outcome 2. A.** - Youth demonstrate increased knowledge of availability for help in their communities and program will reach at least 25% of youth service population.

Measurement Indicators:

- 25% of youth population of targeted age range in the service area will receive Safe Place information–NSP Database Program Goals report
- There will be a 10% increase (as allowable by the data) in youth knowledge of how to receive help if needed - NSP pre/post survey report

**Outcome 2. B.** – The community will demonstrate increased knowledge and support of the Safe Place program

Measurement Indicators:

- 10% increase in volunteers/donors–Database Volunteer report/Monthly reports using 2019 as a baseline for existing programs
- 10% increase in number of adults receiving Safe Place information using 209 as baseline – NSP Range Total report

#### **3. Site Recruitment/Maintenance**

**Outcome 3.A.** – All safe place sites will provide immediate safety to youth and be appropriately responsive to meeting the needs of youth seeking services

Measurement Indicators:



- 100% site checks will be conducted annually - NSP Database Site Check report
- 100% of sites will be in compliance (signage, employee readiness) after annual site checks have been conducted and compliance issues have been identified and resolved. –NSP Site Readiness report
- 90% of employees will demonstrate an appropriate readiness to respond to youth seeking services –NSP Database Site Employee Quiz report or Site Readiness report)

**Outcome 3.B.** – Youth in the service area will have access to youth friendly, easily identified and accessible sites

Measurement Indicators:

- Sites are located in such a way as to provide geographical coverage for all youth in the identified service area. - Map of service area with Safe Place locations marked available during Site visit.
- Greater than 80% of youth served will report in the youth evaluation that sites were easily identified and accessible –NSP Database Youth Evaluation survey report
- Greater than 80% of youth served will report in the youth evaluation that site employees were respectful and friendly - NSP Database Youth Evaluation survey report

**Outcome 3.C.** – The community/sites will be supportive of the Safe Place program.

Measurement Indicator:

- 30% of companies will contribute to programs/agencies in some way other than site participation - NSP Site Contributions report

**4. Program Evaluation**

**Outcome 4. A.** - Safe Place programs will submit timely database information and evaluate progress to increase effectiveness.

Measurement Indicators:

- 100% on time submission of monthly reports, quarterly youth evaluations and pre/post surveys and annual site checks – NSP Database reports
- 90% success rate of meeting NSP Yearly Program goals – NSP Program Goals report

**Outcome 4. B.** - Safe Place programs will successfully complete a site review visit

Measurement Indicators:

- 100% compliance on all mandatory site review tool items
- 75% compliance on all best practices identified on the site review tool

## ATTACHMENT H

### DEFINITIONS AND EVIDENCE-BASED RESOURCES

#### 1. Trauma-Informed Care:

Trauma informed care is a strength-based framework that is grounded in an understanding of and responsiveness to the impact of trauma, that emphasizes physical, psychological, and emotional safety for both providers and survivors, and that creates opportunities for survivors to rebuild a sense of control and empowerment.” (consensus-based definition from Shelter for the Storm: Trauma Informed Care in Homelessness Services Settings. 2010)

#### Common Components of Programs Operating Within a TIC Framework:

- Trauma Awareness
  - Staff training for *all* is a crucial component for successful implementation
  - Supervision-demonstration of trauma-informed care is part of staff performance evaluation
  - Recognizes vicarious trauma experienced by adults working with youth and provides appropriate staff support to reduce effects of vicarious trauma
- Emphasis on Understanding the Influences of the Past
  - Current behavior is understood from framework of the youth’s past experiences
  - Facilitates provider understanding that a youth’s future is influenced by the past
- Meets the Youth in their Developmental “Present”
  - Facilitates an understanding of how trauma impacts development
  - Allows adults to identify realistic expectations of youth behavior and respond appropriately
  - Appropriate adult interactions and expectations facilitate positive relationships for effective intervention
  - Identifies appropriate intervention plans and learning opportunities to facilitate positive development
- Strength-based Approach to Development
  - Helps identify maladaptive coping methods
  - Emphasis on the importance of choice
  - Focus on the future and introduces healthy coping skill-building

#### 2. Positive Youth Development:

Positive youth development is an intentional, pro-social approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances youths' strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their leadership strengths.

#### Components of Positive Youth Development in Programming

- Youth programs that embrace this developmental model provide ongoing and intentional opportunities for young people to participate in meaningful activities.
- A variety of opportunities, that have real life application, are available for youth to

design, implement, and evaluate the types of services they receive to best meet their needs.

- The program environment is caring and supportive, has high expectations, and offers youth the chance to develop positive relationships and connection with adults, peers, and the larger community.
- Youth development views young people as “resources” who have much to offer rather than as “problems” that need to be treated or fixed.

### **3. Evidence-Based/Driven Practices and Programs:**

*Evidence-Based Practice* is defined as bringing together the best available research, professional expertise, and input from youth and families to identify and deliver services that have been demonstrated to achieve positive outcomes for youth, families, and communities.

*Evidence-Driven Practice* is defined as those services that have not yet been demonstrated as effective through research but show promise through other evaluative methods in achieving positive outcomes for youth, families and communities.

#### Components of Evidence-Based Practices

- Established methods of evaluations & assessments are built into evidence-based practices and programming allowing agencies to more effectively evaluate impact and success
- Able to demonstrate outcomes through effective evaluation and established measures
- Reduces risks and effects of trauma – evidence-based practices identify the appropriate clients and client characteristics for whom the intervention is most appropriate allowing agencies to individualize and create appropriate program plans
- Builds skills for successful living – the goal of all EBPs is to improve healthy functioning and quality of living for clients

#### Evidence-Based Practices and Programs in Youth Programming Applicable to Safe Place

##### **Casey Life Skills Assessment**

<http://www.casey.org/Resources/Tools/cls/default.htm>

Casey Life Skills (CLS) is a free tool that assesses the behaviors and competencies youth need to achieve their long term goals. It aims to set youth on their way toward developing healthy, productive lives. Examples of the life skills CLS helps youth self-evaluate include: Maintaining healthy relationships, Work and study habits, Planning and goal-setting, Using community resources, Daily living activities, Budgeting and paying bills, Computer literacy, Their permanent connections to caring adults

##### **Brief Strategic Family Therapy**

<http://www.nrepp.samhsa.gov/ViewIntervention.aspx?id=151>

Brief Strategic Family Therapy (BSFT) is designed to (1) prevent, reduce, and/or treat adolescent behavior problems such as drug use, conduct problems, delinquency, sexually risky behavior, aggressive/violent behavior, and association with antisocial peers; (2) improve prosocial behaviors such as school attendance and performance; and (3) improve family functioning, including effective parental leadership and management, positive parenting, and parental involvement with the child and his or her peers and school.

##### **Functional Family Therapy** [http://www.fftinc.com/about\\_model.html](http://www.fftinc.com/about_model.html)

FFT is a short-term, high quality intervention program with an average of 12 sessions over a

3-4 month period. FFT is a strength-based model. At its core is a focus and assessment of those risk and protective factors that impact the adolescent and his or her environment, with specific attention paid both intra-familial and extra-familial factors, and how they present within and influence the therapeutic process.

### **Motivational Interviewing**

<http://nrepp.samhsa.gov/ViewIntervention.aspx?id=130>

Motivational Interviewing (MI) is a goal-directed, client-centered counseling style whose goal is to seek behavioral change by helping clients to explore and resolve ambivalence.

### **Relationship Smarts PLUS**

<http://www.nrepp.samhsa.gov/ViewIntervention.aspx?id=280>

Relationship Smarts PLUS (RS+) is designed to help youth ages 14-18 gain knowledge and develop skills for making good decisions about forming and maintaining healthy relationships. Based on the cognitive and communications theories and concepts embodied in the Prevention and Relationship Enhancement Program (PREP), RS+ aims to increase reasoning & positive conflict management skills, healthy relationship skills & knowledge, & beliefs regarding healthy relationships, & decrease destructive verbal & physical aggression.

### **Trauma Informed Care**

<http://www.samhsa.gov/nctic/trauma.asp>

Trauma-specific interventions are designed specifically to address the consequences of trauma in the individual and to facilitate healing.

### **Trauma Focused Cognitive Behavioral Therapy**


<http://nrepp.samhsa.gov/ViewIntervention.aspx?id=135>

Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) is a psychosocial treatment model designed to treat PTSD and related emotional and behavioral problems in children and adolescents. The model is designed to be delivered by trained therapists who initially provide parallel individual sessions with children and their guardians with parent-youth sessions increasingly incorporated over the course of treatment.

### Resources for Evidence-Based Practices

- <http://www.nrepp.samhsa.gov/>
- <http://ncfy.acf.hhs.gov/>
- <http://www.childtrends.org/what-works/links-syntheses/>
- <http://guides.mclibrary.duke.edu/content.php?pid=431451&sid=3529499>
- [http://www.promisingpractices.net/briefs/briefs\\_evidence\\_based\\_practices.asp](http://www.promisingpractices.net/briefs/briefs_evidence_based_practices.asp)
- <http://depts.washington.edu/ebpi/>
- <http://www.ojjdp.gov/mpg/>

**ATTACHMENT I  
SAFE PLACE PROPOSAL SCORING TOOL**

 <b>Safe Place Proposal Scoring Tool</b>		
<b>Applicant:</b> _____		
<b>Reviewer:</b> _____		
<b>Date:</b> /    /		
<b>Instructions:</b>		
<ol style="list-style-type: none"> <li>Questions contained in Section 1 &amp; 2 are Pass/Fail. IYSA will supply information of Pass/Fail for these questions</li> <li>Please complete one score sheet for each proposal.</li> <li>Remember to rate each statement listed on the score sheet. If you believe the proposal meets none of the standards described in the statement, mark as "0." Other ratings should be used to quantify other levels of standards met.</li> <li>The leader of the scoring meeting will collect the evaluations completed by the evaluating team members and the confidentiality forms signed by each member and return these documents to IYSA. (full or half points can be assigned)</li> </ol>		
Summary of Evaluation Criteria (20 points)		Score
Section 1 & 2 (Completed by IYSA staff):		
1. Adherence to Mandatory Requirements (followed instructions and standard format, included all required attachments)	(circle one) <b>PASS</b>	<b>FAIL</b>
2. Application Page signed <i>in blue ink</i> .	(circle one) <b>PASS</b>	<b>FAIL</b>
3. Youth Outreach Goals – Last two years (2019 – 2020) youth outreach goals met the 20% youth service population criteria as required by National Safe Place		/10
4. Program Outcomes Performance – The agency successfully met all program outcomes for 2019-2020 set in Attachment G of the Safe Place 2019-2021 RFP.		/10
<b>Total Score:</b>		<b>/20</b>
Section 3:		
Provider Narrative Scoring (20 Points Total)		
1. General Provider Information (2.5 Points Total)		
1a. Applicant includes an organizational chart that includes the Board of Directors and any other affiliates		/5
1b. Applicant describes important organizational history of the agency.		/1
1c. Applicant includes a copy of the current licensing agreement with National Safe Place or a copy of the letter of Intent.		/1
2. History of Collaborations and Partnerships (5 Points Total)		
2a. Applicant demonstrates that the agency historically has had an acceptable working relationship with local DCS and/or Central Office and/or local school systems and/or local probation office and the nature of the relationship in terms of Safe Place referrals. If no ongoing relationship exists with the offices, the applicant describes strategies to be used to establish these relationships and describes relationships with other community agencies.		/2.5
2b. Applicant demonstrates that the agency historically has had an acceptable working relationship with local businesses; public entities such as fire departments, libraries, community centers, etc.; and other youth service providers to serve as Safe Place sites. The agency describes any additional support received from these relationships that help support the Safe Place program and/or agency. If no ongoing relationship with these entities exists, the applicant describes strategies to be used to establish these relationships.		/2.5

Applicant also describes additional collaborative efforts and partners utilized in service delivery of the Safe Place program.	
<b>3. History of Providing Quality Prevention Services (12.5 Points Total)</b>	
3a. Applicant describes the organization's relationship and history of providing Safe Place services or other prevention and crisis intervention services	/2.5
3b. Applicant describes the past challenges experienced or anticipated in providing Safe Place services.	/2.5
3c. Currently funded Safe Place applicant describes their progress toward previously established Safe Place program goals as developed with NSP. The applicant includes 2019 and 2020 goals for number of youth served, numbers of youth and adults reached through presentations, and their actual numbers for those years with an explanation for any failure to reach past goals <b>and new outreach strategies developed</b> . The applicant describes current progress toward 2021 goals. New applicants include progress toward goals/outcomes in other prevention programs for 2019 and 2020 including a description of those goals/outcomes, measurement indicators, progress toward meeting those goals/outcomes and explanations for failure to reach past goals.	/5
3d. Applicant describes possible solutions to overcome identified difficulties for future service provision/barriers to reaching program goals.	/2.5
<b>Provider Narrative Total Points</b>	<b>/20</b>
<b>Section 4:</b>	
<b>1. Service Narrative Scoring (40 Points Total)</b>	
<b>1. Need for Services (5 Points Total)</b>	
1a. Applicants includes the total of population of youth under the age of 18 and the percentage of youth living in poverty within the service area	/2
1b. Applicant identifies other key indicators such as graduation rate, neglect/abuse rates, juvenile delinquency rates, etc. among the youth population in their area.	/2
1c. Applicant identifies the number of youth they plan to serve through the Safe Place program proposed.	/1
<b>2. Service Delivery Plan (30 Points Total)</b>	
2a. Applicant identifies strategies to be used to meet the four program components identified in the Safe Place Service Standards <b>including the new and innovative strategies used for implementation during the COVID pandemic and what strategies will be continued</b> . (See Attachment A.) (3 points for each component)	/12
2b. Applicant demonstrates their capacity to meet the eligibility requirements (one point for each requirement) identified in the Safe Place Service Standards (See Attachment A.)	/8
2c. Applicant identifies key staff for program implementation and plans for program supervision.	/2
2d. Applicant demonstrates the organizational and/or collaborative partners' commitment necessary to deliver the services proposed.	/2
2e. Applicant demonstrates how Trauma-Informed Care will be integrated into service delivery for the programs proposed. (See Attachment H for definitions)	/2
2f. Applicant demonstrates how the Positive Youth Development approach will be integrated into service delivery for the programs proposed. (See Attachment H)	/2
2g. Applicant describes evidence-based or evidence-driven strategies for Safe Place service delivery. (See Attachment H for definitions)(See Attachment H)	/2
<b>3. Evaluation Plan (5 Points Total)</b>	
3a. Applicant includes all outcomes, as identified in the 2022-2024 Safe Place Outcomes, as measures in their evaluation plan. (See Attachment G)	/2

3b. Applicant clearly describes the methods and tools (arrest /school records, pre/post tests, etc.) to be used to measure progress toward the identified outcomes for the SP program.	/1
3c. Applicant identifies the procedures and staff responsible for data gathering and data entry for program evaluation.	/1
3d. Applicant describes a plan for utilizing evaluation and progress reports to assess and improve program performance. This includes how frequently this review will occur and who will be involved in the review process.	/1
<b>Service Narrative Total Points</b>	<b>/40</b>
<b>Section 5:</b>	
<b>E. Budget Section (10 Points Total)</b>	
<b>1. Completed Budgets (5 Points Total)</b>	
1a. Applicant includes a completed line item budget using the template provided.	/1.5
1b. Applicants identify the 1504 Safe Place Fund expenses, non-Safe Place Fund expenses and total program expenses in the line item budget.	/1.5
1c. Applicants meet the required match of 100% as demonstrated in the line item budget.	/1
1d. Applicants do not include any disallowable expenses in the line item budget.	/1
<b>2. Budget Justification (5 Points Total)</b>	
2a. Applicants demonstrate how cost estimates were derived for each program budget. Calculations include estimation of methods, quantities, unit costs, and other similar quantitative details sufficient for the calculations to be duplicated.	/2.5
2b. Applicant demonstrates how the funds requested are reasonable, necessary and essential to accomplishing service provision and includes all mandatory items (NSP conference costs and travel for Safe Place Quarterly meetings.)	/2.5
<b>Budget Section Total Points</b>	<b>/10</b>
<b>Section 6:</b>	
<b>F. Logic Model (10 Points Total)</b>	
Fa. Applicant provides a logic model for each of the proposed programs they plan to provide using the logic model template provided.	/5
Fb. The logic models provided clearly link the resources, activities and services to measurable outcomes	/2.5
Fc. The outcomes identified in the logic models are consistent with those identified in the Safe Place Service Standards.	/2.5
<b>Logic Model Total Points</b>	
<b>TOTAL PROPOSAL POINTS (existing programs)</b>	<b>/100</b>
<b>TOTAL PROPOSAL POINTS (new programs)</b>	<b>/80</b>
<b>COMMENTS:</b>	
_____	_____
<b>Evaluation Signature</b>	<b>Date</b>





**ATTACHMENT J**  
**CERTIFICATION OF COMPLETION OF REQUIRED CRIMINAL AND**  
**BACKGROUND CHECKS**

The Provider, \_\_\_\_\_, hereby certifies that it has performed all of the checks required pursuant to the **Criminal and Background Checks** Section of its contract with IYSA ((the “Contract”), including collection of attestations regarding child abuse and neglect or criminal activity. **A list of the Provider’s current Covered Personnel that have received the requisite criminal and background checks referenced herein is attached hereto. The list is divided into two parts, separately showing those who require full background checks, which include Fingerprint-Based national and state checks, from all the rest of the Covered Personnel.** The Provider shall submit this form with an updated list annually upon the anniversary date of the Contract. **Reminder:** Covered Personnel who join the Provider after the Contract begins may **not** provide any services for the Provider pursuant to the Contract before the requisite criminal and background checks have been completed unless they are accompanied by other staff who have completed acceptable checks.

The Provider hereby certifies that it has, per Contract requirements:

- \_\_\_\_\_ *Verified the identity* of all individuals subject to criminal and background checks;
- \_\_\_\_\_ *Conducted Child Protection Services (CPS) checks* (for Indiana, send DCS an Indiana Request for Child Protection Services History Check form; for other states, *see* DCS’ website on child welfare policies and contractor policies for web links);
- \_\_\_\_\_ *Conducted Sex Offender Registry checks* (*see* DCS’ website on child welfare policies for web links for national and state sex offender registry checks);
- \_\_\_\_\_ *Conducted Local Law Enforcement checks* using the completed and signed Application for Criminal History Background check form;
- \_\_\_\_\_ *Registered and completed fingerprinting* through the DCS approved fingerprinting vendor and *assured that a fingerprint-based status letter is received* via e-mail for each Covered Personnel; and
- \_\_\_\_\_ *Reviewed the results* of criminal and civil Background Checks and taken appropriate action per DCS child welfare policy.

\_\_\_\_\_  
Signature of Provider Date

\_\_\_\_\_  
Name printed E-mail

Send to: Robin Donaldson  
Indiana Youth Services Association  
rdonaldson@indysb.org

303 N. Alabama Street, Suite 210  
Indianapolis, IN 46204-2739

**ATTACHMENT K  
FEDERAL SELECTED DISALLOWED EXPENSES**

**Advertising:**

Advertising other than for recruitment of personnel, volunteers, or for specialized materials are not allowable.

**Bad Debts:**

Bad debts expense is not an allowable expense.

**Capital Expenditures:**

The cost of any capital purchase of \$500 or more is not allowed as an expense except through yearly depreciation.

**Client Wages:**

Wages paid by the provider to recipients of purchased services should be offset by program income and are not allowable as expenses.

**Contingencies or Reserve Funds:**

Funds reserved for specific or unforeseen future expenses are not allowable as expenses for purchased services.

**Contributions:**

Contributions or donations made by providers to others are not allowable expenses for purchased services or grants.

**Depreciation on Assets Purchased with Federal or State funds:**

Depreciation on buildings or equipment furnished by the federal government, purchased through federal grants, or by state monies is not an allowable expense.

**Entertainment Costs:**

Cost of entertainment, meals, diversions and ceremonials are not allowable expenses.

**Expenses Offset or Other Federal Revenue:**

Expenses allocable to other federal programs are not allowable expenses.

**Fines and Penalties:**

Fines and penalties are not allowable as expenses for purchased services.

**Fund Raising Costs:**

Cost incurred for fund raising should be offset by fund raising revenue and are not allowable as expenses.

**In-Kind Expenses:**

In-Kind expenses recorded to recognize the value of donated space, goods, and services are not allowable as service or grant expenses, but may qualify as required match.

**Legal Expenses:**

Legal expenses not directly benefiting purchased services are not allowable expenses.

**Lobbying Expenses:**

Costs incurred in attempting to influence legislation including lobbyists and related expenses are not allowable as expenses.

**Interest Expenses:**

Interest expense is not an allowable expense.

**Contract Supplies:**

Supplies used in the production of goods to be sold should be offset by program income and are not allowable as expenses.

**Moving Costs:**

These costs are not allowed.

**Taxes:**

Taxes for which the provider could be exempted are not allowable as expenses, and taxes and related penalties from prior years are not allowable as expenses.

**Lease with Option to Purchase or Less-Than Arms Length:**

Any items such as building, vans or other equipment leased with the provision to purchase at the expiration of a specific period of time are not allowable. A less-than arms-length lease is one under which one party to the lease agreement is able to control or substantially influence the actions of the other. Such leases include, but are not limited to, those between (1) divisions of an organizations; (2) organizations under common control through common officers, directors or members; and (3) an organization and a director, trustee, officer, or key employee of the organization or his immediate family either directly or through corporations, trusts or similar arrangements in which they hold a controlling interest.

**Losses on Other Grants or Contracts:**

Any excess costs over income on any grant or contracts are not allowable as a cost of any other grant or contract.

**Raw Materials:**

The cost of raw materials to be used in products produced for contract work or the cost of any item purchased for resale ( such as bending machine supplies) are not allowable.

**Stipends:**

Stipends paid to employees attending classes are unallowable.

**THE ABOVE IS NOT INTENDED TO BE A COMPLETE LIST OF EVERY EXPENSE WHICH WOULD NOT BE ALLOWED AS A SERVICE COST OR GRANT EXPENDITURE. FEDERAL REGULATIONS REQUIRE THAT EXPENSES MUST BE REASONABLE AND NECESSARY TO ACCOMPLISH THE PURPOSE OF THE GRANT OR CONTRACT. THE ALLOWABILITY OF A SPECIFIC EXPENSE WILL BE DETERMINED ON THAT BASIS AND BY COMPARISON TO THE ABOVE LIST AS WELL AS SPECIFIC GRANT OR CONTRACT PURPOSE.**

The following is a list of items which are sometimes improperly recorded as expenses and are not allowable as service costs or grant expenditures.

**Medicare Settlements:**

When an audit by Medicare results in a repayment of funds, the repayment should be treated as adjustments to prior year's income, not as current expenses.

**Reimbursements:**

When audits by Family and Social Service Administration results in repayment, the repayments should be treated as adjustment to prior year's income, not as current expenses.

**Expenses Which Have Been Offset by Credits:**

In order to be reimbursable, expenses must be net of all applicable credits. Occasionally money received by an agency to reduce an expense is improperly recorded as income instead. Example of items which reduce expense amounts are:

- Trade, cash, or prompt payment discounts
- Refunds or credits for overcharges or duplicate payments.
- Reimbursement for expenses incurred on behalf of another entity.

**Improper Costs:**

Any cost which should be the responsibility of an individual and is paid by the grantee is not allowable. In some situations, fraud may be involved and in those cases, the controller for Family and Social Services Administration should be contacted. An example would be an employee using funds of a not-for-profit grantee to pay for personal expenses such as his or her own utility bills, etc.

## ATTACHMENT L

COPY OF LICENSING AGREEMENT WITH NATIONAL SAFE PLACE (obtained  
from NSP)

OR

LETTER OF INTENT (letter instructions provided below)

### **Letter of Intent Instructions**

Prior to implementing Project Safe Place, a letter of intent and program implementation plan should be forwarded to National Safe Place. These should include:

- Briefly outline existing services.
- Explain how Safe Place will fit into existing agency programs/community services.
- Indicate what steps have been taken thus far toward the implementation of Safe Place. Include anticipated start-up date.
- List intended business and community locations to be approached as Safe Place sites – include for profit and not-for-profit sites.
- Indicate who will be the primary staff person responsible for coordinating Safe Place as well as the number of hours that will be devoted to the program.
- Indicate the service delivery area in which Safe Place will be implemented (i.e. the entire city, county, multiple counties, etc.)
- List community partners that have indicated an interest in the program and identify their roles in helping to implement and/or promote Safe Place.
- Indicate financial resources identified to implement and sustain Safe Place – and provide a preliminary Safe Place program budget
- Explain how you plan to implement the program, identifying the step by step procedures for responding to and transporting a youth from a Safe Place location.
- Provide any additional information that will allow National Safe Place to better understand how your Safe Place program will work.

Upon receipt, National Safe Place staff will review your letter and proposed plan, making recommendations if necessary. When approved as meeting National Safe Place standards, a License Agreement will be forwarded to be reviewed and signed by the executive director.

## ATTACHMENT M ASSURANCES

### Assurances

1. The provider agrees that funds requested for this program are unavailable through existing funds. The funds requested will not supplant or replace already existing funds but will be used to expand the range of services or client population.
2. The provider agrees to meet all evaluation and reporting requirements such as monthly updates, quarterly reports, and court reports as requested by IYSA on behalf of the Department of Child Services.
3. The provider agrees to conform to Title VI of the Federal Civil Rights Act of 1964, as amended, and to Indiana Code 22-9-1-10, as amended, and thus assures non-discrimination in practices concerned with staff recruitment as well as in the provision of services without distinction as to color, race, religion, sex, handicap, ancestry.
4. The provider agrees to upgrade and maintain cultural knowledge base of staff regarding issues of diversity and cultural competence, particularly with primary populations being served.
5. The provider agrees that the service for which the proposal is being written may require the appearance of the provider in court or appeals hearings. As part of its services, provider shall:
  - a. Require appearance of its employees in court as required by DCS
  - b. Immediately contact DCS regarding subpoenas/correspondence received, including notification of any correspondence addressed to a former employee.
  - c. Provide contact information for former employees, if available.
  - d. Provide a substitute witness for any former employee as requested by DCS.
  - e. Timely copy and provide records and documentation
  - f. Arrange for documentation of chain of custody on tests administered to clients as part of provider's services, if requested by DCS.
6. The provider and all staff will meet the qualifications listed on the Service Standard as provided. Failure to meet qualifications could mean disqualification for payment of services rendered; therefore the grantee could have to make repayment for claims already paid. Services will be conducted in a culturally competent that include language and behavior that demonstrates respect for socio-cultural values, personal goals, lifestyle, choices, and complex family interactions.
7. The provider agrees that any agency treatment activity, therapy and service plan for a specific client or family will be compatible and consistent with the plan of case for the client/family that is on file with the Department of Child Services, as applicable.
8. The provider agrees to maintain all case records indicating time spent with the clients, documents provided to the referring Department of Child Services and referral forms that authorize services, as applicable.
9. The provider agrees to provide and maintain a drug free workplace as required by federal law (Drug Free Workplace Act of 1988-45 CFR, Part 76 subpart F). The provider agrees to sign the "STATE OF INDIANA DRUG FREE WORKPLACE CERTIFICATION".
10. The provider agrees that he/she is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in its transactions with any Federal agency or department. The provider agrees to sign the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary.
11. The provider agrees that funds provided under this award may not be used by the provider to support lobbying activities are to influence proposed or pending Federal or State legislation or appropriations.
12. The provider agrees that in accordance with Part C of Public Law 103-227, the "PRO-KIDS Act of 1994," smoking may not be permitted in any portion of any indoor facility owned or regularly used for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs whether directly or through State or local governments. Federal programs include grants, cooperative agreements, loans and loan guarantees, and contracts.
13. The provider agrees that direct Federal grants, sub-awards, or contracts under this program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization.

Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program.

14. The provider agrees that the undersigned attests that he or she has not directly or indirectly, to the best of his or her knowledge, entered into or offered to enter into any combination, collusion or agreement to receive or pay, and that he or she has not received or paid, any sum of money or other consideration for the execution of this agreement other than that which appears on the face of the agreement. The provider agrees to sign the "Non-Collusion Affidavit."
15. The provider agrees to sign a contract with IYSA for the provision of proposed and approved service(s).
16. The provider agrees that the personnel signing the proposal must be legally authorized by the organization to commit the organization contractually. This section shall contain proof of such authority.
17. The provider agrees to take responsibility for the performance of any obligations that may result from this RFP, and shall not be relieved by the non-performance of any subcontractor. Any Respondent's proposal must identify all subcontractors and describe the contractual relationship between the Respondent and each subcontractor. Either a copy of the executed subcontract or a letter of agreement over the official signature of the firms involved must accompany each proposal and must first be approved by IYSA.

Any subcontracts entered into by the Respondent must be in compliance with all State statutes, and will be subject to the provisions thereof. For each portion of the proposed products or services to be provided by a subcontractor, the technical proposal must include the identification of the functions to be provided by the subcontractor and the subcontractor's related qualifications and experience.

The combined qualifications and experience of the Respondent and any or all subcontractors will be considered in the State's evaluation. The Respondent must furnish information to IYSA as to the amount of the subcontract, the qualifications of the subcontractor for guaranteeing performance, and any other data that may be required. All subcontracts held by the Respondent must be made available upon request for inspection and examination by appropriate IYSA officials, and such relationships must meet with the approval of IYSA.

The Respondent must list any subcontractor's name, address and the state in which formed that are proposed to be used in providing the required services. The subcontractor's responsibilities under the proposal, anticipated dollar amount for subcontract, the subcontractor's form of organization, and an indication from the subcontractor of a willingness to carry out these responsibilities are to be included for each subcontractor. This assurance in no way relieves the Respondent of any responsibilities in responding to this RFP or in completing the commitments documented in the proposal.

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Agency Representative Signature

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Date

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Printed Name

## ATTACHMENT N

### **National Safe Place Program Implementation Standards**

#### **I. Staffing and training**

- National Safe Place recognizes the challenges related to a single person performing all aspects of the Safe Place program. With that in mind, National Safe Place encourages a comprehensive, agency-wide approach to implementing Safe Place. The Safe Place coordinator, with assistance from other appropriate staff members, should work to achieve the agreed upon yearly Safe Place goals.
- Even though a number of agency staff members may have some role in the successful implementation of Safe Place, an agency must have an identified coordinator, a point person responsible for the successful implementation and coordination of Safe Place. The name of the current coordinator must be on file in the National Safe Place office and changes should be communicated to the NSP office as soon as they occur.
- Agencies implementing Safe Place must participate in the comprehensive Safe Place implementation training offered by National Safe Place. Training sessions may be held in Louisville, KY or on-site with the agency upon arrangement with the NSP Organizational Advancement Director.
- National Safe Place provides training related to the various aspects of Safe Place outreach and implementation through the use of webinars and face to face sessions at regional and national conferences. In addition to online trainings, participating agencies are encouraged to send the Safe Place coordinator or representative to the National Safe Place conference held every other year.

#### **II. Safe Place Sites**

- Safe Place sites are chosen based of criteria suggested by NSP and modified by the local agency. (See NSP Operations Manual)
- Safe Place sites should be a combination of for-profit and not-for-profit locations. For-profit locations should be asked to contribute financially to the local agency.
- Before Safe Place signage is posted on the location, Safe Place site employees must receive procedural training.
- Arrangements for training new employees must be made with site management prior to establishing that location as a site. Employee updates and re-trainings are to occur at least once a year.
- Safe Place sites are to be visited and checked at least once a year to make sure all signage and materials are in place and that employees are prepared to respond to any youth who may come in seeking Safe Place help.
- In the event that a Safe Place site were to employ someone who was accused of a sexual offense, Safe Place signage and materials must be removed and that site should be taken off the list of Safe Place locations until such time that the matter is resolved.
- If a Safe Place site closes, all signs and other materials must be removed and returned to the Safe Place agency or destroyed. If a Safe Place site relocates, the materials must either be move to the new location or new materials put in place at the new location.

#### **III. Safe Place Procedures and Operation**

- When youth go to Safe Place sites seeking help, the local Safe Place agency must respond by sending a trained representative (staff or volunteer) to meet with the



youth. Some youth require residential services but many do not, but all youth are able to speak to counseling staff and are offered necessary services.

- The use of volunteers within a Safe Place program to supplement agency staff availability is suggested for successful implementation. Volunteers should be actively recruited and trained as needed and must be screened as required by agency and other policies, including criminal and abuse background checks and references. Volunteers should receive training appropriate for the tasks that they will perform.
- Accurate and complete statistics are to be maintained on outreach efforts and youth helped by an agency's Safe Place program. Statistical data is to be entered into the NSP web-based database by the 15<sup>th</sup> of each month. Requests for information and annual program assessments are to be returned to the NSP office in a timely fashion.
- The local Safe Place coordinator conducts regular Safe Place orientations and updates for agency employees.
- Annual license fee (\$800.00 or \$1,000.00) is submitted in a timely fashion.

#### **IV. Outreach and Reporting**

- The Safe Place agency commits to promote awareness of their services and Safe Place as part of their continuum of services to the community.
- The agency educates a minimum of 25% of the youth in the targeted population in the service area each year.
- Counseling and/or residential services are offered as needed to youth seeking assistance via Safe Place.
- Accurate and complete program statistics are maintained on community outreach performed by Safe Place coordinator and other agency staff so that this can be entered into the National Safe Place database each month. This also includes data regarding Safe Place sites and youth accessing these sites.