



**YOUTH SERVICES DIVISION**  
**2022 SCOPE OF SERVICES**  
**FAMILY INDEPENDENCE INITIATIVE-FII**  
 Contract term January 1, 2022 -December 31, 2022

**PROGRAM MODEL: FAMILY INDEPENDENCE INITIATIVE-FII**

**DELEGATE AGENCY INFORMATION**

PO Number			
Agency Name			
Agency Address			
City		Zip Code	
Program Funding		Number of Youth	

Program Contact Information		Executive Director Contact Information	
Name		Name	
Address		Address	
City, State, Zip		City, State, Zip	
Phone		Phone	
Fax		Fax	
Email		Email	

Fiscal/Finance Contact Information	
Name	
Phone	
Fax	
Email	



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**SECTION A – GOALS AND OBJECTIVES**

**Program Goals**

The goal of the Family Independence Initiative-(FII) is to build upon affinity-based networks to help under-valued families build assets and attain long lasting self-sufficiency. The initiative seeks to provide under-valued Chicago families an environment that cultivates economic and social mobility by:

- Facilitating Goal Setting and Routine Data Collection via Smart Surveys and linked Financial Accounts: Providing families with a tool to track information about income and savings, health, education, skills, housing, leadership, and connections, and provide families the ability to track progress toward their self-determined goals.
- Accessing Flexible Dollars: Providing families access to dollars that accelerate their self-directed initiatives.
- Enrolling Families: Engaging 250 unduplicated Chicago families by the end of fiscal year 2022.

**Target Population**

Family Independence Initiative-(FII) identifies interested families who report annual incomes below the local median income level primarily from communities targeted zip codes (see chart below) in the *Invest South/West Community Improvement Initiative (Austin, Auburn Gresham, Englewood, Humboldt Park, Quad Communities, North Lawndale, New City, Roseland, South Shore, South Chicago) and in other communities on the south and west sides of Chicago*), that can make a two-year commitment to work towards their goals. FII will partner with delegate agencies in Chicago that are mission-aligned with FII in these neighborhoods to introduce the FII approach to their constituency. Families are encouraged to nominate at least 3 to 5 others to join from their natural affinity networks (neighbors, co-workers, church members, etc.), however, community nominations and group creation will not affect a family’s ability receive payments.

Targeted Zip codes				
60605	60609	60617	60639	60653
60607	60615	60619	60638	
60608	60621	60620	60655	
60612	60629	60624	60644	
60616	60633	60628	60652	
60623	60636	60643	60827	
60632	60637	60649	60651	

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**Section B – PERFORMANCE MEASUREMENT**

**Performance Measures**

To track progress toward achieving the goals outlined in Section 1 and assess success of the program, DFSS will monitor a set of performance indicators that will include:

- Household increase in monthly income
- Household increase in savings
- Household increase in liquid assets

To monitor and recognize intermediate progress toward the above performance indicators, DFSS also intends to track output metrics that may include, but are not limited to:

- FII will enroll 250 families for fiscal year 2022.
- 100% of families will work towards their economic and/or social goals.
- 100% of families receiving direct cash transfers will do the following actions for payments.
  - Use the data base FII: [UpTogether.org](http://UpTogether.org)
  - Link their bank accounts to FII’s data collection tool via [PLAID.com](http://PLAID.com)
  - Answer smart survey questions

**Recruitment:**

To track progress of recruitment and enrollment FII recruitment schedule is defined by the following quarters totaling 250 families by the end of quarter four.

<b>Quarter 1 (January 2021-March 31, 2022)</b>	<b>Quarter 2 (April 1, 2021- June 30, 2022)</b>	<b>July 1, 2021- (September 30, 2022)</b>	<b>Quarter 4 (October 1, 2022- December 31, 2022)</b>
<b>50</b>	<b>75</b>	<b>75</b>	<b>50</b>

FII will also provide additional administrative data that provides a greater understanding of the participant population:

- Household demographic data (race, age, household size, education, income, etc.)
- Household location
- Financial investment/fund usage by category (\$) (*linked financials*)
- Goals by category (Smart survey)
- Families referred for services, enrolled in services, and discharged from services
- Other variables related to well-being available through FII Analytics4 website.

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**Data Reporting**

The parties recognize that reliable and relevant data is necessary to create a common understanding of performance trends, ensure compliance, evaluate program results and performance, and drive program improvements and policy decisions. As such, FII will be expected to collect and share data with DFSS according to the format, frequency, and submission protocol specified by DFSS. DFSS reserves the right to request/collect other key data and metrics from delegate agencies, including performance, spending, and service data in a format specified by DFSS.

FII will collect data from the FII [UpTogether.org](https://www.up-together.org) Information System while also providing DFSS with access to the Analytics Information System. Requirements include:

- Family eligibility will be verified by FII staff using documentation provided by families at the time of enrollment and their residential address.
- Financial data will be audited and collected from family financial accounts (including checking, savings, credit cards, loans, prepaid accounts, and anything else that is financial in nature and can be accessed online via the financial institutions website that will be linked to FII platform through a third-party vendor ([PLAID.com](https://plaid.com))).
- Additional financial indicators, gathered through surveys to dig deeper into the data

FII will comply with entering family data into DFSS Cityspan data base which will include self-reported demographics of enrolled families to include the following but not limited:

- Family name
- Number of youth & adults
- Race & Ethnicity
- Community & Ward
- Payment distribution

**Uses of Data**

DFSS reserves the right to use data related to delegate agency performance, including data submitted by the delegate agency, for the following:

- a) In periodic meetings to review program performance and develop strategies to improve program quality throughout the term of the contract.
- b) To guide DFSS program development, evaluate programs, inform policies, and inform contract decisions such as payment rates, contract extensions or renewals, and evaluation of proposals by the delegate agency in response to any future solicitations by DFSS for goods or services.
- c) Any other purposes identified by DFSS.

**Human Resources Compliance**

To create efficient systems to support agency compliance of contracts, delegates will upload HR documentation in a Staff Compliance database for program staff associated with DFSS funded

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contracts within 30 days of completion/clearance. The documents required are listed below:

- Mandated reporter certificate: Yearly certification
- National Sex Registry Clearance: Yearly certification
- Fingerprint Background Check: Renewable every 5 years

Additional contractual certifications and documentation:

- CPR Certification: Renewable every 2 years
- First Aid Training: Renewable every 2 years
- CANTS: Yearly if not licensed by DCFS

**SECTION C– CORE ELEMENTS**

**Program Requirements**

- Families are manually enrolled on a quarterly basis.
- Families must live in the City of Chicago for the duration of the services.
- If a family relocates, participants will be removed from the fund within 30 days of the address change.
- FII trusts family's ability to enter data in the platform on income, assets, liabilities, health, education, housing, leadership, skills, and connections. Data is collected through Smart Surveys, which ask questions depending on an individual's information.
- FII families enter their own data in the platform, and financial data is verified by a link to member financial accounts through [PLAID.com](https://plaid.com) software.
- Families will be encouraged to nominate at least 3 to 5 others to join the platform from their natural affinity networks (neighbors, co-workers, church members, etc.). This will not be a requirement to receive funds but allows families to join with pre-existing and trusted relationships. The FII platform promotes relationships and social capital exchange between families locally, and throughout the nation through the formation of groups around common interests, sharing and collecting information and resources, getting support, and holding each other accountable. Actionable data, such as member visits, posts, likes, group membership, and events entered in FII are collected and tagged.
- Families that answer routine smart survey questions and link bank accounts, will be given access to unrestricted cash transfers in the amount of \$3,200 total within the 2022 calendar year.
- FII will participate in the Professional Learning Cohorts through DFSS to engage and enroll qualified families.



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**SECTION D - PAYMENT STRUCTURE**

**Method of Payment**

Agencies should be aware that the city will make payments for services on a reimbursement basis. Payment will be made 30 days after voucher approval. Agencies must be able to proceed with program operations upon award notification. **Vouchers must be submitted 15 calendar days after the end of the month in which services were performed.** Failure to submit timely vouchers could result in nonpayment.

**Expenditure Rate**

Agencies are required to voucher monthly via eProcurement. Agency staff is expected to attend vouchering training and, if needed, is expected to meet the October budget revision deadline. The table below illustrates what percentage of the awarded grant should be expended quarterly. Note that organizations can only bill for personnel if they have submitted documentation that shows programming has the enrollment and attendance numbers to support submission.

**1<sup>st</sup> Quarter (January – March): 25%**  
**3<sup>rd</sup> Quarter (July – September): 75%**

**2<sup>nd</sup> Quarter (April – June): 50%**  
**4<sup>th</sup> Quarter (October – December): 100%**



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**SECTION E – SUBMITTAL AND APPROVAL**

**ACKNOWLEDGEMENT**

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Agency Name: \_\_\_\_\_

Agency PO# \_\_\_\_\_

By checking this box your agency certifies that it has read and understands Sections A, B, C, and D of this document.

a) Executive Director signature	
b) Name (typed)	
c) Date submitted	
d) DFSS Staff signature	
e) DFSS Staff name (typed)	
f) Date approved	

**\* This document must be printed in portrait format and single sided only**