

Sasha Bruce Youthwork, Inc.

741 Eighth St. SE / Washington, DC 20003-2802 / (202) 675-9340 / Fax (202) 675-9358

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Consortium for Youth Alternatives
Teen Mothers Program
Independent Living Programs
Project Safe Place
Substance Abuse & AIDS Prevention Programs
Family Preservation Program
YouthBuild

DISTRICT OF COLUMBIA
BOARD OF ZONING ADJUSTMENT
NOV 17 AM 8:43

District of Columbia Board of Zoning and Adjustment
441 Fourth Street, NW, Suite 206
Washington, D. C. 20001
Attention: Sheila Cross Reid, Chair

November 17., 2000

DISTRICT OF COLUMBIA
BOARD OF ZONING ADJUSTMENT
NOV 17 AM 8:43

Re: BZA Application No. 16622

Dear Ms. Reid:

Thank you for your chairmanship and the Board's thoughtful hearing of our application to increase bed space at the Sasha Bruce House for homeless adolescents. Our facility at 1022 Maryland Avenue, NE serves as a safe place for adolescents to reside until family unification or another appropriate alternative is secured. Services include intensive counseling, family counseling, tutoring, group work and individually tailored support to aid these troubled youth return to their family and community or to a alternative safe place. Our successes are many and we have come to you because the demand for the services at Sasha Bruce House outdistance the residential capacity. We have the program resources to provide services to the 15 youth we seek services for and we are the only emergency shelter in this city for adolescents save a five bed foster care program provided by the Latin America Youth Center which serves Latino youth. We therefore implore you to favorably consider our application in light of these facts and that we have committed to responding to the neighborhood concerns as outlined in this correspondence.

I want to re-iterate that most of the concerns brought before you as a result of our application had never been expressed to us. Previously, we believed that we enjoyed a high level of acceptance in our neighborhood and in fact, believe, we still do among most people. Importantly, we also believe that the Community Liaison Committee which you recommend we establish will help to evidence any concerns in the future. Some of the incidents which were described in few letters you received

BZA
Case No. 16622
Exhibit No. 42

Board of Zoning Adjustment
District of Columbia
CASE NO.16622
EXHIBIT NO.42

A United Way Member Agency

and in Mr. Halpern's testimony, are arguably not clearly actions by youth residing at Sasha Bruce but potentially by neighborhood youth and young adults. A Committee would give neighbors a clear way to report problems as they occur so that responsibility can be properly affixed and fences mended. We are committed to doing whatever is necessary to improve the relationships with our neighbors and to that end have taken the following actions:

We have relocated the basketball hoop away from Mr. Halpern's backyard. The hoop is now located on the Maryland Avenue side of the Sasha Bruce House yard. (Photos are attached)

A fence has been erected in the open space facing Mr. Halpern's yard to serve as a sight and sound barrier. Also, evergreens and shrubbery were planted for additional sound proofing. (Photos are attached)

The trash pick-up had been increased to 3 times per week to prevent overflow of trash in our dumpster. Since our hearing, we re-iterated to the staff the importance of supervising the youth who are responsible for taking trash to the dumpster and particularly assuring that the dumpster doors are closed afterward.

We have also emphasized strongly that the staff and the residents must assure that the debris around the perimeter of the house is removed on a daily basis. (See the chore list attached)

Attached also is a copy of the daily structure of the Sasha Bruce House Program.

To assure that each youth that enter into our program have a better understanding of the meaning of being a good neighbor, we have added to the rules..."All youth must be respectful of the neighbors and the community". The rules are reviewed at the time of intake of each youth. We are also including in our group structure, one group per week that will review the rules and discuss being a good neighbor. All daily groups are documented and filed.

We have invited any and all neighbors to a meeting on November 19th, 2000 at 3:00 PM to learn more about our services, hear from neighbors as to their concerns and request involvement in a Community Liaison Committee. Two hundred invitations were distributed on November 14th, 2000 to each home in the surrounding area. We are hopeful that there will be constructive dialogue and that there are neighbors who would be willing to be involved as a liaison. (See Invitation attached).

In light of the need, our record as a service provider and our efforts to respond to all neighborhood concerns, I sincerely hope that our application will receive your support and that of the other members of the Board of Zoning Adjustment.

Please let me know if any additional information is needed.

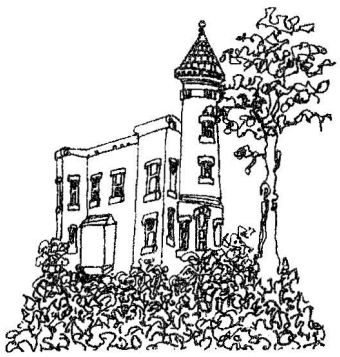
Thank you for your consideration. I will await your response.

Until then, I am

Sincerely,

Deborah Shore

Deborah Shore
Executive Director



Sasha Bruce Youthwork, Inc.

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SASHA BRUCE HOUSE ACTIVITY SCHEDULE

MONDAY --- FRIDAY

NOTE: THIS ACTIVITY SCHEDULE MUST REFLECT THE DOCUMENTATION IN THE LOG. WHEN DOCUMENTING IN THE LOG PLEASE BE SPECIFIC AND USE NAMES OF CLIENT/STAFF INVOLVED IN ACTIVITY.

5:30 AM --- wake up call

6 am - 7 am --- All residents are expected to rise out of bed, take care of hygiene needs, dress, take laundry downstairs (boys on Mondays, Wednesdays, Fridays,...girls on Tuesdays, Thursdays, Saturdays). Lockers and closets are opened at his time. Residents will claim their laundry which was washed the night before and place in their lockers.

7 am - 7:30 am --- All residents are expected to be seated at the dinning room table for breakfast at this time. One staff must be seated at the table with the kids during this time to talk about plans for the day. Also the peer leaders will assigned chores at this time.

7:30 am - 8 am --- Residents must finish chores, make sure that all personal possessions and toiletries are secured in lockers, get school slips and tokens, sign out for school or vocational program/work.

8 am- 9 am --- Residents who remain home for authorized reasons must assist the housekeeper and residential counselor in finishing the morning clean-up. All lockers, closets must be locked and bedrooms secured (until 9 pm).

9 am - 10 am --- Sasha Bruce House begins its business day at 9 am. Residents at this time should be supervised until education group begins. Residents should not be lounging around on the furniture.

10 am - 12 noon --- education group....residents participate in basic educational activities, i.e.....current events and other readings, math, English and other educational activities.

Noon - 12:30 pm Lunch is served and afternoon chores are assigned.

12:30 pm - 1:00 pm Afternoon chores are in progress/completed.

1 pm - 3:30 pm --- Educational group continues. A trip to the library or some community

outing, etc...

3:30 pm - 4:30 pm — Supervised free time and snacks: Snacks are served and eaten in the dinning room. During this time, residents may talk with counselors about individual concerns and needs, make approved phone calls, relax and play games. Also staff should discuss with group of plans for the remainder of the day.

4:30 pm - 5:30 pm — After school group:

Mondays———— AIDS Prevention Group (APS program)

Tuesdays———— Art Therapy/Tutoring

Wednesdays———— Directors Group/Tutoring

Thursdays———— Art Therapy/Mac group

Friday———— Dance Therapy

5:30 pm - 6 pm — Supervised free time. Residents may talk to counselors about individual needs and concerns, relax , or play games.

6 pm - 6:30 pm — Staff and peer leaders serve dinner. All residents must be at the dinner table together with at least one staff person. Staff can further discuss the evenings plans.

6:30 pm - 7 pm — Chores are assigned by peer leaders. Peer leaders will assure that all chores are done appropriately. Staff will help monitor chores as well.

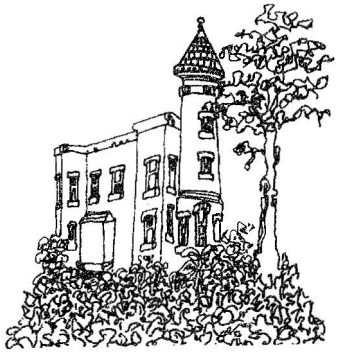
7 pm - 8 pm — Study period/tutoring...may need to separate group in order to have a meaningful study hour.

8 pm - 9 pm — Group Session facilitated by Suzy Russell or Ed Reed.... Topic to be announced. After group the residents must make sure that the room is place back in order, free of trash etc....

9 pm - 10 pm — Snacks are served and are eaten in dinning room. Staff must discussed with group the remaining plans for the evening. Residents also continue to tidy up house, take bathes, iron clothes. Bedrooms and lockers are opened. Staff must be sure to strategically monitor activities during this time.

10 pm — Bedtime with all lights out (1 am on Fridays). Al personal possessions., toiletries, etc., must be locked up by this time in their respective lockers and closets. Night staff must remain posted in then dormitory area throughout the night for security reasons. On-the spot groups are to be held as warranted by the residents conduct.

All case managers....individual, family sessions can be scheduled during anytime throughout this shift.....the key is coordinating with your co-workers to assure proper supervision of the residents in the house.



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SASHA BRUCE HOUSE WEEKEND ACTIVITY SCHEDULE (SAT & SUN)

9:00 a.m. WAKE-UP TIME: All residents are expected to get up at this time; take

Care of hygiene needs; get fully dressed before coming down for

Breakfast. Girls bring laundry down on Saturdays and everyone brings

Laundry down on Sundays for COMMUNAL WASH. Lockers and

Closets are opened at 9:00 am and secured by 10:00 a.m. Begin

COMMUNAL WASH at 9 a.m..

10:00 a.m. BREAKFAST prepared and served by peer leaders and staff.

11:00 a.m. MORNING CHORES are assigned and completed. Peer Leaders and staff will monitor chores to assure completion.

11:30 a.m. MAJOR CLEAN-UP (Saturdays) COMMUNAL WASH (Sundays).

Major cleanup...sees major cleanup list. Staff must closely supervise communal Wash on Sundays and upon completion, the residents are to claim to claim their possessions as a group and place them in their locker/drawers. Staff will secure lockers, closets and rooms afterwards.

1:30 p.m. LUNCH SERVED by two resident and staff.

2:00 p.m. AFTERNOON CHORES are assigned and started

2:30 p.m. AFTERNOON CHORES completed/afternoon group activity begins

5:30 p.m. AFTERNOON ACTIVITY ends. Dinner prep begins. Free time begin.

6:00 p.m. DINNER SERVED. Evening chores assigned.

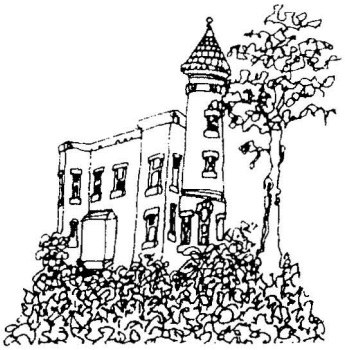
6:30 p.m. CHORES BEGIN. Supervised by peer leaders and staff.

7:30 p.m. GROUP SESSION. Discussion of the rules including a discussion on being respectful of neighbors and community.

9:00 pm. SNACKS SERVED. SUPERVISED RECREATION AND LEISURE TIME…. Board games, TV, radio, arts and craft etc. Only on weekends will TV, Radio or and audio video equipment will be used.

MIDNIGHT: CLEAN UP BEFORE BEDTIME. Start ironing, baths. Night staff remains posted in dorm area to supervise activities during this time.

LIGHTS OUT, ALL RESIDENTS IN BED BY 1:00 a.m. ON FRIDAYS AND SATURDAYS . LIGHTS OUT, ALL RESIDENTS IN BED BY 10:00 p>m> ON SUNDAY NIGHTS.



Sasha Bruce Youthwork, Inc.

CHORE LIST

DATE _____ TIME _____ (a.m./p.m.) STAFF INITIALS

----------**Garden:** Water plants & garden on F ST and back of kitchen. Back --------
Porch & Steps: Sweep porch & steps. Hang mops and brooms in appropriate places.

----------**Dishes:** Wash all dishes pots & pans, put away leftover food. --------

----------**Dining Room**: Damp clean table tops, chairs & window sills. Put chairs away. Make sure all communal foods are back in the kitchen and the pantry area is clean. --------

----------**Kitchen & Pantry Floors & Cabinets:** Sweep and mop both floors after the dishes are done, use detergent, sweep first. Wipe off the pantry, cabinets and counters. --------

----------**Hallway and Stairs:** Sweep both upper and lower hallway under front desk. After the dust settles, then clean water cooler. --------

----------**Living Room**: Straighten furniture and cushions, sweep floor, dust furniture and water plants if needed. --------

----------**Girl's Room**: Make sure all beds are made properly and clothes are hung up. Sweep floors, dust furniture and window sills, sweep in closet. Bring down towels and washcloths to the laundry room. ----------

----------**Communal Bathroom**: Using detergent or disinfectant clean the sink, toilet, and showers. Check the drawers for trash and clean the window sills. ---------

----------**Boy's Room**: Make sure all beds are made properly and clothes are hung up. Sweep floors, dust furniture and window sills, sweep in closet. Bring down towels and washcloths to the laundry room. ----------

----------**Girl's Bathroom**: Using detergent or disinfectant clean the sink, toilet, and showers. Check the drawers for trash and clean the window sill. --------

----------**Trash**: Empty all trash cans in house. After gathering trash in house take trash out to the dumpster, open top of dumpster, place trash in dumpster, close top of dumpster, close gate of dumpster entrance.Wash trash cans with detergent when necessary, replace plastic bags when needed. ---------

----------**Director's Office**: Sweep the floor, damp clean furniture tops and windows window sills. ---------

----------**Plants**: Water all plants in the house. ---------

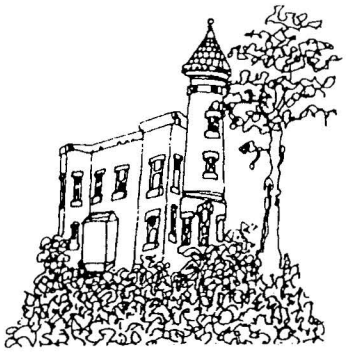
----------**Grounds, steps, front and side porches**: Pick up paper and debris on the grounds, sidewalk, and surrounding areas. ---------

----------**Laundry Room**: Wipe off washing machines, dryers, refrigerators and freezer. Straightens linens and supplies on the shelves. Sweep and mop the floor. ---------

----------**Third Floor Bathroom and Trash**: Clean and disinfect toilets and sinks. Empty trash and mop floors. ---------

----------**Recreation Room**: Sweep floors, Disinfect and mop floors. Clean bookcase straighten up pillows and furniture. Sweep under furniture. Hang up coats. Remove other clothing articles from the recreation room. ---------

---------**Basement Steps**: Sweep steps and wipe off marks on walls, if needed. ---------



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SASHA BRUCE HOUSE RULES

1. Persons following all the rules and who has shown a commitment to working on their goals will be nominated for Sasha Bruce House's highest honor, "Resident of the Week."

2. The first 72 hours (3 days) after a teen enter the Bruce House is "orientation." During this time the youth is only allowed one phone call per day and may not leave the grounds of the Bruce House unless they are with a staff person. However, they will be allowed and required to go to school and appointments unaccompanied.

3. Bus tokens are provided only for approved activities, such as visits to probation officers, etc. Such visits must be arranged in advance and staff must be notified. **COUNSELORS DISCRETION APPLIES.**

4. Teens must sign out every time they leave the SBH grounds and must sign in upon returning. **THERE ARE NO EXCEPTIONS TO THE RULE!!!!!!!!!!!!!!!!**

5. Teens must be on time for meals (breakfast 7:30am, lunch 12:00pm, and dinner 6:00pm). Meals will be saved only for those residents absent from the house on approved business (such as medical appointments, legal meeting, etc.) and then only by prior arrangement with a counselor. At each meal all the kids must eat together and are dismissed together after the chores have been assigned.

6. Teens must attend school and all of their classes each day unless excused by their counselor. They are to go directly to school in the morning and return directly back to the Bruce House after school with a completed school slip. All teens MUST be back in the house by 4:15pm after school each day.

7. Teens must participate in all Bruce House Groups and activities unless excused by their counselor.

8. Teens are not allowed to enter the bedrooms during the day for any reason without staff permission.

9. Teens are not allowed in the living room, kitchen and pantry, basement offices, or third floor, at any time, unless given permission by a counselor. Teens MUST ask permission from staff before going to the second floor for any reason, including using the bathroom.

10. Teens are not allowed to sit at the front desk or at George's desk. Teens are not allowed to read the program's log, paperwork, and files. Teens are not allowed to answer the phones!!!!!!!!!!!!!

11. Teens are not to leave their bedroom unless fully dressed, including shoes. Boys are not allowed to enter the girl's room and girls are not allowed to enter the boy's room!!!!!!!!!

12. Teens must get specific permission to leave the grounds. Permission to go outside is not permission to the grounds.

13. **VISITORS ARE NOT PERMITTED, OTHER THAN IMMEDIATE FAMILY.**

14. Counselors will assign residents to a bed and locker. These assignments can be changed only at the discretion of the counselor. Residents are not to change beds on their own. Linen and personal laundry may only be washed on designated days. . . . . boys, Monday, Wednesday and Friday. . . . . .girls, Tuesday, Thursday and Saturday. There will be no ironing permitted in the morning.

15. All radios, tape players, computer games, beepers, etc. will be collected upon entry into the program. Radios will be placed in the security closet until the owner leaves the program. We recommend leaving such items at home prior to entering the Sasha Bruce House.

16. The television set, radios, tapes and VCR are to be played only on the weekends or as part of a group activity during the week at the counselors discretion.

17. Teens may only use the pay phone during free time. The counselor's phone may only be used with staff permission to make brief calls to such people as parents, attorney, social workers, not friends.

18. Damaging or defacing property, writing on any property at SBH is strictly forbidden.

19. It is illegal for anyone under the age of 21 to purchase cigarettes therefore smoking is absolutely forbidden at Sasha Bruce House. The staff has the right to search, siege and destroy any illegal contraband found.

20. Food is not to be eaten in any room other than the dining room.

21. Residents are to be in their room by 9:00pm on school nights; Friday, Saturday nights as well as the eve of holiday not later then 12:00 midnight.

22. Teens are absolutely forbidden to possess and use alcohol and drugs while participating in the program. No drug paraphernalia such as beepers, rolling papers, etc., are allowed in the Sasha Bruce House.

23. Sex, fondling, kissing, hugging, etc. are strictly forbidden.

24. Gambling is not allowed.

25. Teens MUST respect themselves, peers and staff while in the Sasha Bruce House. Verbal disrespect, threats and fighting will no be tolerated.

26. Teens are only allowed to go to the store, with staff permission, during freetime. Teens are not allowed to go to the store after 7pm daily unless supervised by a staff person.

27. Meals: Breakfast is served at 7:30am. . . . . Lunch is served at 12 noon. . . . . Dinner is served at 6pm. If you are not here for a meal you must wait until the next meal to eat.

28. Curfews are as follows: Weekdays 4pm and on the weekend the youth may have a pass with his or her legal guardian.

29. No gum is allowed in the Bruce House.

30. Residents are to respect our neighbors as well as our community.

November 13, 2000

Sasha Bruce Youthwork Inc.
Catherine Jackson
1022 Maryland Avenue NE
Washington, DC 20002

VIA FACSIMILE 202-675-9358

Re: Acount Number 0007823 location 100

Dear Ms. Jackson:

Per your request, the following is your service level for the above referenced location:

One (1) – three (3) yard rear-load container is serviced by BFI three days per week. Your scheduled pick up days are Monday, Wednesday, and Friday. Should you need any further assistance, please feel free to contact me at 301-324-3429.

Sincerely,

Denise Hawkins
Direct Sales Executive
BFI Waste Systems of
N.A., Inc.

Before



AFTER



Maryland Ave. →

Before



After



After



AFTER



AFTER

