

CREATING SUPPORT STRUCTURES FOR SYSTEM-INVOLVED YOUTH GRANT APPLICATION GUIDE

October 2020



OFFICE OF RESILIENCE AND COMMUNITY SERVICES

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CREATING STRUCTURES OF SUPPORT FOR SYSTEM-INVOLVED YOUTH

INTRODUCTION

Office of Resilience and Community Services Mission: *“To fight poverty and promote compassion, stability, and the empowerment of residents and communities.”*

Office of Youth Development Mission: *“To advocate, activate, and support youth by giving them a “voice” that will lead them on a path of self-sufficiency. To affect and create policy change for this population. To build a network of youth providers that will collaborate, partner and share resources.”*

Application Process: *You must attend the Application Introduction and complete your Attestation Form. All applications must be complete and accurate to be considered for funding.* Louisville Metro Government will accept applications, via the online survey, until **Friday, October 16, 2020 at 5:00 PM.**

OVERVIEW OF FUNDING AVAILABLE

Louisville Metro Government employs a competitive granting strategy and strives to award funding to agencies that demonstrate a measurable positive impact in the community. The Creating Structures of Support for System-Involved Youth funding opportunity was created to support ***youth and young adults, ages 16 to 24, who are experiencing disconnection (not in school and not working) and/or involved in the juvenile justice, child welfare system, or both systems, with a specific emphasis on youth who are incarcerated, in foster care, or youth exiting or having exited these systems.*** Our goal is to invest in projects that achieve the most effective and efficient results. Successful grantees will be required to report on their success in meeting goals and outcomes.

The total amount of funds to be distributed through the Creating Structures of Support for System-Involved Youth funding opportunity is approximately \$950,000. The minimum amount an agency can apply for is \$300,000 and the maximum amount is \$950,000. Any service provider and governmental or quasi-governmental agencies are eligible to apply for the Creating Structures of Support for System-Involved Youth funding opportunity. ***The Creating Structures of Support for System-Involved Youth funding opportunity encourages proposals focused on collaboration between multiple agencies to support a coordinated system of services for System-Involved Youth in Louisville.*** Funding will be awarded by Louisville Metro Resilience and Community Services Office of Youth Development. The Creating Structures of Support for System-Involved Youth funding opportunity proposal evaluation team will be made up of three people, with at least one person being an Office of Youth Development staff person and one Louisville Metro Council Member. Creating Structures of Support for System-Involved Youth funding opportunity proposals will be evaluated based on objectives related to case management, outreach, centralization of service coordination, peer support, education/job assistance, and transportation. Timely and routine grant reporting is required for all awardees.

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Creating Structures of Support for System-Involved Youth funding opportunity proposal submission site will open at **8:00 AM on Monday, October 5th, 2020** and close at **5:00 PM Friday, October 16, 2020**. Only proposals received in this period will be considered for funding.

A Note on Youth, System-Involved Youth, Equity, and Collective Impact

Social Justice Youth Development (SJYD) is an approach to youth development “focused on creating equitable access and opportunities for all youth by actively reducing or eliminating disparities in education, health, employment, justice, and any other system that hinders the development of young people.”¹ We ask agencies responding to this funding opportunity to take an SJYD approach to their proposals by incorporating activities that seek to actively reduce or eliminate disparities for opportunity youth.

This funding was originally allocated to address the needs of Opportunity Youth in Louisville. The original allocation was for Youth Detention Services, the Office of Youth Development acknowledges the drastic overlap between justice involved youth and opportunity youth, therefore the target population for this funding was broaden. As a result, for this funding opportunity, **youth is defined as youth and young adults between the ages of 16 and 24. System-Involved Youth is defined as** youth and young adults, ages 16 to 24, who are experiencing disconnection (not in school and not working) and/or involved in the juvenile justice, child welfare system, or both systems, with a specific emphasis on youth who are incarcerated, in foster care, or youth exiting or having exited these systems.

Agencies responding to this funding opportunity should also consider the importance of collective impact and health equity when generating their proposal. Collective impact refers to an intentional approach of working together and sharing information for the purposes of solving a complex problem. Health equity means that everyone has a fair and just opportunity to be healthy and reach their full human potential. A person's identities, whatever they may be, should not predict how long or how well one will live².

POINT OF CONTACT

Submit all questions regarding this application process to Dr. Billie Castle, Youth Development Systems Administrator, Office of Youth Development at billie.castle@louisvilleky.gov.

¹ Ginwright, S. & Cammarota, J. (2002). New terrain in youth development: The promise of a social justice approach. *Social Justice*, 29(4 (90), 82-95); Outley, C., Brown, A., Gabriel, M.G., & Sullins, A. (2018). The Role of Culture in Youth Development in P. Witt & L. Caldwell (Eds.), *Youth development principles and practices in out-of-school-time settings* (pp. 463-492). Sagamore Venture.

² [2017 Louisville Metro Health Equity Report](#)

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APPLICANT ELIGIBILITY

ELIGIBLE APPLICANTS	501(c)3 organization
ADDITIONAL INFORMATION ON ELIGIBILITY	The following organizations and entities may apply for grant funds: Nonprofit organizations including community and faith-based organizations. Organizations must be registered with the Internal Revenue Service as a 501(c) (3) entity to be eligible to apply for this funding opportunity.
KENTUCKY SECRETARY OF STATE	All applicants must be registered and in good standing with the Kentucky Secretary of State to be eligible for this funding. (HTTPS://SoS.ky.gov)
SYSTEM FOR AWARD MANAGEMENT	All applicants must be registered and in good standing with the System for Award Management to be eligible for this funding. (HTTPS://SAM.gov)
LOUISVILLE METRO REVENUE COMMISSION	All applicants must be registered and in good standing with the Louisville Metro Revenue Commission to be eligible for this funding. To register with the Revenue Commission visit, (https://louisvilleky.gov/government/revenue-commission/forms-andpublications)

Non-profit organizations, including faith-based organizations, may apply for grant funds. Organizations must be registered with the Internal Revenue Service as a 501(c)(3) entity to be eligible for this funding opportunity. Grant awards to non-profits, including faith-based organizations shall not be used for religious activities. Award subrecipients shall not require project participants to participate in religious activities in order to receive services.

All applicants must be registered and in good standing with the Kentucky Secretary of State ([HTTPS://SoS.ky.gov](https://SoS.ky.gov)) and System for Award Management ([HTTPS://SAM.gov](https://SAM.gov)) to be eligible for this funding opportunity.

To register in SAM, at a minimum, you will need the following information:

- Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record. If you don't already have one, you can request a DUNS Number for FREE from D&B (<https://www.dnb.com/duns-number/get-a-duns.html>)
- Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN. Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name
- Your bank's routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT)

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LOUISVILLE METRO REVENUE COMMISSION (502) 574-4857

- Each Transforming Systems for Opportunity and Justice Involved Youth grant applicant is required to be registered with the Louisville Metro Revenue Commission and must have accounts in “okay” status with the Commission.
- Louisville Metro funded agencies that have contracted services are required to ensure those entities are also registered with the Louisville Metro Revenue Commission. Contractors must also be in good standing with the Commission.
- Account numbers for agencies and contracted services are to be provided for monitoring purposes. Funding could be jeopardized for any agency or contractor that is not in good standing with the Commission.

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APPLICATION INSTRUCTIONS

PLEASE READ ALL INSTRUCTIONS BEFORE BEGINNING YOUR APPLICATION

1. Applications are submitted online through a web-based software, SurveyMonkey.
2. Applicants are strongly advised to draft their application responses in a separate file then copy/paste the responses into the SurveyMonkey application when ready to submit a final version. SurveyMonkey will NOT save partial responses. Applicants will NOT be able to return to an application if they exit before submitting. All questions are listed below to help prepare responses before opening a SurveyMonkey application.
3. Applications must be submitted in SurveyMonkey by the deadline to be considered for panel review. Applications are time-stamped upon submission, please allow enough time for technical glitches.
4. Organizations applying should submit only one application for the project requesting funding. More than one organization may be listed as a partner on other applications, for separate projects.
5. If an applicant submits their application, then later (but before the deadline) wants to amend their responses, applicants will have to submit a new, separate, application for the project. It will be applicant's responsibility to inform OYD (via email at billie.castle@louisvilleky.gov) which version of the application should be presented to the Review Panel for consideration before the deadline. If no selection is sent to OYD, only the most recent version will be sent for review.
6. Organizations submitting applications must be able to demonstrate the benefits to the population being served and include goals and outcomes that can be tracked and measured over the course of the grant funding period in such a way that meets all OYD rules and regulations.
7. Please review the sections below for more information about this funding opportunity; Including the text of each question on the application and definition of services

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PROJECT GUIDELINES

The Creating Structures of Support for System-Involved Youth funding opportunity seeks out organizations that will create comprehensive support for Louisville's System-Involved Youth. This NOFA is looking for organizations to provide one or more of the following: Centralization, Client Centered Case Management, Outreach, and/or Peer Support to connect System-Involved Youth to direct services in the categories of: Education, Food (access), Health and Wellness, Housing/Housing Stability, Justice, Transportation, and/or Workforce Development/Job Training.

This funding is dedicated to creating a comprehensive Structure of Support for System-Involved Youth to be connected to services that were identified as high need by youth in the target population. While many local organizations provide many of the services, youth find themselves not knowing where to go, how to access the services, or understand how to navigate the process. We are seeking applications that will bridge between system coordination and service accessibility/connection for System-Involved Youth.

STRUCTURE OF SUPPORT

For the purpose of this funding opportunity, a Structure of Support is the administrative implementation of a comprehensive mechanism for how an agency meets the needs of System-Involved Youth through equitable outreach, retention, coordination, tracking, and quality data connection. This mechanism functions at the administrative level, creating a hub for how System-Involved Youth access services to improve their health and wellbeing. The Structure should not solely focus on service delivery but providing opportunities for System-Involved Youth to engage with the agency to receive services from their partners or connect with local agencies to meet their basic needs.

The Structure of Support should encompass a variety of the elements described below:

Centralization

- Creation of a centralized point by which youth access services (e.g. intake, assessment, and referrals) including a technological component (e.g. apps);
- Maintenance of a comprehensive list of ongoing services;
- Facilitate cross system coordination to understand trends and set policy priorities reported bi-annually; and/or
- Partner with JCPS to scale up enhanced drop-out/disconnection warnings.

Client Centered Case Management

- Initial and ongoing assessment using a standardized measure;
- Ongoing resource linking and brokerage including direct connection with a behavioral health provider with an emphasis and preventative screenings;

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- Development and planning around the youth support team including natural and paid resources;
- Coordination and monitoring of service provision for at least 6 months post first interaction;
- Two monthly face-to-face* visits and two other contacts per month (peer support, therapist, job coach, etc.); and/or
- Flexible hours to respond to crisis.

Outreach

- Specific plan to serve top 10 zip codes with highest concentration of system-involved youth;
- Weekly visits to hotspots within zip codes of highest concentration of System-Involved Youth; and/or
- Paid digital outreach.

Peer Support

- Certified peer support to enhance connection and establish trust from someone with similar lived experiences as system-involved youth; and/or
- One weekly face-to-face contact.

Below is an overview of services that the project you are proposing should connect System-Involved Youth:

SERVICES	EXAMPLES OF HOW-TO DELIVER/CONNECT TO THIS SERVICE
<p style="text-align: center;">EDUCATION</p>	<p>For the purpose of this funding opportunity, education encompasses high school and postsecondary education, which is everything after high school and its equivalent such as vocational training programs, apprenticeships, internships, college, masters, and doctorate degrees.</p> <p>Examples of services this opportunity can connect System-Involved Youth to: GED prep, vocational training, trade certification, etc.</p>
<p style="text-align: center;">FOOD ACCESS</p>	<p>For the purpose of this funding opportunity, food access addresses the affordability and accessibility of food.</p> <p>Examples of services this opportunity can connect System-Involved Youth to: Providing gift cards to purchase food at farms or community gardens, corner stores, grocery stores, co-ops, farmer’s markets, or restaurants; Connection to food programs (WIC or SNAP); or Connection to food pantries or soup kitchens.</p>

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HEALTH AND WELLNESS (INCLUDES MENTAL HEALTH, PHYSICAL, AND BEHAVIORAL HEALTH)	<p>For the purpose of this funding opportunity, health and wellness encompasses the fields of health care – mental health, physical health, and behavioral health – and public health.</p> <p>Examples of services this opportunity can connect System-Involved Youth to: Connection to insurance coverage; Navigation of health services; Connection to behavioral health providers; community physical health programs; Connection to accessible treatment for addiction, depression, loss, trauma, and anxiety.</p>
HOUSING/HOUSEHOLD STABILITY	<p>For the purpose of this funding opportunity, housing/household stability includes assistance with transitioning and sustaining affordable and quality of housing.</p> <p>Examples of services this opportunity can connect System-Involved Youth to: Connection to housing programs; provide housing vouchers; Courses on home ownership and preparing for homeownership; Courses on understanding the rental process.</p>
JUSTICE/SYSTEMS	<p>For the purpose of this funding opportunity, justice/systems refers to the systems that involves police, courts, incarceration, foster care, child welfare, eviction, and family court.</p> <p>Examples of services this opportunity can connect System-Involved Youth to: Re-entry assistance/transition; connection to legal services; connection to advocacy services.</p>
TRANSPORTATION	<p>For the purpose of this funding opportunity, transportation refers to ways that people are able to move through a community, whether it be by walking, biking, driving, taking public transportation, etc.</p> <p>Examples of services this opportunity can connect System-Involved Youth to: Connection to transportation assistance; Providing transportation assistance (connect to public transportation or private transportation options).</p>
WORKFORCE DEVELOPMENT/JOB TRAINING	<p>For the purpose of this funding opportunity, workforce development/job training refers to providing tools for job retention and success to build wealth up over time as a result of their employment status.</p> <p>Examples of services this opportunity can connect System-Involved Youth to: Financial management assistance; Assistance finding a job that pays family-supporting wages, offers consistent and adequate hours, and is close to home or transportation; Benefits overview training</p>

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REPORTING

Awardees of this funding opportunity will be required to submit monthly reports designed by OYD to track project metrics and gather data for understanding System-Involved Youth in Louisville. A final report of activities will be due August 31, 2021 summarizing all project activities, goals, and outcomes.

FUNDING DISBURSEMENT

Funds will be disbursed twice – initial disbursement of half of the funds at the execution of the award and the next half – March 2021. The second disbursement is contingent upon timely report submission and the attendance of awardee trainings/meetings.

DEFINITIONS

Below you will find definitions for commonly used terms in this funding opportunity.

TERM	DEFINITION
BEHAVIORAL HEALTH PROVIDER	Behavioral health is defined as the promotion of mental health, resilience, and wellbeing, the treatment of mental and substance use disorders, and the support of those who experience and/or are in recovery from these conditions, along with their families and communities. A behavioral health provider is defined as a licensed agency or professional who is authorized to provide behavioral health services in the state of Kentucky. Behavioral health providers should prioritize behavioral health equity or the right to access quality health care for all populations regardless of the individual’s race, ethnicity, gender, socioeconomic status, sexual orientation, or geographic location.
COLLECTIVE IMPACT	An intentional approach of working together and sharing information for the purposes of solving a complex problem.
CROSS SYSTEM COORDINATION	A process by which youth serving agencies and entities partner, collaborate, and cooperate across systems to improve wellbeing for youth and their families. In practice, cross system coordination consists of multiple agencies working together to build a system that connects youth to community-based resources and services based on their need.
HEALTH EQUITY	Everyone has a fair and just opportunity to be healthy and reach their full human potential. A person's identities, whatever they may be, should not predict how long or how well one will live.

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NATURAL AND PAID RESOURCES	Natural resources refer personal associations and relationships developed in the community that enhance quality and security of life for youth. These resources are typically unpaid and may include family members, extended family members, friends, sponsors, mentors, or community members. Paid resources refer to types of services that a young person would receive and not pay to access (i.e. case managers, peer support specialists, therapists, job coaches, etc.).
PREVENTATIVE SCREENINGS	A type of health screening used to assess and reduce your risk of diseases and conditions (e.g., high blood pressure). Health professionals administer preventative health screenings and services.
SOCIAL JUSTICE YOUTH DEVELOPMENT	An approach to youth development “focused on creating equitable access and opportunities for all youth by actively reducing or eliminating disparities in education, health, employment, justice, and any other system that hinders the development of young people.”
STRUCTURE OF SUPPORT	The administrative implementation of a comprehensive mechanism for how an agency meets the needs of System-Involved Youth through equitable outreach, retention, coordination, tracking, and quality data connection.
SYSTEMS-INVOLVED YOUTH	Youth and young adults, ages 16 to 24, who are experiencing disconnection (not in school and not working) and/or involved in the juvenile justice, child welfare system, or both systems, with a specific emphasis on youth who are incarcerated, in foster care, or youth exiting or having exited these systems.
YOUTH SUPPORT TEAM	A support team built by a case manager and young person after identifying the young persons needs to comprehensively address those needs (i.e. peer support specialists, therapists, job coaches, family, community, etc.).

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GRANT APPLICATION TIMELINE

INITIAL APPLICATION DEADLINE	5:00:00 PM Friday, October 16, 2020
ADDITIONAL APPLICATION WINDOWS, IF NECESSARY, TO ALLOCATE ALL FUNDING	2 Week Window After New Announcement(s), If Any are Needed to Allocate All Funding.
OYD STAFF REVIEW AND PREPARATION FOR SUBMITTAL TO REVIEW PANEL	Initial: Saturday, October 17, 2020 Additional: The Two Days After New Windows Close, If Any are Announced.
PANEL REVIEW	Initial: Starting Monday, October 19, 2020 Additional: The Seven Days After Being Provided All Complete/Eligible Applications Submitted During New Window, If Any are Announced.
PANEL FUNDING DECISION NOTIFICATIONS	Initial: Wednesday or Thursday, October 28 – 29, 2020 Additional: ASAP After the Panel has made Final Decisions for All Applications Reviewed, If Any New Windows are Announced.
SUBMISSION AND APPROVAL OF GRANT AGREEMENT/WORK PROJECT AND BUDGET (Official Project Start for Awarded Applicants)	Initial Target: Sunday, November 1, 2020 Additional Target: One (1) Week to Share & Execute Grant Agreements/Work Projects & Budgets with Approved Applicants Once Notified.
PROJECT END DATE	All activities within this funding opportunity should be completed by June 30, 2021.

APPLICATION DEADLINE

The initial application deadline is 5:00:00 PM Friday, October 16, 2020. However, if after Panel Review, there is funding left unallocated: additional application windows may be announced by OYD. Any additional windows will be the same length as the first – two weeks following the announcement.

OYD STAFF REVIEW AND PREPARATION

Staff will review all applications submitted, determine whether the applications meet requirements, and compile overview information for the panel members. Staff will alert the panel to any ineligible, incomplete, or problematic contents. Panel members will make final decisions regarding eligibility.

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PANEL REVIEW

Department staff will provide copies of applications with review input to panel members in preparation for their meetings. Panelists will review and score applications prior to meeting for funding decisions as specified by Panel Chairperson.

FUNDING DECISION

Notifications Applicants will be notified if their application was or was not recommended for funding after the review panel has made its final decision.

AWARD AGREEMENT

All grant award recipients will be contacted to complete Grant Agreements and Work Project & Budgets (WPBs). Once an agreement/WPB is executed, the project has officially begun. OYD targets to complete the agreements and WPBs within one week of notifying awarded applicants. This is partly why applicants are restricted to using the provided budget template. The budget template is part of the required WPBs. The more attention that is paid to the budget during the application, the fewer edits may be required if selected for funding.

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QUESTION GUIDE

This part of the application guide provides notes for each question on the application to help applicants understand what OYD is looking for in response to the questions.

AGENCY INFORMATION AND POPULATION SERVED:

Provide information on the lead agency to determine eligibility and contact information if we have questions.

- Question 1:** I have read the guide which accompanies this application.
- A. Yes, I have read the application guide
 - B. No, I have not read the application guide

NOTES: The application will not prevent an organization from moving forward if they select “No, I have not read the application guide.” However, this question is asked to ensure that interested organizations review eligibility criteria prior to devoting time to applying for funding which they may not be eligible to receive. Further, asking applicants to review this guide is meant to help prevent misunderstandings about any questions on the application.

- Question 2:** Provide the information requested below, as listed on the Kentucky Secretary of State website. (<http://web.sos.ky.gov/ftsearch/>)

Agency:
Executive Director:
Address:
City:
State:
Zip:
Email Address:
Phone Number:

NOTES: OYD is required to ensure that applicants are eligible to/not prohibited from receiving awards from Metro Louisville. The legal name of an organization must be known to make that determination.

- Question 3:** Mission statement of the agency as approved by the Board of Directors.

- Question 4:** What is your Organization’s Tax ID/Employer Identification Number? (More information available at: (<https://www.irs.gov/businesses/small-businesses-selfemployed/employer-id-numbers>))

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NOTES: Information required to determine applicant eligibility.

Question 5: Louisville/Jefferson County Revenue Commission Number registered to your agency. This is a six-digit number issued to your agency by the Louisville/Jefferson County Revenue Commission. **This is NOT your EIN number. If you do not know your Revenue Commission Number, call 502-574-4860.**

NOTES: Information required to determine applicant eligibility. Organizations need to be in good standing with the Metro Revenue Commission to receive this funding.

Question 6: List the name of the person who is completing the application and their email address.

Name:

Title:

Email Address:

NOTES: Provide the information OYD will need to contact your organization should a question/issue arise with the application.

Question 7: Describe the racial and gender identity demographics of your agency's board of directors, staff, and volunteers.

NOTES: This funding opportunity is seeking agency's that are diverse and want to understand the make-up of your agency and decision makers.

Question 8: Please describe the primary population your agency serves. Provide average age, racial, and gender identity demographic information for the population you have served for the past three years. (250 words or less)

NOTES: The demographic information provided here should be for your overall organization and not specific to the project proposed in response to this funding opportunity.

Question 9: Describe how youth and young adults are incorporated into decision-making within your agency.

NOTES: With agency's utilizing a Social Justice Youth Development approach, it is important to understand how youth and young adults are incorporated in decision-making processes

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PROJECT INFORMATION

Please detail the project being proposed and its included activities. *NOT* your agency overall, but specifically the project seeking funding in this application. Clear and specific answers allow the review panel to understand what you intend to do with the funding. Be sure to answer all parts of each question.

Question 10: Name of the project for which you are requesting funding.

Project Name:

NOTES: Name of the specific project which is requesting funding.

Question 11: Project contact information. Please provide the name of the person and their contact information for who will be in charge of the project.

Project Contact:

Project Contact Title:

Project Address:

Zip Code:

Email Address:

Phone Number:

NOTES: Provide the information OYD will need to contact your organization should a question/issue arise with the application.

Question 12: Select the primary Structure(s) of Support your organization will provide through this project to address the needs of System-Involved Youth (select only services that apply):

Centralization

Client Centered Case Management

Outreach

Peer Support

NOTES: Select which approach your agency will take in executing the Structure of Support (examples of how to execute are within the Project Guidelines, above). The categories are meant to generally say what types of activities will be performed with the requested funding.

Question 13: Description of the Project. Please:

1. Provide a description of the Structure of Support your organization will implement including project objectives and project activities.
2. Provide how you plan to implement the Structure of Support considering

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barriers created by COVID-19. How do you plan to implement CDC and local health guidelines to protect staff and youth?

3. Limit responses to 1,000 words or less.

NOTES: Describe what your organization will do with this project. How do you plan to administratively execute this project to ensure that equitable outreach, retention, coordination, tracking, and quality data tracking will be implemented? Be clear enough to help the review panel understand what is special or unique about this project that would not be found from another provider. This section wants to understand how your organization will become a hub for System-Involved Youth to utilize the services in the community that will connect them to service providers.

Question 14: Select the primary service(s) this project will connect System-Involved Youth to through its Structure of Support (select only services that apply):

Education

Food Access

Health and Wellness (includes mental, physical, and behavioral health)

Housing/Household Stability

Justice

Transportation

Workforce Development/Job Training

NOTES: Select which services your agency will connect System-Involved Youth to based on the services they have identified as high need. You can connect System-Involved Youth to multiple services, however, the mechanism in which this happens should be outlined in Question 12.

Question 15: Description of Service Delivery/Connection. Please:

1. Provide a description, including objectives and activities, on how you plan to either deliver services or connect System-Involved Youth to the service(s) selected above. Include steps to delivering/connecting to the services due to barriers created by COVID-19.

2. Also, include your plan for tracking youth post connection/service delivery for up to six months.

3. Limit responses to 1000 words or less.

NOTES: Describe how your organization will either provide or connect System-Involved Youth to the services selected in Question 14. If you are delivering services, please include the name of the services with objectives and activities. If you are connecting System-Involved Youth to resources in the community, please list those resources and a plan for connection and retention

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beyond connection. Detail how these services will be safely delivered with COVID-19 guidelines being followed.

Question 16: Please describe in detail, utilizing data, the community need for this proposed project. What needs or problems will be addressed for System-Involved Youth with this funding? Why is this issue important? (500 words or less)

NOTES: Describe the needs of System-Involved Youth based on your knowledge and previous experience working with the target demographics. Use data (primary or secondary sources) to provide a picture of the need of Louisville's System-Involved Youth.

Question 17: Please provide a short description of the project and project activities. (100 words or less - elevator speech)

NOTES: Provide a short description of the project for communication if awarded.

Question 18: Target population demography; racial, gender identity, age, income, housing, etc. as applicable for this project - including Metro Council Districts/zip codes. Include description of data practices at the lead agency. How will demography be recorded for participants at initial & post-service contacts? (500 words or less)

NOTES: The demographic information provided here should be specific to the project being proposed. Who do you intend to serve, where are they located, and how will you gather their information at initial contact? How does this connect to the tracking of post-project/contacts (up to 6 months).

Question 19: Please upload a file listing any agencies you will collaborate with for this proposed project. Provide the information requested below for each partner agency.

1. Partnering Agency Name
2. Partnering Agency Primary Contact Name
3. Partnering Agency Address
4. Zip
5. Email Address of Primary Contact
6. Phone Number of Primary Contact
7. Service(s) agency will provide

NOTES: This funding opportunity encourages collaboration and collective impact. List all partnering agency's here so we can understand who you will work with on achieving project goals. This does not have to include the resources you will connect System-Involved Youth to, especially if you are not providing funds to the organization but serving as a connector. Applicants are asked to upload a file containing the list to encourage completing responses outside of SurveyMonkey & to help prevent the loss of any responses an applicant may experience due to technical issues with the application.

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Question 20: Describe your approach to collaboration and collective impact efforts. Provide details about your communication strategy and outcome reporting systems for all agencies partnering on this proposal. (300 words or less)

NOTES: This funding opportunity encourages collaboration and collective impact. List all partnering agency's here so we can understand who you will work with on achieving project goals. Detail your communication strategy and how you will share data and project updates. If you will collect information from the partnering agency, do you need any agreements? What does your partnership look like and how it will strengthen the Structure of Support you are proposing.

Question 21: Describe the strategies your project will use to assess the needs of the System-Involved Youth it will serve. Include how you will coordinate and monitor service provision for at least 6 months post initial connection (400 words or less).

NOTES: How will you handle intake and coordinate/monitor service provision for System-Involved Youth who will access your Structure of Support.

Question 22: As of January 1, 2020, how long has *the project* been in existence?

- New Project, requesting funding to establish now
- Up to 6 months, less than 1 year
- 1 year to 5 years
- Up to 5, less than 10 years
- 10 (+) years

NOTES: This question is asking about the project that you are requesting funding for and NOT the agency.

Question 23: For this project ONLY - please list:

- A. If this is a new project
- B. How many System-Involved Youth did this project/project serve over the past 12 months?
- C. How many System-Involved Youth do you have the capacity to serve in a 12 month period?
- D. How many System-Involved Youth do you plan to serve during this funding period – by June 2021?
- E. How many staff do you currently have assigned to this project/project?

NOTES: If this is a new project, only answer A, C, and E. If this project or approach has already been implemented, answer questions B – E. This provides us a baseline of information for evaluating the funding opportunity and activities of awardees.

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Question 24: Describe how the funding from Metro Government will help to enhance or expand this project. (250 words or less)

NOTES: Why is this funding vital to your program implementation.

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EVALUATION

Project evaluation is the systematic method for collecting, analyzing, and using data to examine the effectiveness and efficiency of projects and, as importantly, to contribute to continuous project improvement. Required with this funding opportunity is the utilization of OYD's evaluation tools (pre and post surveys, interviews, report template, etc.). OYD is standardizing evaluation within the department to ensure that all awardees are collecting similar metrics to determine overall effectiveness and impact. Information provided with this application will be reviewed and awardees will be given feedback to update prior to project start date.

Question 25: SMART OUTCOMES ACHIEVED AND PROJECTED: Outcomes should be SMART – Specific, Measurable, Attainable, Relevant, and Timely.

- A. List up to 3 outcomes that this project has demonstrated in the past year and describe how they were measured. If proposing a new project, please provide data on a project that is closely related to reaching the target population.
- B. Include the benefits from the 3 outcomes the project demonstrated in the past year i.e., 34 of the 40-opportunity youth served completed job training; 80% were successful at finding a job; and 65% successfully retained their job. If proposing a new project, please provide data on a project that is closely related to reaching the target population.
- C. List up to 3 outcomes that this project plans to demonstrate as a result of this funding opportunity and describe how they will be measured.

NOTES: Applicants wishing to receive funding through this opportunity should be clear and direct as they describe what outcomes they aim to produce with their proposed project. Applicants should state what the result for successful participants will be (i.e. obtain housing), how many persons will participate in the service meant to produce that result (i.e. 100 System-Involved Youth who are homeless immediately prior to program entry), how many persons are expected to obtain the result (i.e. 60/100), how long it will take each person to reach that outcome (i.e. within 4 months of program entry), a summary of how the result/outcome will be recorded (i.e. housing move in date recorded), and retention rates (60% retained housing six months post connection). Outcome clarity and appropriateness is considered in application scoring. Please see this guide to assist in creating SMART Objectives (https://www.cdc.gov/phcommunities/resourcekit/evaluate/smart_objectives.html)

Question 26: GOALS are broad statements about the long-term expectation of what should happen as a result of your project (the desired result). Serves as the foundation for developing your project objectives.

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List 3 project goals you intend to achieve at the conclusion of this project.

NOTES: Describe the goals you will achieve by June 30, 2021 as a result of receiving this funding. Goals should be SMART and data informed and data gathering plans.

Question 27: Please upload a logic model for your project that describes the projects inputs, activities, outputs, outcomes, and impacts.

NOTES: Utilizing the OYD Logic Model template, complete the logic model to outline your project inputs, activities, outputs, outcomes, and impacts. Please see this CDC guide to assist in creating your logic model (<https://www.cdc.gov/eval/logicmodels/index.htm>), or this template logic model from the national Community Action Network program, Results-Oriented Management and Accountability (ROMA). (http://www.roma-nptp.org/Module5_5LM2.0A.pdf)

Question 28: Provide a detailed timeline for your project outlining the month and year you expect to achieve each outcome provided in the logic model.

NOTES: Detail activities with a timeline for completion for the overall project. Reports will be due the on the 8th of each month, please include report dates in your timeline.

Question 29: Describe your sustainability plan in detail. How will your agency continue to offer this project after this funding ends?

NOTES: How will your agency and partner agency(s) sustain the project after June 30, 2021. Create a project that does not solely rely on all the funds in this opportunity, but that can be sustained post this funding.

Question 30: The Office of Youth Development (OYD) understands that evaluation is necessary to improve and account for the actions proposed in this application. This funding is intended to fill gaps within local systems awarded this opportunity, do you and each agency listed in this application agree to participate in OYD's evaluation? (yes or no question)

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EQUITY

Health equity means that everyone has a fair and just opportunity to be healthy and reach their full human potential. A person's identities, whatever they may be, should not predict how long or how well one will live³. Describe how you plan to be equitable throughout this entire project to ensure we are not further marginalizing System-Involved youth.

Question 31: Describe how your agency practices equity. What specific actions does your agency take to ensure your activities work to achieve equity and/or health equity for the population being served?

NOTES: What is your agency *currently* doing to practice equity for populations you serve.

Question 32: Please describe the project's outreach plan. Each plan should consist of strategies for communication with the public, media, and interaction strategies with target youth, etc. to reach Metro Council Districts/zip codes with the highest needs.

NOTES: How will you reach System-Involved Youth and inform them of the project and the support you provide. This includes paid media and the strategies you will use that are “non-traditional” to reach a population that is disconnected from traditional sources.

Question 33: What processes do you follow to ensure that your organizational policies and procedures are equitable? What systems of accountability does your organization/agency have in place to address inequitable policies and practices?

NOTES: How do you *currently* hold yourself accountable to being equitable in policies and practices as an organization. What do you have in place to correct decisions or practices that cause unintended consequences? If you do not have any mechanisms, please acknowledge and tell us how you plan to ensure that your organization will create accountability mechanisms moving forward.

Question 34: Louisville Metro’s Racial Equity Tool helps understand what changes should be made to make to a plan or decision in order to positively impact equity or mitigate unintended consequences. If awarded this opportunity, do you and each agency listed in this application agree to complete the Louisville Metro Racial Equity Tool by December 15, 2020? The Office of Youth Development will provide a training on the Racial Equity Tool as technical assistance to complete the task. (yes or no question)

³ [2017 Louisville Metro Health Equity Report](#)

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BUDGET

The total amount of funds to be distributed through the Creating Structures of Support for System-Involved Youth funding opportunity is approximately \$950,000. The minimum amount an agency can apply for is \$300,000 and the maximum amount is \$950,000. The budget breakdown should not exceed the following percentages:

- 60% of funding allocated to service delivery/partner agencies
- 20% personnel for lead agency
- 20% operations/overhead

Information provided in this section will be utilized along with demographic information to calculate Return on Investment. It is vital that you report accurate numbers from your agency and partnering agency(s) so that we can create baseline numbers to understand how much is being invested in changing outcomes for System-Involved Youth.

Question 35: What is the TOTAL amount of funding being requested from Metro Government for this project?

Question 36: How much of the TOTAL amount requested will be allocated to partnering agency(s)? Please provide an amount for each agency listed in the application.

Partnering Agency:
Partnering Agency:
Partnering Agency:
Partnering Agency:
Partnering Agency:
Total allocated to partnering agency(s):

Question 37: What is the TOTAL amount each agency will contribute to this project from all other resources:

Primary Applicant:
Partnering Agency:
Partnering Agency:
Partnering Agency:
Partnering Agency:
Partnering Agency:

Question 38: What is the TOTAL project budget (add total requested funding to the total amount your agency and partner agency(s) will contribute to this project together to determine total project budget):

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Question 39: Please provide the total budget for each agency listed on this application (current fiscal year 2020-2021):

Primary Applicant:

Partnering Agency:

Partnering Agency:

Partnering Agency:

Partnering Agency:

Partnering Agency:

Question 40: Please upload your budget using the budget template provided in the Creating Structures of Support for System-Involved Youth NOFA Application Guidelines document.

Question 41: Please upload your budget narrative (a written explanation of the formulas you used to determine the exact amount you are requesting for each of the categories listed in the next question, i.e., personnel: 2 staff working 50% of their time on this project, salary \$20, 000 for each = $\$20,000/2 = \$10,000$ per staff person x 2 = \$20,000).

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THANK YOU!

OYD appreciates all the work done by the many not-for-profit organizations that serve vulnerable members of our community and is happy to help you with questions about this application process.

If you have any questions, Feel free to contact Dr. Billie Castle, Youth Development Systems Administrator, at billie.castle@louisvilleky.gov.