The City of Santa Monica Human Services Division invites current Human Services Grants Program (HSGP) Grantees to submit an application for funds available for one to two Youth Resource Team (YRT) Coaches/Navigators. Initial funding in the amount of $90,220 is available to hire Coaches/Navigators to oversee a total of 25 participants. The City may grant funding to one or more agencies.

Background

Disconnected youth, also referred to as "opportunity youth," are defined as youth between the ages of 16 to 24 who are not in school or working and/or lack supportive networks. Such youth face significant barriers transitioning into adulthood and attaining self-sufficiency. In April 2013, the City released the Opportunity Youth Request for Proposals (RFP) in response to Council direction to address the unmet needs of this population.

On June 14, 2013, at a special meeting in response to the recent violence in Santa Monica, the Cradle to Career (c2c) Work Group called for acceleration of efforts to serve youth and affirmed the group's intent to stimulate a "whatever it takes" approach. On June 25, 2013, City Council adopted staff's recommendation to support the accelerated efforts of the Youth Resource Team (YRT). These new, existing, and augmented services would advance the following goals: (1) educational re-engagement and re-entry (completion of high school, GED and certification programs); (2) economic stability and vitality (jobs); and (3) engagement/resiliency (mental health, family support, and wellbeing) for disengaged Santa Monica youth aged 16 to 24 years. At the same time, the members of the YRT would be tasked with identifying the policy issues and barriers that have resulted in a fragmented system and work to find solutions.

Based out of Virginia Avenue Park, the YRT is committed to providing services for the hardest to engage older/"opportunity" youth in Santa Monica. Members of the YRT, which include schools, probation, law enforcement, behavioral health, substance abuse, and health care providers, work collaboratively with one another and with individual youth and their families to enhance wellbeing, family engagement, economic security, equity, and violence prevention.

Purpose of Funds

This notice of available funding is for the sole purpose of instituting Coaches/Navigators to support the efforts of the YRT outlined above. Vulnerable youth will be identified by referrals from a number of sources including the City, SMMUSD, and service providers. The City of Santa Monica will determine, in coordination with the school district, a beginning group of 25 vulnerable youth.

Once participants are identified, YRT Coaches/Navigators will be tasked with engaging the youth and their family. Each Coach/Navigator will initially manage and retain a caseload of 12-13 participants, and will navigate the complex service delivery system in order to link youth and their families appropriately. Then, the various interdisciplinary members of the YRT will conduct the appropriate assessments and collectively develop individualized treatment plans for each youth. YRT members will hold regular case conferences - coordinated by the City of Santa Monica's Human Services Division - to review progress, share data, and refine their approach.

Applicant agencies should be able to provide the following to support the efforts of the YRT:

- Hire Coaches/Navigators that adhere to assertive case management best practices and provide a ***single point of accountability*** for participants

- Leverage non-City of Santa Monica funding and resources to take project to scale

- Provide executive level active and consistent representation at the c2c Work Group

- Provide active and consistent representation on the direct service level at the YRT

- Track and report progress on the efforts of YRT Coaches/Navigators

- Provide policy and direct practice recommendations that will affect both large and small scale change for older youth in Santa Monica

How To Apply

Applicants are advised to review the City of Santa Monica's Opportunity Youth FY 2013-15 Request for Proposals (RFP) prior to completing the attached application.

Applications must be complete and adhere to the following format:

1. Applications must not exceed the two page limit for the Program Plan and are required to have 12-point font size for the narrative. Standard 8 ½" by 11" white paper is required

2. Applications in binders, folders, or other formats will not be accepted

3. Applicants should submit one (1) original and five (5) copies. Originals must be clearly marked "original" and each copy should be clearly marked "copy"

Completed grant applications must be received by *5:00 PM on Monday, July 29, 2013*. Late submittals will not be accepted. Facsimiles, emails and other electronic submittals will not be accepted, nor will incomplete applications. The City is not responsible for late or misdirected mail. Please send or hand deliver application to:

City of Santa Monica
Human Services Division
Attn. Setareh Yavari, Manager
1685 Main Street, Room 212
Santa Monica, CA 90401

In lieu of a bidder's workshop, questions about the application process may be directed to City staff by emailing humanservices@smgov.net. Questions and answers will be posted to the City's Human Services Division website. City staff cannot respond to questions after 5:00 PM on Friday, July 26, 2013.

Applications will be reviewed by City staff. Application review may also include a panel of external, independent raters. Contracts for awarded grantee should begin September 1, 2013.

City of Santa Monica
FY 2013-15 Human Services Grants Program
Funding for Youth Resource Team (YRT)
Coach/Navigator to Serve Opportunity Youth

Applicant Information

Organization: _____
Address: _____
City: _____   State: _____   Zip: _____
Telephone: _____   Fax: _____
Website: _____   Organization Budget: $ _____
Executive Director: _____   Email Address: _____

Project Information

1. Describe how your agency will recruit, hire, and oversee a YRT Youth Coach/Navigator. Include any experience your agency has with assertive case management, cross-disciplinary approaches to service delivery and working with youth and their families in a community-based setting. See attached sample job description (Response should not exceed one page)

2. Describe how your agency will leverage non-City of Santa Monica funds to support this initiative. (Response should not exceed one page)

3. Complete attached Program Budget.

Project Authorization

Name and Title of Official Signing for Applicant Organization (must be authorized by the Board of Directors or governing body):

Name: _____   Title: _____

I certify that the information presented in this application is true and complete to the best of my knowledge.

Signature of Person Named Above: _____   Date: _____

Program Budget

The Program Budget must correspond with the Program Plan. Budgets that include any indirect administrative costs assigned to the program will need to provide an attachment, which includes a proposed Administrative Budget for the entire organization and a narrative explaining the cost allocation methodology used to distribute administrative costs to the proposed program. Please note that a final Program Budget will be part of the grantee agreement with the City and regular tracking and expenditure reporting will be required.

To ensure readability and uniformity, please use the Program Budget template. Provide line-item detail as specified in each section below and <u>verify all calculations</u>. *Program Budgets will not be accepted if any of the requested information below is incomplete or if the calculations are incorrect.*

Program Budget

Organization:	*Name of the organization*
Program:	*Name of the program*
Period:	*July 1, 2013 through June 30, 2014*

Section I: Budget Summary

This section provides a summary of the total proposed Program Budget for FY 2013-14. It requests the allocation of all projected funding amounts (City and non-City sources) for anticipated FY 2013-14 program expenditures. Organizations are required to provide a Cash Match from a non-City source to directly support the program activities specified in the Program Plan (see Cash Match section below). While in-kind contributions such as volunteer services, donated space and facilities, donated equipment and materials are encouraged, they are not an eligible source for the required cash match.

Total Program Budget
Column A should reflect projected expenditures for the **<u>entire</u>** program (not just the proposed City of Santa Monica grant funding request portion). This column should equal SM Grant Funding Request, plus Cash Match.

SM Grant Funding Request
Column B should reflect projected expenditures for the FY 2013-14. **Amounts should total the grant amount being requested.**

Cash Match

Cash Match requirement is based on Total Program Budget. A cash match is defined as revenue from a non-City source, which directly supports the program activities specified in the Program Plan. *Column C* should reflect projected expenditures for FY 2013-14 from non-City sources. Using the chart below, provide the requested information in each column.

For programs exclusively (100%) serving eligible Santa Monica Program Participants, organizations are required to contribute **at least 25%** of the Total Program Budget from non-City cash sources.

EXAMPLE:

1. *65 out of 100 participants are eligible Santa Monica Opportunity Youth Program Participants*

2. *% Santa Monica Program Participants served is 65%*

3. *Total Program Budget is $800,000*

4. *Portion of Program Budget dedicated to SM Program Participants is $520,000 ($800,000 x 65% = $520,000)*

5. *Minimum Cash Match is $130,000 ($520,000 x 25%)*

	FY 2013-14 Total Program Budget		
	A Total Program Budget (= B + C)	**B** SM Grant Funding Request	**C** Program Cash Match
1A. Staff Salaries	$	$	$
1B. Staff Fringe Benefits	$	$	$
1C. Consultant Services	$	$	$
2. Space/Facilities	$	$	$
3. Equipment Purchase	$	$	$
4. Travel/Training	$	$	$
5. Insurance	$	$	$
6. Operating Expenses	$	$	$
7. Scholarships/Stipends	$	$	$
8. Other	$	$	$
TOTAL	$	$	

Cost per Program Participant: $

Section II: Line Item Detail

This section is intended to provide sufficient line item detail for the program to justify each line item amount. Total agency line item detail is not to be provided.

	FY 2013-14 Total Program Budget		
	A **Total Program Budget** **(= B + C)**	**B** **SM Grant Funding Request**	**C** **Program Cash Match**

1A. Staff Salaries
List all paid program and administrative positions (both City and non-City funded) to include the following:
  1. Title
  2. FTE (Full-Time Equivalent) of each position agency-wide
  3. Percentage of FTE applied to this program
  4. Monthly salary of each paid position
  5. Total number of employment months for one year
 	
Example:
  1. Program Manager, 1 FTE, 50%, $4,000/month, 12 months
  2. Counselor, 0.75 FTE, 100%, $3,000/month, 12 months			

Total 1A	$	$	$
1B. Staff Fringe Benefits For salaries and wages listed above indicate the total percentage of each type of benefit (FICA, SUI, Workers' Compensation, medical insurance, retirement, etc.). *Example:* *If total salaries equal $50,000 and FICA is 7.65%, then the total program budget for FICA would equal $3,825.*			
Total 1B	$	$	$

	A Total Program Budget (= B + C)	B SM Grant Funding Request	C Program Cash Match

1C. <u>Consultant Services</u>
Consultant services are those contract services performed by individuals or groups for the organization. List consultant services as follows:
  1. Each type of consultant to be funded
  2. Specific services rendered
  3. Total proposed fee
  4. Any additional information to justify the use of consultants as opposed to staff or volunteers
 	
  Total 1C
	$	$	$

2. <u>Space/Facilities</u> Describe the basis of the allocation of rental costs, utilities, janitorial costs, and any other facility costs. **Total 2**	$	$	$
3. <u>Equipment Purchase</u> Equipment is defined as non-expendable personal property having a useful life of more than one year and a unit cost of $1,000 or more. Describe each item to be leased/rented/purchased, and include a brief justification for the item. **Total 3**	$	$	$

	FY 2013-14 Total Program Budget		
	A **Total Program Budget** **(= B + C)**	**B** **SM Grant Funding Request**	**C** **Program Cash Match**

4. <u>Travel/Training</u>
Provide a description and justification of:
  1. Types of trainings/seminars/ conferences to be attended
  2. Show how the cost was computed
  3. Identify the amounts allowed for travel, per diem expenses, lodging, etc.
  4. Mileage expenses requested and show basis for computation of the total.			

Total 4	$	$	$

5. <u>Insurance</u>
City contract provisions require that grantees have:
  1. Comprehensive commercial general liability coverage in the amount of $1,000,000
  2. Comprehensive automobile liability coverage in the amount of $1,000,000
  3. Workers' compensation and employer's liability of $1,000,000
  4. Crime coverage in an amount not less than $25,000 (based on the amount funded by the City).			

Total 5	$	$	$
6. <u>Operating Expenses</u> Describe the basis of the allocation of all operating expenses [e.g., telephone, utilities, office supplies, printing, annual agency financial audit (required by the contract), etc.].			
Total 6	$	$	$

	FY 2013-14 Total Program Budget		
	A **Total Program Budget** **(= B + C)**	**B** **SM Grant Funding Request**	**C** **Program Cash Match**

7. <u>Scholarships/Stipends</u>
List type of scholarships or stipends, and include:
   1. Number of people or organizations to receive funds
   2. Maximum amount per recipient
   3. Show the basis for computation
 	
    Total 7
	$	$	$

8. <u>Other</u> List each program expense not appropriate for any of the above line items. Justify all program expenses requested and show the basis for computation of total. **Total 8**	$	$	$
9. <u>Indirect Administrative Costs</u> *If the organization is applying an indirect administrative cost to the program, please list total amount and submit an attachment, which includes a proposed Administrative Budget for the entire organization and a narrative explaining the cost allocation methodology used.* **Total 9**	$	$	$
<u>TOTAL</u>	$	$	$

Section III: Program Cash Match Revenue Detail (Non-City Sources)

Provide detail for the categories below, listing the non-City source of funds, projected amounts by funding source, and projected amounts that have already been committed by funding source **for the program for which funding is being requested**. For each funding source that has not been committed, indicate when the organization anticipates meeting these projections (i.e., timeline for fundraising, notification of pending proposals, etc.). Please note that the total amount for non-City sources should equal the difference between the Total Program Budget and the Santa Monica Grant Funding Request in *Section I - Budget Summary of the FY 2013-14 Program Budget.*

Program Revenue Sources	FY 2013-14 Committed	FY 2013-14 Projected Amount	Timeline for Non-Committed Funding Sources
1. Government Grants			
Source	$	$	
Source	$	$	
2. Private/Corporate Grants			
Source	$	$	
Source	$	$	
3. Individual Donations			
Source	$	$	
Source	$	$	
4. Fundraising Events			
Source	$	$	
Source	$	$	
5. Fees for Service			
Source	$	$	
6. Other			
Source	$	$	
Source	$	$	
7. TOTAL	$	$	

Section IV: Agency Funding History and Goals

Provide detail for the categories below, listing the source of funds, <u>actual</u> dollar amounts raised in the past two fiscal years and proposed dollar amounts in FY 2013-14 for the **agency as a whole**. In the last column, provide a brief explanation of how new funding revenues or reductions might impact the agency's programs in the next year.

Program Revenue Sources	Actual FY 2011-12 Funding	Actual FY 2012-13 Funding	Proposed FY2013-14 Funding	Program Impact
1. Government Grants				
Source	$	$	$	
Source	$	$	$	
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Source	$	$	$	
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Source	$	$	$	
Source	$	$	$	
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Source	$	$	$	
5. Fees for Service				
Source	$	$	$	
Source	$	$	$	
6. Other				
Source	$	$	$	
Source	$	$	$	
7. TOTAL	$	$	$	

City of Santa Monica
FY 2013-15 Human Services Grants Program
Funding for Youth Resource Team (YRT)
Coach/Navigator to Serve Opportunity Youth

Applicant Information

Organization:
Address:
City: State: Zip:
Telephone: Fax:
Website: Organization Budget: $
Executive Director: Email Address:

Project Information

1. Describe how your agency will recruit, hire, and oversee a YRT Youth Coach/Navigator. Include any experience your agency has with assertive case management, cross-disciplinary approaches to service delivery and working with youth and their families in a community-based setting. See attached sample job description (Response should not exceed one page)

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I certify that the information presented in this application is true and complete to the best of my knowledge.

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5. Insurance	$	$	$
6. Operating Expenses	$	$	$
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8. Other	$	$	$
TOTAL	$	$	

Cost per Program Participant: $

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2. Specific services rendered
3. Total proposed fee
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Total 1C	$	$	$

2. <u>Space/Facilities</u>
Describe the basis of the allocation of rental costs, utilities, janitorial costs, and any other facility costs.

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    Total 7
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8. Other List each program expense not appropriate for any of the above line items. Justify all program expenses requested and show the basis for computation of total. **Total 8**	$ _____	$ _____	$ _____
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TOTAL	**$** _____	**$** _____	**$** _____

Section III: Program Cash Match Revenue Detail (Non-City Sources)

Provide detail for the categories below, listing the non-City source of funds, projected amounts by funding source, and projected amounts that have already been committed by funding source **for the program for which funding is being requested**. For each funding source that has not been committed, indicate when the organization anticipates meeting these projections (i.e., timeline for fundraising, notification of pending proposals, etc.). Please note that the total amount for non-City sources should equal the difference between the Total Program Budget and the Santa Monica Grant Funding Request in *Section I - Budget Summary of the FY 2013-14 Program Budget.*

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3. Individual Donations			
Source	$	$	
Source	$	$	
4. Fundraising Events			
Source	$	$	
Source	$	$	
5. Fees for Service			
Source	$	$	
6. Other			
Source	$	$	
Source	$	$	
7. TOTAL	$	$	

Section IV: Agency Funding History and Goals

Provide detail for the categories below, listing the source of funds, <u>actual</u> dollar amounts raised in the past two fiscal years and proposed dollar amounts in FY 2013-14 for the **agency as a whole**. In the last column, provide a brief explanation of how new funding revenues or reductions might impact the agency's programs in the next year.

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Source	$	$	$	
3. Individual Donations				
Source	$	$	$	
Source	$	$	$	
4. Fundraising Events				
Source	$	$	$	
Source	$	$	$	
5. Fees for Service				
Source	$	$	$	
Source	$	$	$	
6. Other				
Source	$	$	$	
Source	$	$	$	
7. TOTAL	$	$	$	

YOUTH RESOURCE TEAM COACH/NAVIGATOR

JOB DESCRIPTION

DESCRIPTION

Youth Resource Team (YRT) Coach/Navigators serve opportunity youth by providing assertive case management and supportive relationships between participants in the Opportunity Youth Program and their families. This position supports the effort of the Youth Resource Team to ensure a "Whatever it Takes" approach to navigation and success of youth participants from 16-24 years as they move into adulthood. The Coach/Navigator(s) will be key member(s) of the Youth Resource Team to inform partners of the most innovative approaches in assertive case management.

KEY POINTS

- Assertive Case Management (ACM) services use innovative approaches to provide access to services especially for the hardest to reach teens and young adults

- Assertive Case Management (ACM) services are a required and key component of the Opportunity Youth Program.

- ACM services are provided under a "Whatever It Takes" model to assure on-going, in-depth services for identified participants and their families to meet individualized goals for success.

- ACM services establish a comprehensive system of sustainable resources, coordination and tracking to meet the multiple needs of participants.

- ACM services must reflect the cultural, racial, ethnic and linguistic difference of participants to ensure access to and utilization of appropriate services.

- ACM services successfully connect participants with existing nonprofit partners including institutional partners (City, SMPD, SMMUSD, SMC and DMH) and identify gaps that exist in these areas for some participants who may need other services

- ACM services are offered from the point of entry in to the Opportunity Youth Program until the participant becomes employed and has remained stable for a period of x months.

NAVIGATOR/COACH DUTIES

- Develop a comprehensive individualized program plan that includes short-term, intermediate, and long-term goals and objectives with each participant.

- Address the academic and social aspects of each participant.

- Ensure participants are connected to appropriate resources in the community to include mental health, education, training and employment, housing to ensure success in meeting individualized goals.

- Meet with the participants in Opportunity Youth Program at least weekly.

- Meets regularly with partner agencies and other service providers to determine barriers and ensure each participants' success.

- Provide and disseminate appropriate information and referral, advocacy as needed to meet participant goals across systems

- Coordinate appropriate crisis responses following violent community episodes.

- Be available and flexible to conduct home visits, work evenings and weekends on a "whatever it takes" approach to ensure client success and meet program needs.

- Resolve conflicts/ mediate between clients, families, other youth, & agencies.

- Maintain up-to-date computer/paper files for all participants; ensure files are accurate/ complete.

- Participates in staff development activities and staff meetings.

- Participate in Youth Resource Team meetings to inform what key coach/navigator activities and components of the program are required to expand to include additional youth and replication to other communities.

- Consistently evaluate and refine delivery of assertive case management services for pilot year.

- Perform other tasks as assigned.

EDUCATION/EXPERIENCE:

Graduation from an accredited College/University and at least 3 years' experience in working with an older youth population (ages 16-24 years). Master's degree may be substituted for 1 year experience.

KNOWLEDGE AND ABILITIES:

- Knowledge of vulnerable – opportunity youth ages 16-24 years and stages of human growth and development and family systems.

- Knowledge of motivational interviewing and crisis intervention techniques

- Knowledge of access to systems serving opportunity youth ages 16-24 years and their families.

- Knowledge of the Developmental Assets framework.

- Knowledge of Male Violence Prevention Approach (Jackson Katz).

- Knowledge of measurement tools to monitor outcomes and determine ongoing success to go to scale.

- Demonstrated ability to independently plan and schedule work.

- Demonstrated ability to assess participants' needs and formulate goals and objective.

- Demonstrated ability to effectively communicate verbally and in writing, set priorities; interact with others from a wide variety of cultural, racial, ethnic and linguistic backgrounds.

- Demonstrated ability to work with multiple agencies.

- Bi-cultural and bi-lingual Spanish speaking is highly desirable.