

AB#  
537979

15951-13

**SUPPORT SERVICES FOR RURAL HOMELESS YOUTH SUBGRANT**

**BETWEEN**

**THE NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF CHILDREN AND FAMILY SERVICES**

**AND**

**NEBRASKA CHILDREN AND FAMILIES FOUNDATION**

This subgrant is entered into by and between the Nebraska Department of Health and Human Services, **DIVISION OF CHILDREN AND FAMILY SERVICES** (hereinafter "DHHS"), and **NEBRASKA CHILDREN AND FAMILIES FOUNDATION** (hereinafter "Subrecipient").

|                 |                                  |  |   |
|-----------------|----------------------------------|--|---|
| CFDA Title & #: | <u>93.550</u>                    | Award Amount:  | <u>\$200,000.000</u>                                    |
| Award Name:     | <u>SSRHY Demonstration Grant</u> | Federal Agency:  | <u>Administration for<br/>Children and<br/>Families</u> |
| Issue Date:     | <u>9/6/12</u>                    | Federal Award Identifier #   | <u>90CX0037/04</u>                                      |
| Award Date:     | <u>9/30/12 - 9/29/13</u>         | This award is not for research and<br>does not include ARRA funds. |   |

**PURPOSE.** The purpose of this subgrant is for the provision of staffing and necessary administrative and programmatic supports to carry out the day-to-day work activities associated with implementation of the "Support Services for Rural Homeless Youth Grant" in the Western Service Area.

**I. PERIOD OF PERFORMANCE AND TERMINATION**

- A. **TERM.** This award is in effect from October 1, 2012 the effective date through September 30, 2013, the completion date.
- B. **TERMINATION.** This subgrant may be terminated at any time upon mutual written consent or by either party for any reason upon submission of written notice to the other party at least Thirty (30) days prior to the effective date of termination. DHHS may also terminate this subgrant in accord with the provisions designated "FUNDING AVAILABILITY" and "BREACH OF SUBGRANT." In the event either party terminates this subgrant, the Subrecipient shall provide to DHHS all work in progress, work completed, and materials provided by DHHS in connection with this subgrant immediately.

**II. AMOUNT OF SUBGRANT**

- A. **TOTAL SUBGRANT.** DHHS shall pay the Subrecipient a total amount, not to exceed \$200,000.00 (Two hundred thousand dollars) for costs as described in the Year 4 continuation budget and budget narrarrate (Attachment 3) for the activities specified herein.

- B. PAYMENT STRUCTURE. Payment shall be structured as follows:  
DHHS agrees to make quarterly payments per quarter for costs for the services specified herein and in accordance with the Year 4 Continuation budget and budget narrative (Attachment 3).

The quarterly payments will be made as follows:

1. The first quarter payment will be made in January 2013, contingent upon the submittal of an invoice and the receipt of an expenditure report for the time period of October 1, 2012 to December 31, 2012.
2. The second quarter payment will be made in April 2013, contingent upon the submittal of an invoice and an expenditure report for the time period of January 1, 2013 to March 31, 2013.
3. The third quarter payment will be made in July 2013, contingent upon submittal of an invoice and the semi-annual report for the time period of October 1, 2012 to March 31, 2013 and an expenditure report for the time period of April 1, 2013 to June 30, 2013.
4. The fourth quarter payment will be made in October 2013, contingent upon submittal of an invoice and an expenditure report for the time period of July 1, 2013 to September 30, 2013.

- C. BUDGET CHANGES. The Subrecipient is permitted to reassign funds from one line item to another line item within the approved budget. If funds are reassigned between line items, prior approval from DHHS is required for cumulative budget transfer requests for allowable costs, allocable to the subgrant exceeding five percent (5%) of the current total approved budget. Budget revision requests shall be submitted in writing to DHHS. DHHS will provide written notification of approval or disapproval of the request within thirty (30) days of its receipt.

### III. STATEMENT OF WORK

A. The Subrecipient shall:

1. Provide staffing, administrative and programmatic supports to carry out the day-to-day work activities associated with the Implementation of the Support Systems for Rural Homeless Youth grant.
  - a. Work closely and collaboratively with Community Action Program of Western Nebraska (CAPWN) to carry out activities identified in Attachment 3;
  - b. Recruit and engage other Local Supporting Partners serving rural homeless youth;
  - c. Ensure that youth have a voice throughout the grant period;
  - d. Facilitate the SSRHY Community Partnership Sub-Committee meetings and work with CAPWN and DHHS to provide feedback and evaluation;
  - e. Assure alignment with other initiatives of relevance to this project, including urban runaway and homeless youth and transitional living program plans and strategies underway (such as Project Everlast), the Families Matter Contractor in the Eastern Service Area, and Children's Bureau funded Independent Living Programs along with other positive youth development programming funded both publicly and privately in Nebraska for youth at-risk of homelessness, especially those aging out of foster care;
2. Collect and document all information necessary for preparation and submission of grant reports to the Administration for Children and Families;
3. Complete semi-annual progress reports and final program report as required by Administration for Children and Families;
4. Prepare continuation grant application for submission to the Administration for Children and Families;

5. Provide capacity building training and technical assistance to CAPWN and selected community partners;
6. Assist in leveraging private resources toward project activities and create linkages with private resources (philanthropy, community and family foundations, corporations, etc.) to support implementation of the plan;
7. Provide assistance to DHHS in meeting other conditions required by the Administration of Children and Families;
8. Conduct three (3) on-site monitoring visits;
9. Participate in local-state partners conference calls monthly or more frequently, if necessary;
10. Participate in the annual site visit and community meetings.

**B. Results Based Accountability**

DHHS will be using this contract/subgrant year (FY'13) to provide the foundation for Results Based Accountability for all the DHHS' contracts/subgrants. The goal is to use this FY to develop the points below so that when contracts/Subgrants are being prepared for FY'14, all the performance measures and reporting strategies are in place.

DHHS and the Subrecipient will:

1. Negotiate performance measures for outcomes that are aligned with our Child and Family Services Review Protocol;
2. Develop and adopt continuous improvement strategies for services performed and outlined in this subgrant;
3. Simplify and make efficient the performance reporting requirements;
4. Develop schedule for desk audit/field audit over the subgrant year; and
5. Develop regular feedback loop with Subrecipient for ideas to improve the system and discuss what DHHS and Subrecipient can do collaboratively to improve the overall system.

All 5 Results Based Accountability expectations will be completed no later than 60 days prior to the FY'14 renewal process.

**C. DHHS shall:**

1. Provide administrative oversight to assure the Sub-recipient adheres to all rules and regulations governing the program;
2. Submit accurate grant reports to the federal government in a timely manner, using information provided from both within DHHS and from the work of the Subrecipient and other grant partners, as appropriate;
3. Work in partnership with the Subrecipient to carry out grant activities;
4. Participate in Community Partnership Committee meetings that are convened, staffed, and facilitated by the Subrecipient;
5. Advise the Subrecipient of all relevant communications, rules, regulations, and the like, from the federal and state government that pertain to the successful administration of the program;
6. Meet monthly with the Subrecipient to review progress and monitor outcomes;
7. Participate in the annual site visit and community meetings;
8. Participate in and approve documents to be submitted to the federal government, assuring that it outlines specific approaches, strategies and activities to be employed in pursuing the goals of the grant.

## **IV. GENERAL TERMS AND ASSURANCES**

**A. ACCESS TO RECORDS AND AUDIT RESPONSIBILITIES.**

1. All Subrecipient books, records, and documents regardless of physical form, including data maintained in computer files or on magnetic, optical or other media, relating to work performed or monies received under this subgrant shall be subject to audit at any reasonable time upon the provision of reasonable notice by DHHS. Subrecipient shall maintain all records for three (3) years from the date of final payment, except records that fall under the provisions of the Health Insurance Portability and Accountability Act (HIPAA) shall be maintained for six (6) full years from the date of final payment. In addition to the foregoing retention periods, all records shall be maintained until all issues related to an audit, litigation or other action are resolved to the satisfaction of DHHS. The Subrecipient shall maintain its accounting records in accordance with generally accepted accounting principles. DHHS reserves and hereby exercises the right to require the Subrecipient to submit required financial reports on the accrual basis of accounting. If the Subrecipient's records are not normally kept on the accrual basis, the Subrecipient is not required to convert its accounting system but shall develop and submit in a timely manner such accrual information through an analysis of the documentation on hand (such as accounts payable).
  2. The Subrecipient shall provide DHHS any and all written communications received by the Subrecipient from an auditor related to Subrecipient's internal control over financial reporting requirements and communication with those charged with governance including those in compliance with or related to Statement of Auditing Standards (SAS) 112 *Communicating Internal Control related Matters Identified in an Audit* and SAS 114 *The Auditor's Communication with Those Charged With Governance*. The Subrecipient agrees to provide DHHS with a copy of all such written communications immediately upon receipt or instruct any auditor it employs to deliver copies of such written communications to DHHS at the same time copies are delivered to the Subrecipient, in which case the Subrecipient agrees to verify that DHHS has received a copy.
  3. The subrecipient shall immediately commence follow-up action on findings arising from audits or other forms of review. Follow-up action includes responding to those conducting such examinations with clear, complete views concerning the accuracy and appropriateness of the findings. If the finding is accepted, corrective action, such as repaying disallowed costs, making financial adjustments, or taking other actions should proceed and be completed as rapidly as possible. If the subrecipient disagrees, it should provide an explanation and specific reasons that demonstrate that the finding is not valid.
  4. In addition to, and in no way in limitation of any obligation in this subgrant, the Subrecipient shall be liable for audit exceptions, and shall return to DHHS all payments made under this subgrant for which an exception has been taken or which has been disallowed because of such an exception, upon demand from DHHS.
- B. AMENDMENT. This subgrant may be modified only by written amendment executed by both parties. No alteration or variation of the terms and conditions of this subgrant shall be valid unless made in writing and signed by the parties.
- C. ANTI-DISCRIMINATION. The Subrecipient shall comply with all applicable local, state and federal statutes and regulations regarding civil rights and equal opportunity employment, including Title VI of the Civil Rights Act of 1964; the Rehabilitation Act of 1973, Public Law 93-112; the Americans with Disabilities Act of 1990, Public Law 101-336; and the Nebraska Fair Employment Practice Act, NEB. REV. STAT. §§ 48-1101 to 48-1125. Violation of said statutes and regulations will constitute a material breach of this subgrant. The Subrecipient shall insert this provision into all subgrants and subcontracts.

- D. ASSIGNMENT. The Subrecipient shall not assign or transfer any interest, rights, or duties under this subgrant to any person, firm, or corporation without prior written consent of DHHS. In the absence of such written consent, any assignment or attempt to assign shall constitute a breach of this subgrant.
- E. ASSURANCE. If DHHS, in good faith, has reason to believe that the Subrecipient does not intend to, is unable to, has refused to, or discontinues performing material obligations under this subgrant, DHHS may demand in writing that the Subrecipient give a written assurance of intent to perform. Failure by the Subrecipient to provide written assurance within the number of days specified in the demand may, at DHHS's option, be the basis for terminating this subgrant.
- F. BREACH OF SUBGRANT. DHHS may immediately terminate this subgrant and agreement, in whole or in part, if the Subrecipient fails to perform its obligations under the subgrant in a timely and proper manner. DHHS may withhold payments and provide a written notice of default to the Subrecipient, allow the Subrecipient to correct a failure or breach of subgrant within a period of thirty (30) days or longer at DHHS's discretion considering the gravity and nature of the default. Said notice shall be delivered by Certified Mail, Return Receipt Requested or in person with proof of delivery. Allowing the Subrecipient time to correct a failure or breach of this subgrant does not waive DHHS's right to immediately terminate the subgrant for the same or different subgrant breach which may occur at a different time. DHHS may, at its discretion, obtain any services required to complete this subgrant and hold the Subrecipient liable for any excess cost caused by Subrecipient's default. This provision shall not preclude the pursuit of other remedies for breach of subgrant as allowed by law.
- G. CONFIDENTIALITY. Any and all confidential or proprietary information gathered in the performance of this subgrant, either independently or through DHHS, shall be held in the strictest confidence and shall be released to no one other than DHHS without the prior written authorization of DHHS, provided that contrary subgrant provisions set forth herein shall be deemed to be authorized exceptions to this general confidentiality provision. As required by United States Department of Health and Human Services (hereinafter "HHS") appropriations acts, all HHS recipients and DHHS Subrecipients must acknowledge Federal and DHHS funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal and DHHS funds. Recipients are required to state: (1) the percentage and dollar amounts of the total program or project costs financed with Federal and DHHS funds; and (2) the percentage and dollar amount of the total costs financed by nongovernmental sources. This provision shall survive termination of this subgrant.
- H. CONFLICTS OF INTEREST. In the performance of this subgrant, the Subrecipient shall avoid all conflicts of interest and all appearances of conflicts of interest. The Subrecipient shall immediately notify DHHS of any such instances encountered, so that other arrangements can be made to complete the work.
- I. COST PRINCIPLES AND AUDIT REQUIREMENTS. The Subrecipient shall follow the applicable cost principles set forth in OMB Circular A-87 for State, Local and Indian Tribe Governments; A-21 for Colleges and Universities; or A-122 for Non-Profit Organizations. Federal audit requirements are dependent on the total amount of federal funds expended by the Subrecipient, set in the table below and Attachment 1, Audit Requirement Certification. Audits must be prepared and issued by an independent certified public accountant licensed to practice. A copy of the annual audit is to be made electronically available or sent to:

| <b>Amount of annual federal expenditure</b>   | <b>Audit Type</b>                |
|---|----------------------------------|
| <i>\$100,000 to \$499,999</i>                 | <i>Financial Statement Audit</i> |
| <i>500,000 or more in federal expenditure</i> | <i>A-133 audit</i>               |

- J. DATA OWNERSHIP AND COPYRIGHT. Except as otherwise provided in the Federal Notice of Award, DHHS shall own the rights in data resulting from this project or program. The Subrecipient may copyright any of the copyrightable material and may patent any of the patentable products produced in conjunction with the performance required under this subgrant without written consent from DHHS. DHHS and any federal granting authority hereby reserve a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the copyrightable material for federal or state government purposes. This provision shall survive termination of this subgrant.
- K. DEBARMENT, SUSPENSION OR DECLARED INELIGIBLE. The Subrecipient certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- L. DOCUMENTS INCORPORATED BY REFERENCE. All references in this subgrant to laws, rules, regulations, guidelines, directives, and attachments which set forth standards and procedures to be followed by the Subrecipient in discharging its obligations under this subgrant shall be deemed incorporated by reference and made a part of this subgrant with the same force and effect as if set forth in full text, herein.
- M. DRUG-FREE WORKPLACE. Subrecipient agrees, in accordance with 41 USC §701 et al., to maintain a drug-free workplace by: (1) publishing a drug-free workplace statement; (2) establishing a drug-free awareness program; (3) taking actions concerning employees who are convicted of violating drug statutes in the workplace; and (4) in accordance with 2 CFR §180.230, identify all workplaces under its federal awards.
- N. FEDERAL FINANCIAL ASSISTANCE. The Subrecipient shall comply with all applicable provisions of 45 C.F.R. §§ 87.1-87.2. The Subrecipient certifies that it shall not use direct federal financial assistance to engage in inherently religious activities, such as worship, religious instruction, and/or proselytization.
- O. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT REPORTING. The Subrecipient shall complete the Subrecipient Reporting Worksheet, Attachment 2, sections B and C. The Subrecipient certifies the information is complete, true and accurate.
- P. FORCE MAJEURE. Neither party shall be liable for any costs or damages resulting from its inability to perform any of its obligations under this subgrant due to a natural disaster, or other similar event outside the control and not the fault of the affected party ("Force Majeure Event"). A Force Majeure Event shall not constitute a breach of this subgrant. The party so affected shall immediately give notice to the other party of the Force Majeure Event. Upon such notice, all obligations of the affected party under this subgrant which are reasonably related to the Force Majeure Event shall be suspended, and the affected party shall do everything reasonably necessary to resume performance as soon as possible. Labor disputes with the impacted party's own employees will not be considered a Force Majeure Event and will not suspend performance requirements under this subgrant.

- Q. FUNDING AVAILABILITY. DHHS may terminate the subgrant, in whole or in part, in the event funding is no longer available. Should funds not be appropriated, DHHS may terminate the award with respect to those payments for the fiscal years for which such funds are not appropriated. DHHS shall give the Subrecipient written notice thirty (30) days prior to the effective date of any termination. The Subrecipient shall be entitled to receive just and equitable compensation for any authorized work which has been satisfactorily completed as of the termination date. In no event, shall the Subrecipient be paid for a loss of anticipated profit.
- R. GRANT CLOSE-OUT. Upon completion or notice of termination of this grant, the following procedures shall apply for close-out of the subgrant:
1. The Subrecipient will not incur new obligations after the termination or completion of the subgrant, and shall cancel as many outstanding obligations as possible. DHHS shall give full credit to Subrecipient for the federal share of non-cancelable obligations properly incurred by Subrecipient prior to termination, and costs incurred on, or prior to, the termination or completion date.
  2. Subrecipient shall immediately return to DHHS any unobligated balance of cash advanced or shall manage such balance in accordance with DHHS instructions.
  3. Within a maximum of 90 days following the date of expiration or completion, Subrecipient shall submit all financial, performance, and related reports required by the Subrecipient Reporting Requirements. DHHS reserves the right to extend the due date for any report and may waive, in writing, any report it considers to be unnecessary.
  4. DHHS shall make any necessary adjustments upward or downward in the federal share of costs.
  5. The Subrecipient shall assist and cooperate in the orderly transition and transfer of subgrant activities and operations with the objective of preventing disruption of services.
  6. Close-out of this subgrant shall not affect the retention period for, or state or federal rights of access to, Subrecipient records, or Subrecipient's responsibilities regarding property or with respect to any program income for which Subrecipient is still accountable under this subgrant. If no final audit is conducted prior to close-out, DHHS reserves the right to disallow and recover an appropriate amount after fully considering any recommended disallowances resulting from an audit which may be conducted at a later time.
- S. GOVERNING LAW. The award shall be governed in all respects by the laws and statutes of the State of Nebraska. Any legal proceedings against DHHS or the State of Nebraska regarding this award shall be brought in Nebraska administrative or judicial forums as defined by Nebraska State law. The Subrecipient shall comply with all Nebraska statutory and regulatory law.
- T. HOLD HARMLESS.
1. The Subrecipient shall defend, indemnify, hold, and save harmless the State of Nebraska and its employees, volunteers, agents, and its elected and appointed officials ("the indemnified parties") from and against any and all claims, liens, demands, damages, liability, actions, causes of action, losses, judgments, costs, and expenses of every nature, including investigation costs and expenses, settlement costs, and attorney fees and expenses ("the claims"), sustained or asserted against the State of Nebraska,

arising out of, resulting from, or attributable to the willful misconduct, negligence, error, or omission of the Subrecipient, its employees, consultants, representatives, and agents, except to the extent such Subrecipient's liability is attenuated by any action of the State of Nebraska which directly and proximately contributed to the claims.

2. DHHS's liability is limited to the extent provided by the Nebraska Tort Claims Act, the Nebraska Contract Claims Act, the Nebraska Miscellaneous Claims Act, and any other applicable provisions of law. DHHS does not assume liability for the action of its Subrecipients.
- U. INDEPENDENT ENTITY. The Subrecipient is an Independent Entity and neither it nor any of its employees shall, for any purpose, be deemed employees of DHHS. The Subrecipient shall employ and direct such personnel, as it requires, to perform its obligations under this subgrant, exercise full authority over its personnel, and comply with all workers' compensation, employer's liability and other federal, state, county, and municipal laws, ordinances, rules and regulations required of an employer providing services as contemplated by this subgrant.
- V. REIMBURSEMENT REQUEST. Requests for payments submitted by the Subrecipient shall contain sufficient detail to support payment. Any terms and conditions included in the Subrecipient's request shall be deemed to be solely for the convenience of the parties.
- W. INTEGRATION. This written subgrant represents the entire agreement between the parties, and any prior or contemporaneous representations, promises, or statements by the parties, that are not incorporated herein, shall not serve to vary or contradict the terms set forth in this subgrant.
- X. LOBBYING.
1. Subrecipient certifies that no Federal appropriated funds shall be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this award for: (a) the awarding of any Federal agreement; (b) the making of any Federal grant; (c) the entering into of any cooperative agreement; and (d) the extension, continuation, renewal, amendment, or modification of any Federal agreement, grant, loan, or cooperative agreement.
  2. If any funds, other than Federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence: an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this subgrant, the Subrecipient shall complete and submit Federal Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- Y. NEBRASKA NONRESIDENT INCOME TAX WITHHOLDING. Subrecipient acknowledges that Nebraska law requires DHHS to withhold Nebraska income tax if payments for personal services are made in excess of six hundred dollars (\$600) to any Subrecipient who is not domiciled in Nebraska or has not maintained a permanent place of business or residence in Nebraska for a period of at least six months. This provision applies to: individuals; to a corporation, if 80% or more of the voting stock of the corporation is held by the shareholders who are performing personal services, and to a partnership or limited liability company, if 80% or more of the capital interest or profits interest of the partnership or limited liability company is held by the partners or members who are performing personal services.

The parties agree, when applicable, to properly complete the Nebraska Department of Revenue Nebraska Withholding Certificate for Nonresident Individuals Form W-4NA or its successor. The form is available at:

[http://www.revenue.ne.gov/tax/current/f\\_w-4na.pdf](http://www.revenue.ne.gov/tax/current/f_w-4na.pdf) or  
[http://www.revenue.ne.gov/tax/current/fill-in/f\\_w-4na.pdf](http://www.revenue.ne.gov/tax/current/fill-in/f_w-4na.pdf)

- Z. **NEBRASKA TECHNOLOGY ACCESS STANDARDS.** The Subrecipient shall review the Nebraska Technology Access Standards, found at <http://www.nitc.state.ne.us/standards/accessibility/tacfinal.html> and ensure that products and/or services provided under the subgrant comply with the applicable standards. In the event such standards change during the Subrecipient's performance, the State may create an amendment to the subgrant to request that Subrecipient comply with the changed standard at a cost mutually acceptable to the parties.
- AA. **NEW EMPLOYEE WORK ELIGIBILITY STATUS.** The Subrecipient shall use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. § 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.
- If the Subrecipient is an individual or sole proprietorship, the following applies:
1. The Subrecipient must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at [www.das.state.ne.us](http://www.das.state.ne.us).
  2. If the Subrecipient indicates on such attestation form that he or she is a qualified alien, the Subrecipient agrees to provide the U.S. Citizenship and Immigration Services documentation required to verify the Subrecipient's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
  3. The Subrecipient understands and agrees that lawful presence in the United States is required and the Subrecipient may be disqualified or the subgrant terminated if such lawful presence cannot be verified as required by NEB. REV. STAT. § 4-108.
- BB. **PUBLICATIONS.** Subrecipient agrees that all publications that result from work under this subgrant will acknowledge that the project was supported by "Grant No. XXXX" under a subgrant from "Federal Agency" and DHHS.
- CC. **PROGRAMMATIC CHANGES.** The Subrecipient shall request in writing to DHHS for approval of programmatic changes. DHHS shall approve or disapprove in whole or in part in writing within thirty (30) days of receipt of such request.
- DD. **PROMPT PAYMENT.** Payment shall be made in conjunction with the State of Nebraska Prompt Payment Act, NEB. REV. STAT. §§ 81-2401 through 81-2408. Unless otherwise provided herein, payment shall be made by electronic means.

Automated Clearing House (ACH) Enrollment Form Requirements for Payment.

The Subrecipient shall complete and sign the State of Nebraska ACH Enrollment Form and obtain the necessary information and signatures from their financial institution. The

completed form must be submitted before payments to the Subrecipient can be made.  
Download ACH Form:  
[http://www.das.state.ne.us/accounting/nis/address\\_book\\_info.htm](http://www.das.state.ne.us/accounting/nis/address_book_info.htm)

- EE. PUBLIC COUNSEL. In the event Subrecipient provides health and human services to individuals on behalf of DHHS under the terms of this award, Subrecipient shall submit to the jurisdiction of the Public Counsel under NEB. REV. STAT. §§ 81-8,240 through 81-8,254 with respect to the provision of services under this subgrant. This clause shall not apply to subgrants between DHHS and long-term care facilities subject to the jurisdiction of the state long-term care ombudsman pursuant to the Long-Term Care Ombudsman Act.
- FF. RESEARCH. The Subrecipient shall not engage in research utilizing the information obtained through the performance of this subgrant without the express written consent of DHHS. The term "research" shall mean the investigation, analysis, or review of information, other than aggregate statistical information, which is used for purposes unconnected with this subgrant.
- GG. SEVERABILITY. If any term or condition of this subgrant is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this subgrant did not contain the particular provision held to be invalid.
- HH. SMOKE FREE. Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable Federal funds in Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. By signing, the Subrecipient certifies that the Subrecipient will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.
- II. SUBRECIPIENTS OR SUBCONTRACTORS. The Subrecipient shall not subgrant or subcontract any portion of this award without prior written consent of DHHS. The Subrecipient shall ensure that all subcontractors and subrecipients comply with all requirements of this subgrant and applicable federal, state, county and municipal laws, ordinances, rules and regulations.
- JJ. TIME IS OF THE ESSENCE. Time is of the essence in this subgrant. The acceptance of late performance with or without objection or reservation by DHHS shall not waive any rights of DHHS nor constitute a waiver of the requirement of timely performance of any obligations on the part of the Subrecipient remaining.

NOTICES. Notices shall be in writing and shall be effective upon receipt. Written notices, including all reports and other written communications required by this subgrant shall be sent to the following addresses:

FOR DHHS:

Deanna Brakhage  
NE Department of Health & Human Services  
PO Box 95026  
Lincoln, NE 68509-5026  
402-471-9331

FOR SUBRECIPIENT:

Jennifer Skala  
Nebraska Children and Families Foundation  
215 Centennial Mall South, Suite 200  
Lincoln, NE 68508  
402-476-9401

**IN WITNESS THEREOF**, the parties have duly executed this subgrant hereto, and each party acknowledges the receipt of a duly executed copy of this subgrant with original signatures.

FOR DHHS:

  
\_\_\_\_\_  
Thomas D. Pristow, MSW, ACSW  
Director  
Division of Children and Family Services

DATE: 12/21/12

FOR SUBRECIPIENT:

  
\_\_\_\_\_  
Mary Jo Pankoke  
Executive Director  
Nebraska Children & Families Foundation

DATE: 12/14/12

**NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF CHILDREN AND FAMILY SERVICES  
AUDIT REQUIREMENT CERTIFICATION**

*Subrecipients and certain contractors receiving funds from the Nebraska Department of Health and Human Services are required to complete this document. Reference to the Office of Management and Budget Circular A-133, Audits of States, Local Governments and Non-Profit Organizations, in this document is "Circular A-133".*

**Grant Name** *Support Services for Rural Homeless Youth* **Grant #90CX0037/04**

**CFDA\* #93.550**

\*(Catalog of Federal Domestic Assistance)

**Contractor's Name** Nebraska Children and Families Foundation

**Address:** 201 Centennial Mall South, Suite 200

**City:** Lincoln **State:** NE **Zip Code:** 68508

**Federal Tax Identification Number (FTIN)** 91-1829974

**Contractor's Fiscal Year** 10-1, 2012 to 9-30, 2013\_\_\_

All written communications from the Certified Public Accountant (CPA) engaged under #1 or #2 below, given to the contractor related to Statement of Auditing Standards (SAS) 112 *Communicating Internal Control related Matters Identified in an Audit* and SAS 114 *The Auditor's Communication with Those Charged With Governance* and any additional reports issued by the auditor as a result of this engagement must be provided to the DHHS immediately upon receipt, unless the Subrecipient or contractor has directed the CPA to provide the copy directly to the DHHS and has verified this has occurred.

Check either 1 or 2

1. \_\_\_ As the subrecipient or contractor named above, we expect to expend less than \$500,000 from all Federal Financial Assistance sources, not just the grant named above, and including commodities in our current fiscal year. Therefore, we are not subject to the audit requirements of Circular A-133.

We are, however, responsible for engaging a licensed Certified Public Accountant (CPA) to conduct an audit of our organization's financial statements if we have total federal expenditures over \$100,000. We acknowledge the audit must be completed no later than nine months after the end of our organization's current fiscal year. A copy of the report must be submitted to DHHS address as shown below within the earlier of 30 days after receipt of the auditor's report(s), or nine months after the end of the audit period.

2. X As the subrecipient or contractor named above, we expect to expend \$500,000 or more from all Federal Financial Assistance sources, not just the grant named above, and including commodities in our current fiscal year. Therefore, we are subject to the single audit requirements of Circular A-133.

We will engage a licensed Certified Public Accountant to conduct and prepare the audit of our organization's financial statements and components of the single audit pertaining to those financial statements. We acknowledge the audit must be completed no later than nine months after the end of our current fiscal year.

We further acknowledge, that a single audit performed in accordance with Circular A-133 must be submitted to the Federal Audit Clearinghouse. The reporting package, as evidence the audit was completed must contain:

- financial statements,
- a schedule of Expenditure of Federal Awards,
- a Summary Schedule of Prior Audit Findings (if applicable),
- a corrective action plan (if applicable) and
- the auditor's report(s) which includes an opinion upon financial statements and Schedule of Expenditures of Federal Awards, a report of internal control, a report of compliance and a Schedule of Findings and Questioned Costs.

We further acknowledge the auditor and this contractor or subrecipient must complete and submit with the reporting package a *Data Collection Form for Reporting on Audits of States, Local Governments and Non-Profit Organizations (SF-SAC)*.

We further acknowledge a copy of the contractor's financial statements, auditor's report and SF-SAC must be submitted, at the time these documents are submitted to the Federal Audit Clearinghouse, to:

Nebraska Department of Health and Human Services  
Financial Services  
Grants and Cost Management  
P.O. Box 95026  
Lincoln, NE 68509-5026

The foregoing submissions must be made within the earlier of 30 days after receipt of the auditor's report(s), or nine months after the end of the audit period.

## Subrecipient Reporting Worksheet

### Section A – Federal Award Information

Federal Award Identifier Number (FAIN) 90CX0037/04

Federal Awarding Agency Name Administration for Children and Families

Award Date 9/6/12

CFDA Program Number 93.550

Total Federal Funding Amount \$200,000.00 Subgrant Amount From This Award: \$200,000.00

*\*See instructions if the subgrant is funded from more than one funding source*

### Section B – Subrecipient Information

Subrecipient DUNS 054564435

Subrecipient Name Nebraska Children and Families Foundation

Subrecipient Address: Street 215 Centennial Mall South, Suite 200

City Lincoln State NE

Country USA Zip Code + 4 68508-1813

Congressional District 1

Amount of Subgrant \$ 200,000.00 Subgrant Date 10/1/12-9/30/13

Subrecipient Principal City \_\_\_\_\_ State \_\_\_\_\_

Place of Performance: Country \_\_\_\_\_ Zip Code + 4 \_\_\_\_\_

Congressional District \_\_\_\_\_

Subgrant Number \_\_\_\_\_ (Will be completed by Support Services)

Subgrant Project Description This program allows states to establish a state and community partnership with youth and youth-serving organizations to plan and implement strategies that will strengthen the design and delivery of services to runaway and homeless youth in Transitional Living Programs (TLP), as well as to homeless youth aging out of the Nebraska child welfare system and into Independent Living Programs (ILP).

**Section C – Officer Compensation**

1. In your business or organization’s previous fiscal year, did your business organization (including parent organization, all branches, and all affiliates worldwide) receive 80% or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements AND \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

Yes – answer Question 2

X  No – not required to provide officer compensation

2. Does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Yes – not required to provide officer compensation

No – provide the names and total compensation of the five most highly compensated officers of the entity below

|    |      |              |
|----|------|--------------|
| 1. |      | \$ _____     |
|    | Name | Compensation |
| 2. |      | \$ _____     |
|    | Name | Compensation |
| 3. |      | \$ _____     |
|    | Name | Compensation |
| 4. |      | \$ _____     |
|    | Name | Compensation |
| 5. |      | \$ _____     |
|    | Name | Compensation |

**Section A – Federal Award Information (Continuation)**

*Use this page only if the subgrant is being funded by multiple sources (multiple federal grants or a combination of federal and state funds)*

|  |   |
|--|---|
| Federal Award Identifier Number (FAIN) _____ |   |
| Federal Awarding Agency Name _____           | Award Date _____                          |
| CFDA Program Number _____                    | Subgrant Amount From This Award: \$ _____ |
| Total Federal Funding Amount \$ _____        |   |

|  |   |
|--|---|
| Federal Award Identifier Number (FAIN) _____ |   |
| Federal Awarding Agency Name _____           | Award Date _____                          |
| CFDA Program Number _____                    | Subgrant Amount From This Award: \$ _____ |
| Total Federal Funding Amount \$ _____        |   |

|  |   |
|--|---|
| Federal Award Identifier Number (FAIN) _____ |   |
| Federal Awarding Agency Name _____           | Award Date _____                          |
| CFDA Program Number _____                    | Subgrant Amount From This Award: \$ _____ |
| Total Federal Funding Amount \$ _____        |   |

|  |                     |                                |
|--|---------------------|--------------------------------|
| Amount funded from Federal Grants      | <u>\$200,000.00</u> | total of grants in Section A   |
| Amount funded from State General Funds | \$ _____            |                                |
| Amount funded from State Cash Funds    | \$ _____            |                                |
| Amount funded from Federal Cash Funds  | \$ _____            | fed sources other than grants  |
| Total amount funded from all sources   | <u>\$200,000.00</u> | should equal total of subgrant |

**DETAILED BUDGET AND JUSTIFICATION – 2012 - 2013**Object Class Category A: Personnel**Personnel: \$ 6,635**

Project Director, Shirley Pickens-White: Salary for .10 FTE = \$4,915. The Director holds primary responsibility for day-to-day oversight of the project. Assuring that timelines for accomplishing tasks for the project are met, managing the contract with the Nebraska Children and Families Foundation for project coordination of this initiative. The Director will assure federal guidelines are met, be the primary contact with ACF-FYSB and keep DHHS Administration informed. The Project Director is the Program Coordinator assigned to Transitional and Independent Living Services for Youth, and works in the Division of Children and Family Services, Policy Section, Child Welfare Unit.

Object Class Category B: Fringe Benefits

Fringe benefits are calculated at the agency standard of 35% of employee salary. The total match provided is valued at \$1,720.

Object Class Category C: Travel

Costs covered by delegate agency.

Object Class Category D: Equipment – Not ApplicableObject Class Category E: Supplies

Costs covered by delegate agency.

Object Class Category F: Contractual

DHHS will contract with the Nebraska Children and Families Foundation to provide overall project coordination. This will include developing a leadership team, coordination of meeting times and locations, facilitation of state and local planning meetings, drafting applications and reports, developing the plan, monitoring all sub-contracts, including the selected facilitators, local coordinator and program support, management of work teams, monitoring work plan, evaluation and budget, etc.

**Contractual Budget:****Personnel: \$ \$61,400**

Project Officer, Jennifer Skala. The Project Coordinator will advise the RHY project on issues related to the children and youth in Nebraska's foster care system. The Coordinator will continue to spend time building relationships with RHY target area service providers that are working to address needs of foster youth and help to strengthen the foster care system in the Scottsbluff area by engaging the voice of foster youth through the Nebraska Foster Youth Initiative programs, such as the NE Foster Youth Council, Chafee Independent Living Service Providers, Omaha Independent Living Plan, etc. The Coordinator will serve as liaison with the NE Foster Youth Councils, State and Community partners and other stakeholders working to improve Nebraska's system of care. The Coordinator will work statewide in the coordination and oversight of SSRHY Grant and national partnerships and connection to state level connectivity partners.

Consultant/Coordinator, Joan Frances: Ms. Frances will be the primary contact person in the coordinating position in Scottsbluff. As the Coordinator, she will provide services to include, but not limited to: assist the State-Local Collaboration partners with community organizing, planning, evaluation and resource coordination activities; facilitate meetings; coordinate training and education components. Ms. Frances will coordinate and facilitate the RHY Community Partnership Committee meetings and advisory contributions to the Demonstration Project. The position will work with the LCP communities of Scottsbluff, Chadron and Gering.

Local Evaluator (TBD) – the local evaluator will develop an evaluation plan, tools and measures for the SSRHY demonstration project to understand impact and sustainability.

Finance Director, Katy Cantrell: Ms. Cantrell will oversee the fiscal responsibilities associated with the contract from DHHS and will also manage the Contract between NCFE and CAPWN. As such, she will track all receipts and disbursements, payroll, contractual obligations and fringe benefits administration. She will assure that the annual audit is completed and will also assure that all financial reports to the funding source and to and from partners are completed in an accurate and timely manner.

Marketing and Communication Director, Christy Rasmussen: Mrs. Rasmussen will contribute 10% of her time to development of best practice materials related to the transitional and homeless youth population in rural areas. She will assist the local demonstration project in customizing marketing materials for rural communities to build awareness and partnerships in order to create a system for youth in care to successful transition to adulthood.

Omaha ILP Director, Rosey Higgs (In -Kind): Ms. Higgs will serve as an advisor to the RHY Planning process based on her experience with the Omaha Independent Living Planning process and her knowledge of the support services and systems of care involving at-risk young people across Nebraska. She will provide technical assistance and consultation to the RHY Community Partnership Committee, NCFE staff, and the RHY Community Coordinator. Her time is being contributed as in-kind to the Demonstration Grant.

| NCFE Services  | % FTE | \$ Total Amount | Grant Funds | Match |
|--|-------|-----------------|-------------|-------|
| Project Coordinator:<br>- Vice President of Community Impact<br>(Jennifer Skala)       | 0.30  | \$19,167        | \$19,167    | \$0   |
| RHY Community Coordinator:<br>- Community/Youth Advisor in Community<br>(Joan Frances) | 0.50  | \$22,382        | \$22,382    | \$0   |
| Evaluation:<br>- Local Evaluator<br>(TBD)  | 0.25  | \$10,000        | \$10,000    | \$0   |
| Marketing/Communications:<br>- Associate VP Marketing<br>(Christy Rasmussen)           | 0.10  | \$6,820         | \$6,820     | \$0   |

|   |             |                 |                 |                |
|---|-------------|-----------------|-----------------|----------------|
| Finance:                                    | 0.05        | \$3,031         | \$3,031         | \$0            |
| - Accounting Manager<br>(Katy Cantrell)     |             |                 |                 |                |
| Project Everlast Omaha Director:            | 0.10        | \$6,783         | \$0             | \$6,783        |
| (Rosey Higgs)                               |             |                 |                 |                |
| <b>Total Personnel (including benefits)</b> | <b>1.30</b> | <b>\$68,183</b> | <b>\$61,400</b> | <b>\$6,783</b> |

Fringe benefits are calculated at the agency standard of 23% of employee salary. The NCFE fringe benefits rate averages 23% of salaries. The benefits rate varies by staff participation in Health/Dental/Life and Retirement programs. FICA is calculated at 7.65%, Worker's Compensation Insurance at 2.5%, Health/Dental/Life Insurance at 7.2%, and Retirement at 4.25%. NCFE offers staff a generous benefits package, which helps to recruit and retain the highest quality personnel. Benefits are included in the figures above.

**Travel Costs: \$10,000**

Travel costs include national and local costs. Federal GSA per diem rates and personal vehicle mileage reimbursement rates are used.

1. Staff In-State: Funds will be used to reimburse NCFE and other partners for travel to and from Lincoln and Scottsbluff to attend meetings, site visits, etc. General Services Administration (GSA) mileage reimbursement of \$.50 is being applied. 8,000 miles in a year x .50 = \$4,000
2. Annual Grantee Meeting: Funds are requested for three adults and two youth to attend the annual meeting. An amount of \$6,000 or \$1,500 x 4 is requested.

**Sub-Contracts to Local Partners: \$ 128,600**

Local Consultant: This position will work with the LCP (CAPWN) to expand NFYC-Scottsbluff Chapter eligibility, opportunities, partnerships and resources to TLP youth and other local youth with homeless experience. Examples of opportunities, resources and partnerships include, youth self-advocacy training, leadership opportunities, peer to peer support, education partnership with Western Nebraska Community College, partnership with faith community supports and resources.

TOTAL = \$10,000 to Panhandle Partnership

Sub-Grant from NCFE to CAPWN: For staff participation in RHY Community Partnership Committee and sub-groups, staff participation in building organizational, systemic and professional capacity development opportunities, completion of the Environmental Scan, participate in process and program evaluation and resource sustainability planning, assistance in implementing the Implementation Plan, cultivating community connectivity partners, support of youth leadership activities through expansion of Project Everlast Youth Council to target population and work to expand TLP services to the target population.

TOTAL=\$118,600

Category G: Construction – Not Applicable

Object Class Category H: Other – Not Applicable

Object Class Category I: Total Direct Costs

**Budget Summary:**

| <b>Budget</b>             |                      |                      |                                    |
|---------------------------|----------------------|----------------------|------------------------------------|
|                           | <b>Project Total</b> | <b>Federal Funds</b> | <b>Cash or In-Kind Match Total</b> |
| <b>Personnel - Salary</b> | \$4,915              | 0                    | \$4,915                            |
| <b>Fringe Benefits</b>    | \$1,720              | 0                    | \$1,720                            |
| <b>Travel</b>             | 0                    | 0                    | 0                                  |
| <b>Equipment</b>          | 0                    | 0                    | 0                                  |
| <b>Supplies</b>           | 0                    | 0                    | 0                                  |
| <b>Contractual</b>        | \$228,317            | \$200,000            | \$28,317                           |
| <b>Other</b>              | 0                    | 0                    | 0                                  |
| <b>Total Direct Cost</b>  | \$234,952            | \$200,000            | \$34,952                           |

Object Class Category J: Indirect Costs – Not Applicable

Object Class Category K: Totals

|  | <b>Year Two</b>  |
|--|------------------|
| <b>Federal Direct</b>                    | <b>\$200,000</b> |
| <b>Federal Indirect</b>                  | <b>0</b>         |
| <b>State &amp; Private Funding Match</b> | <b>\$34,952</b>  |
| <b>Total Budget Amount</b>               | <b>\$234,952</b> |

Sherwood Foundation Private Match: This private match is a cash match made to NCFE to apply to project staff time and activities as needed to fulfill the scope of work.

TOTAL=\$22,000

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| Quarter   | Objectives/Activities  | Responsible Organization                | Evaluation Tool   |
|---|--|---|---|
| <b>Goal 1 (Encourage collaboration among the States, local CBOs and communities) – Objectives -Outcomes</b>   |  |   |   |
|   | <b>Year 4 Objective 1:</b> October 1 and ongoing, continue to partner with existing community collaborative focused on improving youth outcomes through:<br>a) Integration and expansion of systems of care for ILP and TLP<br>b) Expansion current TLP Services to target youth currently not accessing services<br>c) Assessment of community resources to support the five connectivity goals and recommend additions where needed;<br>d) Sustainability planning<br>e) Youth Leadership Institute Development<br>f) Process evaluation.<br>g) Identification of Policies and Practices which impact Rural Homeless Youth | CAPWN<br>NCFE<br>DHHS<br>Local Partners | Meeting Minutes<br>Partner Surveys<br>Service Array Assessment for RHY<br>Youth Leadership Curriculum |
|   | <b>Year 4 Objective 2:</b> After October 1, the SSRHY partners will hold update conference calls on a monthly basis, quarterly policy development calls with local and state partners, and participate in monthly national calls to impact the original 16 identified policies and additional policies added by sub-committee.   | NCFE<br>DHHS<br>CAPWN                   | Conference Call notes with local, state and national partners.<br>Recorded actions on Policies        |
|   | <b>Year 4 Objective 3:</b> Between October 1 and September 30 hold a minimum of three state and local partner site visits in the Panhandle.  | NCFE<br>DHHS                            | Site Visit Itineraries and Notes.   |
| <b>Goal 2 (Promote and facilitate communication and cooperation between state and local Community-Based Organizations that address needs of :PSRRHY)– Objectives – Outcomes</b> |  |   |   |
|   | <b>Year 4 Objective 1:</b> Beginning October 1 and ongoing thereafter, provide, or partner to provide, scheduled opportunities for building organizational, systemic, and professional knowledge and capacity to apply best practices,   | NCFE<br>DHHS<br>CAPWN                   | Monthly Older Youth SOC meetings minutes and work products  |

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|   |  |   |  |
|---|--|---|--|
|   | proven programs, and effective policies in the provision of housing and supportive services for rural youth in transitional and independent living programs.   | PPHHS                                   | Evaluations of Organizational and Systemic Trainings Provided<br>Reports from Trainings Attended<br>Evaluations of Applications of new Best Practices and Policies |
|   | <b>Year 4 Objective 2:</b> October 1 and ongoing, continue to partner with existing community collaborative focused on improving youth outcomes through:<br>a) Integration and expansion of systems of care for ILP and TLP<br>b) Expansion current TLP Services to target youth currently not accessing services<br>c) Assessment of community resources to support the five connectivity goals and recommend additions where needed;<br>d) Sustainability planning<br>e) Youth Leadership Institute Development<br>f) Process evaluation.<br>g) Identification of Policies and Practices which impact Rural Homeless Youth | CAPWN<br>NCCF<br>DHHS<br>Local Partners | Meeting Minutes<br>Partner Surveys<br>Service Array Assessment for RHY<br>Youth Leadership Curriculum  |
|   | <b>Year 4 Objective 3:</b> After October 1, the SSRHY partners will hold update conference calls on a monthly basis, quarterly policy development calls with local and state partners, and participate in monthly national calls to impact the original 16 identified policies and additional policies added by sub-committee.   | NCCF<br>DHHS<br>CAPWN                   | Conference Call notes with local, state and national partners.<br>Recorded actions on Policies   |
|   | <b>Year 4 Objective 4:</b> Between October 1 and September 30 hold a minimum of three state and local partner site visits in the Panhandle.  | NCCF<br>DHHS                            | Site Visit Itineraries and Notes.  |
| <b>Goal 3 (Encourage an ongoing community presence and participation in the planning and execution of PYD strategies) – Objectives – Outcomes</b> |  |   |  |
|   | <b>Year 4 Objective 1:</b> By May 30 complete a follow-up youth assessment and   | CAPWN                                   | Process Design in Writing  |

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|   |   |  |   |
|---|---|--|---|
|   | utilize existing assessments and evaluations to determine the success and impact of the SSRHY Grant and determine of resources, protective factors and unmet needs in rural areas among: a) youth age 16-21 participating in rural TLP and ILP services; b) current TLP and ILP program staff and other rural youth-serving organizations in candidate LCP communities; and c) SSRHY partnerships, to determine its current collaborative infrastructure and youth service system strengths and capacity building needs.        | NCFE   | Written Report<br>Attendance Lists (Youth)<br>Leader Lists<br>(Youth and Adults )<br>Monthly Older Youth SOC meetings minutes and work products.<br>PPHHS membership meetings |
|   | <b>Year 4 Objective 2:</b> Beginning October 1, CAPWN will collaborate with regional partners and the Western Nebraska Community College (WNCC) Training Academy to develop and implement a Youth Leadership Institute which promotes PYD including:<br>a) Agreed upon curriculum<br>b) Training Programs for Community based youth leaders<br>c) Certificates of completion from WNCC<br>d) Linkages with adult engagement in Healthy Communities Healthy Youth (HCHY)<br>e) Review inclusion of Youth As Facilitative Leaders | WNCC<br>PPHHS Training Academy<br>CAPWN<br>Project Everlast<br>TLP - YAB | Youth Leadership Institute<br>Meeting notes<br>Draft Curriculum<br>Certificate Requirements<br>Written linkages with HCHY   |
|   | <b>YEAR 4 Objective 3</b><br>Engagement of community partners in the ongoing assessment and planning of youth services per <i>Goal 1 Objective1.</i>  | CAPWN<br>PPHHS   | List of attendees and meeting notes.<br>Attendance at related regional planning as per notes  |
| <b>Goal 4 (Energize local constituencies around PYD for RRHY) – Objectives – Outcomes</b> |   |  |   |
|   | <b>Year 4 Objective 1:</b> Beginning October 1, maintain and enhance a collaborative regional youth leadership team for SSRHY, PALS and Project Everlast youth.<br>a) Planning and implementing Leadership Camp<br>b) Planning and Implementing Service Learning Projects   | CAPWN<br>TLP-YAB<br>PALS<br>Project Everlast<br>NCFE                     | Team Roster and Attendance Lists<br>Meeting Notes<br>Youth Evaluation   |

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|   |  |   |   |
|---|--|---|---|
|   | c) Planning regional follow up assessment  |   |   |
|   | <b>Year 4 Objective2:</b> Beginning October 1, develop a Youth Leadership Institute with partners which promotes and enhances understanding and application of PYD principals.   | CAPWN<br>PPHHS<br>WNCC                  | Youth and Adult Participant List<br>Core Curriculum<br>Delivery Model                                 |
|   | <b>Year 4 Objective 3:</b> October 1 and ongoing, continue to partner with existing community collaborative focused on improving youth outcomes through:<br>a) Integration and expansion of systems of care for ILP and TLP<br>b) Expansion current TLP Services to target youth currently not accessing services<br>c) Assessment of community resources to support the five connectivity goals and recommend additions where needed;<br>d) Sustainability planning<br>e) Youth Leadership Institute Development<br>f) Process evaluation.<br>g) Identification of Policies and Practices which impact Rural Homeless Youth | CAPWN<br>NCFF<br>DHHS<br>Local Partners | Meeting Minutes<br>Partner Surveys<br>Service Array Assessment for RHY<br>Youth Leadership Curriculum |
| <b>Goal 5 (Connect Service Delivery through Survival Support Services, Community, and Education/Employment) – Objectives – Outcomes</b> |  |   |   |
|   | <b>Year 4 Objective 1:</b> October 1 and ongoing, continue to partner with existing community collaborative focused on improving youth outcomes through:<br>a) Integration and expansion of systems of care for ILP and TLP<br>b) Expansion current TLP Services to target youth currently not accessing services<br>c) Assessment of community resources to support the five connectivity goals and recommend additions where needed;<br>d) Sustainability planning<br>e) Youth Leadership Institute Development  | CAPWN<br>NCFF<br>DHHS<br>Local Partners | Meeting Minutes<br>Partner Surveys<br>Service Array Assessment for RHY<br>Youth Leadership Curriculum |

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|   |  |  |  |
|---|--|--|--|
|   | f) Process evaluation.<br>g) Identification of Policies and Practices which impact Rural Homeless Youth  |  |  |
|   | <b>Year 4 Objective 2:</b> Beginning October 1, CAPWN will expand the number of youth receiving extended support services, with or without housing, through expanded access to SSRHY in Chadron, Alliance, Sidney and Scottsbluff.   | CAPWN  | 2011 Baseline for housed SSRHY : 26<br>Supported Housing<br>Brief Contact Form<br>Turn- Aways<br>Wait Lists<br>Break down by County:   |
|   | <b>Year 2 Objective 3:</b> October 1, and ongoing, CAPWN will implement All About YOUth initiative to provide support and resources to target youth and assess program outcomes.   | CAPWN<br>NCFF<br>TLP-YAB<br>Project Everlast                 | # of Youth in All About YOUth billed to SSRHY<br>Type and # Services provided<br>Youth Evaluations of Services   |
| <i>Survival Support Services: Case managed connections to stabilize youth in housing and in service fields of: Healthcare, Substance Abuse, and/or Mental Health.</i> |  |  |  |
|   | <b>Expanded Support Services</b><br>1. Hire, Train and retain Peer Navigators for increased youth supports as a pilot in Scottsbluff County.<br>2. Enter into contract with Chadron Native American Center (CNAC) to provide supportive services and connectivity for youth in Chadron and Alliance.                                 | CAPWN  | # of Peer Navigators Hired, Trained Retained.<br>Evaluations from Youth<br>Evaluations with Peer Navigators<br>Contract with CNAC<br>Evaluation by Youth<br>Evaluation with CNAC |
|   | <b>Physical and Behavioral Health:</b><br>1. Complete Service Array Assessment and prioritize developmental goals for older youth.<br>2. Increase awareness of and access to current community resources for health care amongst SSRHY participants (including Panhandle Mental Health Center, CAPWN Clinic, MAP/340 B Plan, etc...) | CAPWN<br>NCFF<br>TLP-YAB<br>Project Everlast-<br>Scottsbluff | <ul style="list-style-type: none"> <li>• # of self assessments</li> <li>• # of referrals to providers</li> <li>• # of contacts (numbers of times youth visit</li> </ul>          |

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|  |   |  |   |
|--|---|--|---|
|  | <ol style="list-style-type: none"> <li>3. Partner with current community resources to provide seamless access for health services.</li> <li>4. Create Peer Navigator position to assist youth in accessing needed physical and behavioral health services</li> <li>5. Through Leadership Council and in partnership with the community create a plan to raise awareness of youth mental health issues and create community sensitivity to the issues</li> <li>6. Provide youth access to community resources through the Scottsbluff County 1184 Team Resource Guide, 211, and Answers4Families.org for all four target communities</li> </ol>  |  | <p>provider)</p> <ul style="list-style-type: none"> <li>• Number of youth reporting that they know how to access community resources in exit interview/survey</li> <li>• Pre post survey</li> <li>• Utilization surveys</li> </ul>  |
|  | <p><b>Daily (Independent) Living and Housing:</b></p> <ol style="list-style-type: none"> <li>1. Expand housing options for rural homeless youth and youth at risk of homelessness through host homes.</li> <li>2. Explore options of collective living to expand housing for rural homeless youth and youth at risk of homelessness.</li> <li>3. Expand network of youth friendly landlords</li> <li>4. Partner with Housing Authority to market RentWise and train all youth participants with RentWise training.</li> <li>5. Provide case management services to supplement RentWise training</li> <li>6. Recruit target populations and raise community awareness for Individual Development Accounts (IDA) programs offered at the Opportunity Center.</li> <li>7. Provide financial literacy training to all youth participants.</li> <li>8. Provide an array of interdependent living services with measures as required by individual care plans including but not limited to:             <ul style="list-style-type: none"> <li>• Parenting Programs</li> <li>• Nutrition Programs</li> <li>• Personal Wellness and Fitness</li> <li>• Credit Checks</li> <li>• Legal Issues and Living Wills</li> </ul> </li> </ol> | <p>CAPWN<br/>NCCF<br/>TLP-YAB<br/>Project Everlast</p> | <ul style="list-style-type: none"> <li>• # of landlords</li> <li>• # of training participants</li> <li>• pre/post surveys</li> <li>• satisfaction surveys</li> <li>• interviews</li> <li>• # of participants accessing case management services</li> <li>• housing need assessment</li> </ul> |

**Nebraska SSRHY Activity Grid  
October 1, 2012- September 2013**

**CODE:**

**CAPWN: Community Action of Western Nebraska**  
**DHHS: Nebraska Department of Health and Human Services**  
**Project Everlast: Foster Youth Support**  
**PPHHS: Panhandle Partnership for Health and Human Services**

**NCFF: Nebraska Children and Families Foundation**  
**PALS: Panhandle Assisted Living Services (ILS)**  
**WNCC: Western Nebraska Community College**

|   |  |   |  |
|---|--|---|--|
| <i>Community: Connections to Community Service, Youth and Adult Partnerships, Peer Support Groups, and/or PYD activities.</i>     |  |   |  |
|   | <p><b>Personal and Community Engagement:</b></p> <ol style="list-style-type: none"> <li>1. Sustain Youth Leadership Council, which will bring together CAPWN Youth Advisory Board, Project Everlast-Scottsbluff, PALS participants and other leadership youth groups and additional target youth to build leadership capacity among local youth. .             <ol style="list-style-type: none"> <li>a) Conduct joint Leadership Camp with target youth</li> <li>b) Enhance leadership capacity amongst youth participants and all youth<br/><i>(See Goal 3 Objective 2: Youth Leadership Institute )</i></li> <li>c) Promote cultural awareness and competence</li> <li>d) Ensure youth partnership with HCHY</li> </ol> </li> </ol> | <p>CAPWN<br/>           NCFF<br/>           TLP-YAB<br/>           NFYC-Scottsbluff</p> | <ul style="list-style-type: none"> <li>• # of youth participants</li> <li>• Satisfaction surveys</li> <li>• # of trainings</li> <li>• # of participants in trainings</li> <li>• pre/post surveys</li> <li>• interviews</li> </ul>  |
| <i>Education/Employment: Connections for High School/GED completion, Post Secondary Education, Employment, Training, and/or J</i> |  |   |  |
|   | <p><b>Education:</b></p> <ol style="list-style-type: none"> <li>1. Utilize Youth Navigator to connect target youth with post secondary education resources and supports already established and provide navigation for target population to access supports and resources. This would include:             <ol style="list-style-type: none"> <li>a) Maintain partnerships with Western Nebraska Community College to create a seamless entry into post-secondary education and existing educational supports (i.e. Upward Bound, scholarships, FAFSA, Education Quest, etc).</li> <li>b) Provide support and build partnerships with McKinney-Vento Liaisons in each of the identified communities.</li> </ol> </li> </ol>            | <p>CAPWN<br/>           NCFF<br/>           TLP-YAB<br/>           NFYC-Scottsbluff</p> | <ul style="list-style-type: none"> <li>• # of community contacts</li> <li>• community and participant surveys</li> <li>• # of participants recruited</li> <li>• # of youth trained presenters</li> <li>• # of presentations</li> <li>• # of youth completing curriculum</li> <li>• pre/post survey</li> <li>• interviews</li> <li>• need assessment</li> </ul> |

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|   |   |   |  |
|---|---|---|--|
|   | <p><b>Employment:</b><br/>1. Expand youth workforce skill and opportunities through All About YOUth, which will include,</p> <ol style="list-style-type: none"> <li>Provide Employment Boot Camp</li> <li>Connect youth with a Business Liaison/Mentor to ensure that youth have someone to navigate the employment opportunity</li> <li>Building relationships with "youth-friendly" businesses and employment opportunities</li> <li>Providing ongoing support and technical assistance to both youth and employers</li> </ol>  | <p>CAPWN<br/>NCFF<br/>TLP-YAB<br/>Project Everlast</p>                                  | <ul style="list-style-type: none"> <li># of participants</li> <li>pre/post surveys</li> <li># of job placements</li> <li># of community business partners</li> <li>Community business survey or interviews</li> <li>Need assessment</li> </ul> |
| <i>GOAL 5: Increase youth stability through community-based relationships which support social and emotional development.</i> |   |   |  |
|   | <p><b>Year 4 Objective 1</b><br/>Create regional Stability Plan for youth leaving SSRHY, Project Everlast and PALS. Plan uses evidence based resources identifies:</p> <ol style="list-style-type: none"> <li>Key determinates of stability</li> <li>Skills and Resources Required</li> <li>Community Engagement Strategies<br/>Training Needs</li> </ol>   | <p>PPHHS<br/>CAPWN<br/>Project Everlast<br/>Youth</p>                                   | <p>Written Regional Plan<br/>Participant List<br/>Report on implementation<br/>Activities</p>  |
|   | <p><b>Year 4 Objective 2</b><br/>Braid resources and skills for training and implementation of evidenced based and informed curriculum for enhancing social and emotional well being of youth , including but not limited to:</p> <ol style="list-style-type: none"> <li>3-5-7 Curriculum from Casey</li> <li>SPARKS Dialogue Process with Search</li> <li>Youth – Adult Partner Trainings</li> <li>Youth as Facilitative Leaders Generations Together Dialogues</li> <li>Adverse Childhood Experiences and Brain Development including cultural competence of same.</li> </ol> | <p>PPHHS CWB<br/>CAPWN<br/>Project Everlast<br/>PPHHS Training<br/>Academy<br/>NCFF</p> | <p>Resources Leveraged:<br/>In Kind<br/>Monetary<br/>Participants Time</p>   |