



SIF SUB-GRANTEE CONTRACTOR/VENDOR AGREEMENT SUPPLEMENT

Component	Sub-Grantee Definition	Sub-Grantee Scope of Services
<p>Youth Services</p>	<p>An array of basic needs services and supports including: health, mental health, housing and transportation resources, assistance in obtaining personal records (birth certificates), parenting resources, nutrition and healthy lifestyles, which are provided by multiple community partners working in unison for youth.</p> <p>Please note: This area cannot be subcontracted as it is the responsibility of the collaboration to work collectively to assess and fill gaps in the array of services through the use of data and monitoring of community resources and service usage.</p>	<p>1. Develop and sustain programs that will help unconnected youth make the transition to self-sufficiency by providing services including: assistance in obtaining a high school diploma, career exploration, vocational training, job placement and retention, training in daily living skills, training in budgeting and financial management skills, substance abuse prevention, and preventive health activities (including smoking avoidance, nutrition education, and pregnancy prevention).</p> <p><i>Please note: The functions associated with documenting an array of services can be performed, and subcontracted to Central Navigation.</i></p>
<p>Central Navigation</p>	<p>A coordinated approach that ensures CYI participants get access to all of the services they need in a streamlined, common-sense way. By coordinating services and helping youth navigate them through a central access point, the communities can avoid duplication of efforts and effectively track the progress of young people.</p>	<ol style="list-style-type: none"> 1. Create and maintain strategic partnerships with community leaders, agency directors, and other stakeholders to create opportunities for unconnected youth. 2. Coordinate efforts between Central Navigation, DHHS-B2i workers, community service providers and the youth to find the most appropriate supports and services available in a timely manner. 3. Work with other community stakeholders in maintaining and expanding referral networks and supports for unconnected youth. 4. Work with youth and providers to ensure youth-friendly intake procedures when accessing services and supports. 5. Develop action steps to track youth outcomes and re-engage youth who have lost contact with community providers. 6. Assist with the development and implementation of a data collection, analysis, and reporting system for unconnected youth. 7. Maintain staffing described in the budget and budget justification and provide all services as described. 8. Services will be provided in a youth-centered, community-based and culturally competent manner and the program is to be youth-driven, strength-based, individualized and promote life-long permanency.

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<p data-bbox="217 205 446 243">Central Navigation</p>	<p data-bbox="529 155 946 321">Implement a responsive central navigation system through a youth-friendly central access point which provides streamlined access to services according to the protocols and practices of the (entity) CYI system and the statewide CYI system.</p> <p data-bbox="529 342 932 470"><i>Please Note: If the entity providing Central Navigation is also responsible for the distribution of flex funds include the definition in the Flex Fund item below.</i></p>	<ol data-bbox="963 155 1414 1734" style="list-style-type: none"> 1. Serve as a primary source of contact for all referrals through agencies and youth themselves to the CYI system in a youth-centered, community-based and culturally competent manner that is youth-driven, strength-based, individualized and promotes life-long permanency. 2. Develop an internal process which assures a timely response to youth and referring partners, including emergency situations through the continuous response of one or more staff. 3. Maintain an ongoing guide of local resources for youth. 4. Refer youth to coaches in accordance with local and statewide CYI guidelines. 5. Receive and process requests for the use of flex funds for youth in accordance with local and statewide CYI guidelines. 6. Assist with the development and implementation of a data collection, analysis, and reporting system for unconnected youth by: <ol data-bbox="1016 730 1406 1247" style="list-style-type: none"> a) Maintaining an update to date data base of youth who are referred to CYI using the tools provided by the statewide CYI. b) Providing program data to the local collaborative on no less than a quarterly basis to be used for Continuous Quality Improvement. c) Assuring that each new eligible referral participates in the initial youth survey within 24 hours of intake. d) Overseeing and documenting the consent process for youth to participate in the research evaluation. e) Implementing statewide procedures in March and September to update the data base, track youth goals, and promote a high level of participation in the six-month (April and October) youth surveys. 7. Participate in statewide training, technical support and work groups as required for the development of a quality CYI system. 8. Provide data and documentation to the local collaborative and grantee for the purpose of reporting required in the contract. <p data-bbox="963 1451 1393 1507">Additional options based on community structure. <i>If in charge of gift cards:</i></p> <ol data-bbox="963 1520 1406 1671" style="list-style-type: none"> 9. Purchase and document the distribution of gift cards for youth taking the youth survey in accordance with the collaborative policies and practices. 10. Invoice (entity) for purchased and distributed gift cards as per the contractual requirements. <p data-bbox="963 1682 1325 1734"><i>If in charge of flex funds include the items in the Sub-Contract list below.</i></p>

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<p style="text-align: center;">Flex Funds</p>	<p>Access to gaps in the array of basic needs services and supports including: health, mental health, housing and transportation resources, assistance in obtaining personal records (birth certificates), parenting resources, nutrition and healthy lifestyles, which are provided by multiple community partners working in unison for youth.</p>	<ol style="list-style-type: none"> 11. Provide vouchers and assistance to unconnected youth in accordance with the policies and practices established by the collaborative. 2. Develop, implement and maintain processes for tracking the number of applications for assistance, number eligible for assistance, and the number of youth determined not eligible for assistance. 3. Develop, implement and maintain processes for tracking the amount of Flex Funds provided to youth. 4. Develop, implement and maintain processes for tracking the purpose of the funds used by the youth in the following categories: housing, education, employment, food, clothing, parenting supports, health care, and transportation.
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<p style="text-align: center;">Flex Funds</p>	<p>Access to gaps in the array of basic needs services and supports including: health, mental health, housing and transportation resources, assistance in obtaining personal records (birth certificates), parenting resources, nutrition and healthy lifestyles, which are provided by multiple community partners working in unison for youth.</p>	<ol style="list-style-type: none"> 1. As an agent of the (entity) effectively management and disburse resources as requested by youth on a one-time basis as a brief contact or by youth and their coaches in the fulfillment of goals and needs when other resources do not exist in the community. 2. Provide vouchers and assistance to unconnected youth in accordance with the policies and practices established by the collaborative. 3. Develop, implement and maintain processes for tracking the number of applications for assistance, number eligible for assistance, and the number of youth determined not eligible for assistance. 4. Develop, implement and maintain processes for tracking the amount of Flex Funds provided to youth. 5. Develop, implement and maintain processes for tracking the purpose of the funds used by the youth in the following categories: housing, education, employment, food, clothing, parenting supports, health care, and transportation. 6. Provide written reports to the collaborative on a quarterly basis which includes the amount dispersed and the nature of same. 7. Inform the collaborative of any circumstances in the utilization of flex funds which may result in a short fall of resources so that corrective action can be taken.

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<p>The Opportunity Passport™</p>	<p>A nationally recognized financial literacy and asset-building program. Participating youth open Individual Development Accounts (IDA) at a local bank, learn financial literacy skills, and save money for things like tuition, security deposits on apartments, or a car to take them to school and work. Youth savings are matched up to 4-to-1, helping them reach their goals more quickly.</p>	<ol style="list-style-type: none"> 1. Operate The Opportunity Passport™. 2. Provide financial education and case management according to The Opportunity Passport curriculum. 3. Provide stipends for IDA participants. 4. Provide regular coaching to youth completing work toward traditional employment. 5. Engage local investors and partners to enhance capacity of The Opportunity Passport Fund. 6. Coordinate application, intake, and eligibility of IDA participants. 7. Conduct orientation for participants, including IDA orientation. 8. Provide and coordinate financial education training in accordance with Jim Casey Youth Opportunities Initiative The Opportunity Passport™ guidelines. 9. Provide and coordinate Asset-Specific Training. 10. Provide credit and credit repair counseling. 11. Provide Individual assistance, on an as-needed basis, including financial counseling. 12. Coordinate and arrange the setup of IDA savings account with Financial Institution Partner and provide individual monthly bank statements to participants. 13. Track participants and provide accurate and timely information for evaluation purposes. 14. Manage the IDA match withdrawal disbursements at the time of the asset purchases. 15. Coordinate the completion of the survey with the participants twice a year. 16. Conduct introductory, one-on-one financial counseling sessions before IDA accounts are opened.

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<p data-bbox="167 205 500 247">The Opportunity Passport™</p>	<p data-bbox="532 155 938 491">Implement The Opportunity Passport™, the nationally recognized financial literacy and asset-building program. Participating youth open Individual Development Accounts (IDA) at a local bank, learn financial literacy skills, and save money for things like tuition, security deposits on apartments, or a car to take them to school and work in accordance with the practices and protocols of the statewide Connected Youth Initiative.</p> <p data-bbox="532 512 938 642"><i>Please note: Some communities may choose to separate the program operations with youth functions from the fund development function. This may require two separate contracts or agreements.</i></p>	<ol data-bbox="966 155 1414 1583" style="list-style-type: none"> 1. Operate The Opportunity Passport™ component in accordance with the protocols and practices as provided through training, technical assistance and through the statewide Opportunity Passport work group. 2. Provide financial education and case management according to the Opportunity Passport curriculum. 3. Distribute stipends for IDA participants in accordance with local collaborative policy. 4. Provide regular coaching to youth completing work toward traditional employment. 5. Coordinate application, intake, and eligibility of IDA participants. 6. Conduct orientation for participants, including IDA orientation. 7. Provide and coordinate financial education training in accordance with Jim Casey Youth Opportunities Initiative The Opportunity Passport™ guidelines. 8. Provide and coordinate Asset-Specific Training. 9. Provide credit and credit repair counseling. 10. Provide Individual assistance, on an as-needed basis, including financial counseling. 11. Coordinate and arrange the setup of IDA savings account with Financial Institution Partner and provide individual monthly bank statements to participants. 12. Track participants and provide accurate and timely information for evaluation purposes. 13. Manage the IDA match withdrawal disbursements at the time of the asset purchases. 14. Coordinate the completion of the survey with the participants twice a year including the distribution of gift cards. 15. Conduct introductory, one-on-one financial counseling sessions before IDA accounts are opened. 16. Provide data and reports to the (entity) (date should match the contract reporting dates to NC) and as requested by the collaborative for the purpose of continuous quality improvement. 17. Develop a process for managing and tracking the potential capacity of existing match resources and inform the collaborative of the status of capacity at least every two months. 18. Engage local investors and partners to enhance capacity of the Opportunity Passport Fund. <p data-bbox="966 1596 1398 1734"><i>Please note: Some communities may choose to separate the program operations with youth functions from the fund development function. This may require two separate contracts or agreements. Depending on this decision the following needs to be inserted in the appropriate contract.</i></p>

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Coaching	An array of coaches available within the system through partner organizations.	<p>1. Assess and maintain an updated listing of the area capacity for available youth friendly coaching services available within the CYI system including:</p> <ul style="list-style-type: none"> a) PALS b) B2I c) Professional Partners d) Transitional Youth Services e) Vocational Rehabilitation f) Housing and Homeless programs (including street outreach) g) Basic Needs Providers h) Home Visitation programs for youth who are parents <p>2. Include a listing of eligibility criteria and an assessment of additional resources (basic needs, education, housing etc.) available through the agency.</p> <p>3. Identify gaps in coaching capacity by unfunded eligibility points and geographic areas and develop contracts with youth friendly providers to fill this gaps on an individual referral basis.</p>
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Coaching	<p>Provide goal oriented coaching for unconnected youth to develop skills and access services and supports towards enhancing Youth Thrive promotive factors and successful self-sufficiency transition to adulthood.</p> <p><i>Please note: Contracts for coaches are only required to fill in gaps in the system for youth who do not qualify for PALS, B2I, Professional Partners, Youth Transition Programs, existing housing and homelessness programs with adequate coaching, and home-visitation programs (if appropriate) OR for who gender of cultural considerations are needed in assigning a coach and there is a gap in this need.</i></p>	<p>1. Provide coaching on a one to one basis with youth as assigned by Central Navigation and in accordance with (entity) policies and practices in a manner that will help unconnected youth who do not qualify for coaching through other partners in the system transition to self-sufficiency by providing skill development and services including: assistance in obtaining a high school diploma, career exploration, vocational training, job placement and retention, training in daily living skills, training in budgeting and financial management skills, substance abuse prevention, and preventive health activities (including smoking avoidance, nutrition education, and pregnancy prevention).</p> <p>2. Provide documentation as developed by the Connective Youth Initiative.</p> <p><i>Please note: Rates for coaching services are developed locally in the Flex Funds document.</i></p>

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<p>Project Management or Coordination</p>	<p>The single point of contact responsible for the overall implementation of the local Connected Youth Initiative.</p>	<ol style="list-style-type: none"> 1. Develop and maintain a broad based collaboration of diverse partners actively designing and implementing the system. 2. Facilitate local CYI team meetings for implementation, resolution of system issues and conflict. 3. Facilitate the identification and recording of local policies and practices. 4. Implement financial systems and accountability as required by federal guidelines and the policies and practices of the sub-grantee organization. 5. Prepare and execute contracts and/or vendor agreements as determined by the collaborative. 6. Serve as a contact point for Nebraska Children and as a linkage to statewide system efforts. 7. Provide grant management and assure the reporting to Nebraska Children as required in contractual documents and within the practices of the collaboration.
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<p>Project Management or Coordination</p>	<p>The single point of contact responsible for the overall implementation of the local Connected Youth Initiative.</p>	<ol style="list-style-type: none"> 1. Develop and maintain a broad based collaboration of diverse partners actively designing and implementing the system. 2. Facilitate local CYI team meetings for implementation, resolution of system issues and conflict. 3. Facilitate the identification and recording of local policies and practices. 4. Implement financial systems and accountability as required by federal guidelines and the policies and practices of the sub-recipient organization. 5. Prepare and execute contracts and/or vendor agreements as determined by the collaborative. 6. Serve as a contact point for Nebraska Children and as a linkage to statewide system efforts. 7. Provide grant management and assure the reporting to Nebraska Children as required in contractual documents and within the practices of the collaboration.

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<p style="text-align: center;">Youth Voice</p>	<p>Youth Councils, Youth Leadership Framework or current community based youth voice opportunities will provide personal and emotional support to unconnected youth, through mentoring organizations, peer support from councils or other youth boards and/or the promotion of interactions with dedicated adults through various local organizations, agencies or opportunities.</p>	<ol style="list-style-type: none"> 1. Implement a Youth Council and Youth Leadership Framework. 2. Retain a Youth Advisor. 3. Coordinate and implement Youth Leadership activities with youth serving agencies. 4. Expand the youth council to include youth from varied backgrounds including foster youth, youth involved in juvenile justice systems, runaway and homeless youth, youth in multiple systems. 5. Coordinate and participate in statewide Connected Youth Initiative activities.
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<p style="text-align: center;">Youth Leadership</p>	<p>An intentional, pro-social approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances youths' strengths; and promotes positive outcomes for young people through the development of four components of youth work:</p> <ul style="list-style-type: none"> • Leadership Curriculum • Opportunities for Youth as Leaders • Activity Programs • Service Learning 	<ol style="list-style-type: none"> 1. Implement the four components of the Youth Leadership Framework as provided in the guidance training, technical assistance and materials from Nebraska Children on an at least twice monthly group meeting time frame as follows: <ol style="list-style-type: none"> a) Leadership Curriculum – at least nine (9) monthly topics determined by youth b) Every youth provides leadership in at least one way each year (see NC Youth Leadership Guidebook) c) At least three(3) celebratory events each year d) At least nine (9) recreational, team building, developmental activity programs a year. e) One group service learning project a year and opportunities for individual service learning in areas of interest. 2. Retain a youth friendly Youth Advisor. 3. Target a total of (#) youth in (County/Counties) area. 4. Coordinate and implement Youth Leadership activities with youth serving agencies. 5. Expand existing Project Everlast youth councils to include youth from varied backgrounds including foster youth, youth involved in juvenile justice systems, runaway and homeless youth, youth in multiple systems. 6. Through an interactive change process assist youth in existing Project Everlast councils to include others and to change their organizational name to reflect this inclusion. 7. Participate in statewide Connected Youth Initiative work groups. 8. Collect and report data on forms and tools provided by the statewide CYI. 9. Report to the collaborative at regularly scheduled meetings providing utilization data and youth voice for the purposes of CQI.