

# ELEVATE YOUTH CALIFORNIA: SUPPORTING CAPACITY BUILDING FOR COMMUNITY ORGANIZATIONS

## REQUEST FOR APPLICATIONS JANUARY 2023



THE CENTER  
*at Sierra Health Foundation*

Elevate Youth California (EYC) is a program of the California Department of Health Care Services (DHCS) funded through Proposition 64 (Prop 64). This statewide program provides funding and technical assistance for organizations that are developing or increasing community substance use disorder prevention, outreach and education focused on youth. Sierra Health Foundation: Center for Health Program Management (The Center) is contracted to support the implementation of EYC.

On November 8, 2016, Prop 64 was passed by voters, allowing adults aged 21 years or older to possess and use marijuana for recreational purposes. Prop 64 created two new taxes, the revenues of which are deposited into the California Cannabis Tax Fund. Current law allocates, after other specified disbursements, 60 percent of the remaining California Cannabis Tax Fund be deposited into the Youth Education Prevention, Early Intervention and Treatment Account (YEPEITA). Funds are disbursed to the DHCS for youth programs aimed to educate and prevent harm from a substance use disorder.

The Center is an independent 501(c)(3) nonprofit organization bringing people, ideas and infrastructure together to create a collective impact that reduces health disparities and improves community health for the underserved living in California. For information about The Center, visit [www.shfcenter.org](http://www.shfcenter.org).

# READ ALL INSTRUCTIONS AND CRITERIA CAREFULLY

## BACKGROUND

The Center was founded by Sierra Health Foundation in 2012 as an independent 501(c)(3) nonprofit organization. With offices in Sacramento and Fresno, The Center pursues the promise of health and racial justice in communities across California. Leveraging leadership, operational and funding support from Sierra Health Foundation and its partners, The Center establishes investment partnerships with public and private funders; community members; community organizations; national, state and local government agencies; nonprofits and businesses to advance health equity.

## ABOUT THE PROGRAM

DHCS launched Elevate Youth California in 2019, investing in a statewide movement to expand youth and young adult substance use prevention through policy, systems and environmental change, focusing on communities disproportionately impacted by the War on Drugs. EYC is grounded in social justice youth development,<sup>1 2</sup> which expands the concept of a positive youth development framework and addresses social factors including racism, xenophobia and other racial inequities youth face as they develop into adulthood (Ginwright & Cammarota, 2002). Social justice youth development recognizes these systemic forces and supports young people in developing the skills and knowledge to transform the systems that influence their lives, neighborhoods and broader community. Additionally, social justice youth development expands the traditional asset-based youth development approach to support youth activism and leadership development to dismantle the structural inequities and harmful narratives. This includes the criminalization of youth of color, the school-to-prison pipeline, housing insecurity/homelessness, and inequitable education and economic opportunities, to name a few.

Since the program's launch, DHCS has awarded more than \$189 million through 246 grant awards. For information about EYC partners, visit [www.elevateyouthca.org](http://www.elevateyouthca.org).

## THE FUNDING OPPORTUNITY

Awarded funds will be used to strengthen the capacity of [emerging grassroots community-based organizations](#)<sup>3,4</sup> and Tribal organizations throughout California to use evidence-based or community-driven practices for substance use disorder prevention among youth and young adults ages 12-26. These programs/practices must be healing-centered, trauma-informed, culturally and linguistically appropriate, and use a social justice youth development approach. For this funding opportunity, capacity building is defined as the investment in the effectiveness and future sustainability of an organization. Capacity-building activities or projects aim to build on the operational, programmatic, financial or organizational infrastructure of an organization to strengthen their ability to fulfill their mission over time and have a positive impact on their communities.<sup>5</sup>

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<sup>1</sup> Ginwright, Shawn, and Julio Cammarota. "New Terrain in Youth Development: The Promise of a Social Justice Approach." *Social Justice*, vol. 29, no. 4 (90), 2002, pp. 82–95. *JSTOR*, [www.jstor.org/stable/29768150](http://www.jstor.org/stable/29768150).

<sup>2</sup> Social Justice Youth Work: Actualizing Youth Rights <http://jyd.pitt.edu/ojs/jyd/article/viewFile/488/462>

<sup>3</sup> Grassroots organizations are just as important as seed money for innovation <https://www.unhcr.org/innovation/grassroots-organizations-are-just-as-important-as-seed-money-for-innovation/>

<sup>4</sup> Funding the Frontlines: The Value of Supporting Grassroots Organizing <https://philanthropynewsdigest.org/features/commentary-and-opinion/funding-the-frontlines-the-value-of-supporting-grassroots-organizing>

<sup>5</sup> What is Capacity Building? <https://www.councilofnonprofits.org/tools-resources/what-capacity-building>

This funding opportunity supports a combination of programming and capacity-building activities. Programming can be used as the basis for a capacity-building activity. For example, policy advocacy training could be used to strengthen the policy and systems change focus of youth activities, a new technology for tracking clients could be piloted with program activities, or new partnerships could be established to add a new dimension to existing program activities.

Eligible applicants, including community-based organizations and Tribal organizations (including 638s and urban Indian clinics) are expected to:

- Support youth engagement that focuses on youth activism, specifically in communities disproportionately impacted by the War on Drugs
- Possess cultural humility and responsiveness with staff and organizational leadership who reflect the racial, ethnic and cultural community they intend to serve
- Prioritize harm reduction and public health solutions that focus on positive messages to prevent substance use disorder
- Develop culturally and linguistically appropriate social justice youth development, peer-to-peer support and mentoring programs that are healing-centered, trauma-informed and focused on youth ages 12-26
- Utilize an intersectional approach to health equity through policy, systems and environmental change

In addition to youth activism, applicants must support youth and young adults through mentoring and/or peer-to-peer support to educate communities to change social and community norms around substance use, and prevent harms and risks associated with substance use. Recognizing how critical family engagement (biological, adoptive or fictive) is to successfully supporting and engaging youth and young adults, program strategies should incorporate family engagement throughout program implementation.

COVID-19 has dramatically shifted the ways in which community-based organizations support and engage youth and young adults. Given these challenges, successful applicants will incorporate youth engagement plans that take full advantage of technological solutions to addressing the digital divide, as well as account for Centers for Disease Control and Prevention and California Department of Public Health guidelines for social and physical distancing. Applicants are asked to describe detailed youth engagement plans in the application narrative and budget.

## GLOSSARY

**Prevention:** Activities that promote healthy behaviors, reduce risks and build protective factors that either prevent new starts of substance use or mitigate consequences and contributing factors associated with substance misuse.

**Harm Reduction:** Strategies that seek to reduce morbidity and mortality associated with substance misuse for those for whom abstinence is not an immediate and/or feasible goal. The goal of harm reduction is to reduce at-risk, moderate and high-risk behaviors often associated with substance misuse.

**Substance Use Disorder (SUD):** Problematic use of alcohol and/or substances causing significant problems, including health problems, disability and failure to meet major responsibilities at work, school or home.

**Addiction:** The chronic neurobiological disorder centered on a dysregulation of the natural reward system. [View this video on rethinking addiction.](#)

**Capacity Building:** The investment in the effectiveness and future sustainability of an organization. Capacity-building activities or projects aim to build on the operational, programmatic, financial or organizational infrastructure of an organization in order to strengthen their ability to fulfill their mission over time and have a positive impact on their communities. See examples below under Scope of Work.

**Social Justice Youth Development:** Social Justice Youth Development expands the concept of a positive youth development framework and addresses social factors including racism, xenophobia and other racial inequities youth face as they develop into adulthood (Ginwright & Cammarota, 2002). Social justice youth development recognizes these systemic forces and supports young people in developing the skills and knowledge to transform the systems that influence their lives, neighborhoods and broader community.

**Intersectionality:** Intersectionality is a theoretical framework for understanding how multiple social identities such as race, gender, sexual orientation, socioeconomic status and disability intersect at the micro level of individual experience to reflect interlocking systems of privilege and oppression (i.e., racism, sexism, heterosexism, classism) at the macro social-structural level.<sup>6</sup>

## ELEVATE YOUTH CALIFORNIA FUNDING OPPORTUNITY: SUPPORTING CAPACITY BUILDING FOR COMMUNITY ORGANIZATIONS

### Eligibility Criteria

Organizations must meet the following minimum requirements:

- The organization must have an office located in California.
- The organization must provide services in California and capacity-building activities must be located in California.
- The organization must be a 501(c)(3) community-based organization or Tribal organization<sup>7</sup> with established and trusted community relationships. Fiscal sponsorships are eligible. Also open to coalitions of organizations and collaboratives, as long as the backbone organization is an eligible applicant.
- Applicant organization must not have an active Elevate Youth California grant. Fiscal sponsors are the exception and are allowed to submit for a **new** fiscally sponsored project that was not awarded a previous Elevate Youth California grant.
- The organization must have demonstrated experience partnering with young people of color and other marginalized communities disproportionately impacted by the War on Drugs.
- Applicant organizations and collaborative partners must deeply engage and reflect the proposed communities served that are disproportionately impacted by the War on Drugs.<sup>8</sup> Grantee partners should have a history of working with impacted communities, including representation on the board and staff, organizational leadership, clients served and neighborhoods served.

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<sup>6</sup> The Problem with the Phrase *Women and Minorities*: Intersectionality—an Important Theoretical Framework for Public Health <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3477987/>.

<sup>7</sup> Tribal organizations may be a 501(c)(3) nonprofit, a 638, or an urban Indian clinic).

<sup>8</sup> The impact of the War on Drugs and other racial inequities (e.g., school-to-prison pipeline, juvenile and criminal justice involvement) is well established. A number of online resources are available including: <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2374804/>, <http://www.drugpolicy.org/issues/race-and-drug-war>.

- Applicant organizations and their partners must have demonstrated evidence of inclusivity and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation or military status in any of its activities or operations.
- Applicant organization must not have an annual budget in 2022 that exceeds \$1 million. Pass-through, non-reoccurring funding for COVID-19 immediate relief (i.e., food, shelter, utility assistance, etc.) can be excluded from the 2022 budget requirement. For Tribal organizations that have a department leading this work, the \$1 million budget is applicable to the department's budget and not the Tribal organization's budget.
- Applicant organizations must demonstrate a need for capacity building within the organization and be able to provide a work plan to address those needs.
- Applicant organizations must have paid or volunteer staff members.
- Applicant organizations must take community-driven approaches to program implementation.

## SCOPE OF WORK

As mentioned previously, EYC's approach to supporting young people is through the lens of social justice youth development, which increasingly has been adopted by nonprofits and school-based programs, as well as for those youth-serving organizations that engage youth with identified substance use needs.

Grantee partners must recognize and be responsive to the historical and ongoing trauma, systemic racism and criminalization of substance use that low-income and communities of color have faced. This trauma is perpetuated by the lack of investment in community-based prevention, intervention and treatment access, especially to culturally responsive, healing-centered and trauma-informed approaches, and through the cultural stigma related to seeking behavioral health services in communities of color. Being mindful of this history and creating culturally and linguistically appropriate programming and materials is vitally important in this work. This funding opportunity is intended for organizations and partners that possess cultural humility and responsiveness, and whose staff and organizational leadership reflect the racial, ethnic and cultural community it intends to serve so that prevention and education is tailored and utilizes a stigma-reducing approach.

It is also essential that grantee partners recognize that youth and young adults may be drawn to experimentation and other risky behaviors and may seek out substance use to cope with underlying stress, anxiety and other behavioral health issues that have historically impacted communities of color. Applicants should also be sensitive to the dynamics of the criminalization of youth of color for substance use, including zero-tolerance policies in education settings and youth programs. For Elevate Youth California, The Center seeks to fund partners who embrace a public health, harm-reduction approach and who are committed to the focus of this project, which is to address communities disproportionately impacted by the War on Drugs.

Activities supported by this funding opportunity must be related to building capacity of organizational effectiveness and sustainability as the applicant pursues preventing substance use disorder among youth 12 to 26 years old in low-income, rural and/or urban racial, ethnic and cultural communities disproportionately impacted by the War on Drugs. The programmatic activities should use a social justice youth development approach and must be focused on the following two outcomes:

1. Investing in youth empowerment, leadership and development
2. Implementing programs through the cultural lens of the impacted community

This funding opportunity is focused on youth and families from communities of color and other marginalized populations that are disproportionately impacted by the War on Drugs, criminalized for substance use, and that

often have less access to prevention, treatment and information about substance use disorder supports. These include American Indian/Alaskan Native, African American, Asian-Pacific Islander and Latinx communities in California, as well as youth of color who are part of the 2S/LGBTQ+ community, youth with disabilities or those who have life experiences that increase the risk of substance use disorder, including being system-impacted and formerly incarcerated, youth who have experienced the foster care system and youth experiencing homelessness.

EYC recognizes that in some cases, youth may experience more than one form of oppression or marginalization. For example, 2S/LGBTQ+ youth of color may experience discrimination and lack of access to resources based on both race and sexual orientation or gender identity, and thus may be at greater risk for substance use. Similarly, while foster youth generally need healing from trauma, foster youth of color face additional challenges due to racial bias. These youth may experience even more short-term placements and may have even fewer positive adult relationships. This analysis of the intersections of race and other forms of oppression is commonly referred to as “intersectionality.” This funding program encourages applications that seek to reach youth who are at even greater risk for substance use due to these intersectional identities and social factors.

## **RECOMMENDED RESOURCES FROM THE FIELD**

Below are examples of frameworks and elements applicants should review to inform the development of their application and program model.

As presented in the [Prevention Institute’s “California’s Prop 64 Youth Education, Prevention, Early Intervention and Treatment Fund” brief](#), common features of successful initiatives that contribute to impact, outcomes and sustainability stem from community-rooted organizations with experience in youth leadership, organizing and advocacy. These initiatives focus on racial and health equity, centering both individual and community healing, strengthening community environments, and the deliberate creation of space for local youth-led approaches.

In alignment with the [Child and Adolescent Health Measurement Initiative’s Roadmap for California Prop 64 Expenditures](#), applicants should consider the following in their application:

- Integrate relationship- and engagement-centered assessment, interventions and healing into organizational culture, programs and services.
- Recruit and retain well-trained staff who reflect the diversity and lived experience of the children and youth, their families and caregivers, and communities served, and provide continuity of care between staff and those they serve whenever possible.
- Implement relationship- and engagement-centered trauma screening and assessment practices that are anchored in relationships and trust, assess resilience and well-being in addition to trauma history, are coordinated across agencies and providers, and are used to develop a specific care plan.
- Implement evidence-based, promising and/or community-driven practices that help individuals and communities engage, cope with adversity, heal trauma and thrive.

## **EXAMPLES OF POTENTIAL FUNDED ACTIVITIES**

This funding opportunity will support partners with capacity building focused on building financial sustainability, measuring the organization’s impact and leadership development to further support youth and their families. Examples of community-driven initiatives include:

- Art-based, youth-driven program to strengthen political and public will to provide non-law enforcement, public health approaches to youth substance use intervention
- Development of a cross-sector coalition that analyzes a community's policies and practices that continue to criminalize youth of color for underlying trauma
- Peer-based mentoring group led by young adults who experienced homelessness for youth and young adults currently experiencing homelessness
- Creation of a parent-child program that includes skill classes geared toward strengthening parent-child relationships
- Establishment of a youth-led, cross-cultural coalition to address the disproportionate rates of school suspension and expulsion for willful defiance by establishing restorative practices as an alternative
- Build capacity, training and funding to establish a cohort of young adult leaders 18 to 24 years old to provide peer-to-peer support to youth experiencing homelessness
- Youth-led participatory action research project focused on developing and implementing stigma-reduction strategies for peers
- Credible messenger street outreach program led by formerly incarcerated young adults or other system-impacted young adults to re-engage system-impacted youth of color in a positive healing-centered mentoring program

**Capacity-building activities that are supported by this funding opportunity include the following:**

- Create and begin implementing a three- to five-year fund development plan
- Program evaluation training and resources, including technology upgrades to track youth and organizational successes
- Staff training on related content (e.g., healing-centered practice, trauma-informed organizational policies, secondary/vicarious trauma)
- Strategic communications plan development and implementation
- Policy advocacy training
- Partnership development
- Establishing new collaborations/coalitions
- Grassroots organizing training

## **PROJECT FUNDING INFORMATION**

Applicants are required to adhere to the budget guidelines included in the Budget Template. Applicants must submit their proposed budgets in the template format. Applications that do not conform to this template will not be considered. All items budgeted must be inclusive of all costs, including taxes and fees, in U.S. dollars.

Applicants are required to submit a detailed cost budget and budget justification to assist The Center in establishing cost reasonableness of the final fixed amount awarded to the funded partner and the appropriate amounts for each annual payment made to the awardee.

**Responsive payment schedule:** Understanding that a significant infusion of resources upfront may be a challenge for program implementation, The Center will offer flexible and phased payments. Payments will be issued based on the achievement of a set of agreed-upon deliverables as defined in the grant. Each grant will be divided into a

minimum of three payments: (1) upon execution of grant agreement and fulfilling insurance requirements, and (2) and (3) based on conversations with partners demonstrating progress and approval of deliverables. Specific payment amounts will be determined through the proposed budget and in collaboration with awarded partners. If a grantee partner achieves all required deliverables by the end of the grant, the entire grant amount can be paid.

## TOTAL AWARD AMOUNTS

\$100,000 to \$400,000 for 30 months (2 years, 6 months) for 501(c)(3) community-based organizations, Tribal organizations and coalitions/collaboratives.

*Up to 20% of direct costs may be requested as indirect costs.*

## WHAT WE WILL NOT FUND THROUGH THIS FUNDING OPPORTUNITY

- Debt retirement
- Operational deficits
- Partisan activities
- Religious organizations for explicit religious activities
- Activities that exclusively benefit the members of sectarian or religious organizations
- Purchase of vehicles
- Purchase, construction or permanent improvement (other than minor remodeling) of any building, other facility or land.
- Purchase of properties
- Directly or indirectly, purchase, prescribe or provide marijuana or treatment using marijuana

## GEOGRAPHIC CONSIDERATIONS

Funding will be distributed in low-income urban and rural areas throughout California.

Up to 85% of this funding will be set aside to support urban programs and organizations, and up to 15% will be set aside to support rural programs and organizations.

**Rural:** For purposes of this grant program, The Center defines rural as a Medical Service Study Area (MSSA) that has a population density of 250 persons or less per square mile and has no incorporated area greater than 50,000 people. To determine if the geographic area to be served by your proposed project is rural, please connect to the [California Health and Human Services Agency website](#) to find your county and specific area.

## PROJECT TIMELINE

Grants will cover activities for the following time period: May 16, 2023, to November 15, 2025.



## REPORTING REQUIREMENTS

Grantee partners will be required to submit regular progress reports responding to the performance measures identified in their grant agreement and work plan (which will be developed by the applicants who are selected for funding), as well as financial reports describing actual expenditures of grant funding. Potential performance measures include: numbers and type of outreach and education activities conducted, number and demographics of the people reached, increase in information available to community youth, participant outcomes (e.g., increased knowledge or skills), changes in organizational policies and practices, additional funding sources to support program implementation, new partners and the sector(s) they represent, and progress made toward capacity-building goals. There will be technical assistance available to assist selected organizations in their data collection and reporting requirements.

*Performance measures may be revised as needed to address current situations and high-priority challenges. Progress reports will follow the timeline below.*

Report	Period	Due Date to The Center
Progress Report 1	5/16/2023-8/15/2023	9/15/2023
End of Year Report 1	5/16/2023-11/15/2023	12/1/2023
Progress Report 2	8/16/2023-11/15/2023	12/15/2023
Progress Report 3	11/16/2023-2/15/2024	3/15/2024
Progress Report 4	2/16/2024-5/15/2024	6/15/2024
Annual Financial Report 1	5/16/2023-5/15/2024	6/15/2024
Progress Report 5	5/16/2024-8/15/2024	9/15/2024
End of Year Report 2	11/16/2023-11/15/2024	12/1/2024
Progress Report 6	8/16/2024-11/15/2024	12/15/2024
Progress Report 7	11/16/2024-2/15/2025	3/15/2025
Progress Report 8	2/16/2025-5/15/2025	6/15/2025
Annual Financial Report 2	5/16/2024-5/15/2025	6/15/2025
Progress Report 9	5/16/2025-8/15/2025	9/15/2025
End of Year Report 3 & Cumulative Final Report	11/16/2024-11/15/2025	12/8/2025
Cumulative Financial Report	5/16/2023-11/15/2025	12/8/2025

## YOUTH LISTENING SESSIONS

Selected organizations must host a minimum of one youth listening session with their constituency each year of project implementation to hear directly from impacted youth on project outcomes and implementation.

Youth listening sessions are a designated time for youth to provide feedback on the program strategies and how the implementation is going. This is a unique activity from regular programming and is centered around youth voices. For some, a youth listening session may be called a healing circle or focus group. It should include a series of questions that seek feedback and input from youth on a specific aspect of the program, including, but not limited to, program planning, program activities, policies to change, prevention campaigns, program materials or youth engagement.

Please include a minimum of one annual youth listening session in your proposed activities **and** budget.

## INSURANCE REQUIREMENTS

There will be insurance requirements under these contracts, the costs of which can be built into the project budget. Once funds have been awarded, communication will be sent to awarded organizations to upload the insurance documents and demonstrate compliance with all insurance requirements. Payment will not be released until insurance compliance requirements are met. The Center recognizes that the terms and coverage conditions for insurance requirements are technical in nature. If you need additional support to answer these questions, you can contact [elevateyouthca@shfcenter.org](mailto:elevateyouthca@shfcenter.org). Refer to Appendix A for more information.

## SELECTION AND EVALUATION CRITERIA

Applicants will be selected who present the most complete and responsive applications demonstrating the most favorable mix of credentials, potential and cost. Applications will be judged on overall likelihood of impact, strength of implementation team and proposal, and budget.

Overall, the application should demonstrate the ability through staffing, capacity-building needs and approaches, as well as program strategies to strengthen the organizational effectiveness and sustainability, to address youth substance use disorder in the community the organization serves.

**The following criteria will be used in the review of applications:**

**Organizational Experience.** The application should provide a clear explanation of why the organization is the appropriate organization to implement the youth substance use disorder prevention project, including, but not limited to:

- Track record of being led by and engaging with communities impacted by the War on Drugs
- Commitment to grassroots efforts that address the focus population in program activities, messaging and collective action
- History of youth-led programming
- Demonstrated commitment to social justice youth development and an asset-based approach to youth engagement
- Culturally responsive approaches to substance use prevention for youth ages 12 to 26
- An understanding of the role trauma plays in the development of young people
- Commitment to engaging youth and young adults through harm-reduction strategies

**Intended Participants and Need.** The applicant should provide a brief description of the youth who will be engaged. Applications are expected to focus on youth 12 to 26 years old who are disproportionately impacted by the War on Drugs. Applications that seek to reach youth who are at even greater risk for substance use due to intersectional identities and social factors are encouraged. Applications that seek to engage youth and young adults with disabilities or youth and families facing housing insecurity will be prioritized.

**Project Plans/Use of Funds (inclusive of application narrative).** EYC provides an opportunity to focus on youth-led social justice, peer support and mentoring strategies or new promising strategies. These efforts must help individuals engage, cope with adversity, heal trauma and thrive. Additionally, project plans must include how the project activities will further build organizational capacity. Review criteria include, but are not limited to:

- The use of an equity framework that recognizes the need to strive for health and racial equity in program activities and outcomes
- Culturally responsive and linguistically appropriate activities
- A comprehensive youth and family engagement plan that is responsive to the COVID-19 pandemic
- Prevention and education that is tailored and utilizes a stigma-reducing approach
- Capacity-building opportunities that strengthen the organization's capacity

**Organizational Capacity.** The application should describe your organization's capacity to implement the project in terms of the implementation team and other organizational resources, as well as areas where the funding can be utilized to further build organizational capacity and sustainability. A capacity-building plan should be included in an applicant's response.

**Budget and Budget Narrative.** Applicants are required to submit a detailed cost budget that adheres to funding guidelines and is clearly linked to the proposed activities. Review criteria include, but are not limited to:

- Consistent with the proposed project plan (includes youth stipends or incentives, appropriate staffing levels, other likely costs)
- Includes a minimum of one listening session per year
- Includes travel costs for two in-person convenings in Sacramento, CA. Location is subject to change.
- Has an indirect cost of no more than 20% of the direct costs

**Additional Requirements.** Applications must:

- Have executive support for the proposed project, as evidenced by a signed letter of support from the senior administrator, demonstrating willingness to commit staff time and resources to add new activities
- Affirm the applicant's ability to submit quarterly data and financial progress reports on a specific set of measures in the signed letter of support from the senior administrator
- Affirm participation at two in-person convenings in the signed letter of support from the senior administrator. Travel costs to attend the convenings are the responsibility of the funded organization and may be included in the proposed budget. Organizations may bring teams of two to four staff and/or collaborative partners.

If The Center determines that in-person convenings are not allowed due to COVID-19 and public health guidance, funded partners can modify their budgets to reallocate travel costs to other programmatic line items.

In addition to the above criteria, factors that inform the final slate of funded partners include demographic diversity, underserved youth population, geographic coverage and programmatic approaches. The Department of Health Care Services holds final decision-making authority in selecting funded projects.

### **Application Appeal Process**

An application appeal process is not available for this funding opportunity.

## APPLICATION TIMELINE

At The Center's discretion, the timeline below is subject to change to best meet programmatic needs and funder requirements.

APPLICATION DEADLINE:

**February 20, 2023, at 1 p.m. (Pacific Time)**

REVIEW OF APPLICATIONS:

**February-March 2023**

APPROXIMATE AWARD ANNOUNCEMENT:

**Early-May 2023**

APPROXIMATE DATE GRANTS ISSUED:

**May 16, 2023**

**NOTE: All funding will be backdated to May 16, even if subcontracts are signed after May 16.**

To be considered, organizations must submit applications online by **1 p.m. (Pacific Time)** on the deadline date of **Monday, February 20**.

Proposals received after the due date/time will not be reviewed. Submission before the deadline date is highly advised in case you experience technical difficulties with submitting your application through the portal. We may not be able to respond to your requests for help on the deadline date.

## PROPOSERS' WEBINARS

We have scheduled two proposers' webinars to review this Elevate Youth California funding opportunity and the application process and to answer questions. Participation in a webinar is strongly recommended. The content of each webinar will be repeated and the same. Please review the application materials prior to registering for a webinar. Additionally, we will host office hours to provide support on the application.

### RFA Review Webinars

Tuesday, January 24, from 10:30 a.m. to 12 p.m.

[Register on Zoom](#)

Tuesday, January 31, from 1:30 p.m. to 3 p.m.

[Register on Zoom](#)

### RFA Office Hours

Thursday, February 2, from 11 a.m. to 12 p.m.

[Register on Zoom](#)

Thursday, February 9, from 10 a.m. to 11 a.m.

[Register on Zoom](#)

Tuesday, February 14, from 11 a.m. to 12 p.m.

[Register on Zoom](#)

Note: A confirmation e-mail with the link to join the webinar will be sent immediately after registration. If you do not receive it, please check your spam/junk folder.

## **IMPORTANT APPLICATION GUIDELINES**

**To help us process your application, please follow these submission guidelines:**

- We encourage you to submit your application before the deadline date in case you need help with any of the RFA components.
- Applications are due no later than 1 p.m. (Pacific Time) on Monday, February 20, 2023.
- Submit the application via our [online portal through this link](#). New users of the portal will need to create an account as the first step in the application process. You will only use this link one time to initiate your application. After you have started working on your application, use the link below or that you received via e-mail to continue working on your saved application.
- When working on your application in the portal, use Internet Explorer as the browser when working on a PC and Safari as the browser when working on a Mac.
- Respond to all required fields (marked with an \*).
- Upload all attachments listed under “Application Checklist” below.
- On the portal, you may click “Save & Finish Later.” You will receive an e-mail with a link to return to your in-progress application.
- Click “Save & Finish Later” any time you will not be working on your application for a few minutes.
- You may submit your application only once. Be sure your application is complete and accurate, including required documents, before submitting it. Revised applications will not be accepted.
- If you are unable to submit your application online or need help, please contact us at [elevateyouthca@shfcenter.org](mailto:elevateyouthca@shfcenter.org) with the subject line: Application Online Help.

**Send questions and inquiries related to this funding opportunity  
to [elevateyouthca@shfcenter.org](mailto:elevateyouthca@shfcenter.org) with the subject line:  
Elevate Youth California RFA Question**

## APPLICATION CHECKLIST

- Initiate the funding application via our [online portal through this link](#).
- **Required Application Attachments**
  - Proposed budget completed with Form 1: Proposed Budget Template (template available in the online portal)
  - Form 2: Budget Justification
  - Applicant organization's W-9
  - Support letter signed by the applicant organization's administrator/executive

Incomplete applications will not be reviewed. Applications received after the above deadline will not be considered.

If you are unable to submit your application online or need help, please contact us at [elevateyouthca@shfcenter.org](mailto:elevateyouthca@shfcenter.org) with the subject line: Application Online Help.

### APPLICATION FOR REFERENCE ONLY SUBMIT YOUR APPLICATION USING THE ONLINE PORTAL

*If you are unable to submit your application online or need help, please contact us at [elevateyouthca@shfcenter.org](mailto:elevateyouthca@shfcenter.org) with the subject line: Application Online Help.*

### Elevate Youth California Grant Application

#### APPLICANT ORGANIZATION INFO

Organization name

Is this organization a fiscal sponsor?

Name of fiscally sponsored project, if applicable

Address

County

Phone

URL (optional)

Director/CEO Contact Name

Director/CEO Contact Title

Director E-mail Address

Director Phone

Application Contact

Application Contact E-mail Address

Application Contact Phone

Applicant Organization Tax ID #

Organization Status – Organization has 501(c)(3) nonprofit status with the IRS. Yes, No, Unsure

What is the applicant organization’s annual budget amount?

Does the applicant organization have an annual financial audit? Yes, No

**PROJECT INFORMATION**

Project Name (10 words maximum):

Brief Summary and Purpose of Project (100 words maximum):

Amount Requested: \$\_\_\_\_\_

Start Date: May 16, 2023

End Date: November 15, 2025

Proposed Implementation Strategy (select at least two)

- Youth Activism (required)
- Mentorship/Relationship Building
- Peer-led Support and Leadership Program

**Project Geography**

For the county or counties that the organization benefits, indicate your best estimate of the percentage of the project work that would take place there (best estimate). (Total must add up to 100.)

Alameda	Kings	Placer	Sierra
Alpine	Lake	Plumas	Siskiyou
Amador	Lassen	Riverside	Solano
Butte	Los Angeles	Sacramento	Sonoma
Calaveras	Madera	San Benito	Stanislaus
Colusa	Marin	San Bernardino	Sutter
Contra Costa	Mariposa	San Diego	Tehama
Del Norte	Mendocino	San Francisco	Tuolumne
El Dorado	Merced	San Joaquin	Trinity
Fresno	Modoc	San Luis Obispo	Tulare
Glenn	Mono	San Mateo	Ventura
Humboldt	Monterey	Santa Barbara	Yolo
Imperial	Napa	Santa Clara	Yuba
Inyo	Nevada	Santa Cruz	
Kern	Orange	Shasta	

Urban/Rural

Indicate whether the proposed project benefits people living in an urban or rural area, or both.

Region where services will be implemented (see definition in RFA):

- Urban
- Rural
- Both

Race and Ethnicity

For the racial and ethnic populations that will be affected, provide your best estimate of the percentage of the total people of each population [able to choose multiple; Total must add up to 100]

- African-American/Black [Provide specific population(s)
- Asian-American [Provide specific population(s)
- Asian Pacific Islander [Provide specific population(s)
- Middle Eastern or North African [Provide specific population(s)
- Latino/Hispanic [Provide specific population(s)
- American Indian/Native American [Provide specific population(s)
- White [Provide specific population(s)
- Mixed race:
- Other (Please identify) [Provide specific population(s)

**Age Group**

All selected activities must be related to youth 12-26 years old. For the age groups that will be affected, provide your best estimate of the percentage in each age group. (Total must add up to 100.)

- Under 5 \_\_\_\_\_%     5-9 \_\_\_\_\_%     10-14 \_\_\_\_\_%     15-19 \_\_\_\_\_%
- 20-24 \_\_\_\_\_%     25-26 \_\_\_\_\_%     27-54 \_\_\_\_\_%     55+ \_\_\_\_\_%

**Additional Area of Focus**

- Foster Youth
- 2S/LGBTQ+ Youth
- Youth with Disabilities
- Youth Experiencing Homelessness/Housing Insecurity
- Immigrant Youth and Youth from mixed immigration status families
- Youth/Young Adult who are in county jail, state prison or juvenile detention, on state parole, on county probation, or under post release community supervision
- Youth with mental health disorder needs
- Youth with substance use disorder needs
- Youth with limited English proficiency
- Youth from low-wage families
- Uninsured and youth formerly enrolled in Medi-Cal
- Other: \_\_\_\_\_



## NARRATIVE QUESTIONS

1. **Organization Description.** Provide a brief overview of your organization (the entity that is carrying out the project) including: a) when it was established, b) its mission c) whom you serve, d) types of programs you operate and e) geographic area the organization provides services currently. If applying as a coalition, information about the coalition should be provided. (200 words maximum)
2. **Project Goal:** Given a key component of this funding opportunity is to build organizational capacity, describe your project's overall program and organizational capacity-building goal. Frame this in terms of the project's long-term aspirations and be specific about the capacity-building opportunities this project would strengthen and goals for sustainability. (300 words maximum)
3. **Population Description.** Describe the population that will be affected by the proposed project. Include any data available on their geographic setting or neighborhood as well as demographic characteristics (such as age, gender, race/ethnicity), socioeconomic status and any other relevant information. (200 words maximum)
4. **Track Record with Proposed Focus Population.** Describe your organization's experience providing culturally and linguistically appropriate services to the youth to be served and their families. Briefly describe 1-3 examples of your work with youth and their families. (200 words maximum)
5. **Project Activities.** Describe in detail your plan to use these funds, including the plan you have for engaging youth (e.g., list the specific activities, frequency and timeline) and to account for COVID-19 public health guidance and youth engagement (estimated number of youth to engage). Identify any curriculum, evidence-based programming or other resources needed to carry out your proposed project, and the timeline. (300 words maximum)
6. **Track Record with Proposed Project Activities.** State whether the proposed activities are new to your organization or an expansion of or supplemental to existing activities. Describe your organization's experience with the kind of work proposed in this application, including experience running programs that are designed using a social justice youth development approach in addition to service delivery. Briefly describe 1-3 examples of successes your organization has had implementing similar work. (300 words maximum)
7. **Organizational Capacity.** Describe the existing organizational capacity to implement the project, including staffing, expertise, resources and partners. Describe the areas where the funding will be utilized to further build organizational capacity to meet the program needs and strengthen organizational sustainability. Share capacity-building activities and how they will strengthen your organization's ability to address youth substance use disorder prevention and education. (300 words maximum)
8. **Technical Assistance.** To help us plan a technical assistance strategy, please tell us what technical assistance your organization would benefit from in implementing this project. (Your response to this question is not considered in decisions about funding.) (150 words maximum)

## ATTACHMENTS

- Form 1: Proposed Project Budget (two-year and six-month) (required) – Form 1 is located in the Attachments section of the online application form. Fill it in and upload it. Be sure to complete a budget for each year. Each budget will roll up to the total budget spreadsheet.
- Form 2: Proposed Project Budget Justification (required) – Form 1 is located in the Attachments section of the online application form. Describe expense line items and what they will support.
- Applicant organization's W-9 (required). Upload under the attachments section of the online application.

- Support Letter (required) signed by the applicant organization’s executive, or if you are applying as a coalition, support letter signed by each coalition member stating their role in the project and signed by that organization’s executive. The support letter should affirm the applicant’s ability to submit quarterly data and financial progress reports and participation at two in-person convenings. Upload under the attachments section of the online application.

## **APPENDIX A – INSURANCE REQUIREMENTS**

All evidence of required insurance coverage must be submitted to The Center prior to the release of payment. Awarded organizations will receive an e-mail from “The Center@Sierra Health Foundation” via TrustLayer requesting the insurance documents below. A link will be provided for organizations to review and upload the required insurance documents. Please pay special attention to the “Additional Requirements” section for exact instructions and specific language that must be included.

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### **Commercial General Liability**

- Each Occurrence must be greater or equal to \$1,000,000
  - o Coverage Trigger: Occurrence must be present
  - o Insurance is written on an occurrence basis using ISO form CG 0001 or equivalent
- General Aggregate must be greater or equal to \$2,000,000
- Products/Completed Operations Aggregate must be greater or equal to \$2,000,000
- Personal and Advertising Injury must be present
- Primary and Non-Contributory Endorsement must be present
- Additional Insured Endorsement must be present
  - o With Completed Operations language
  - o Using a combination of ISO forms CG2010 10/04 and CG 2037 10/04 or equivalent

### **Automobile Liability**

- Combined Single Limit (each accident) must be greater or equal to \$1,000,000
- Coverage Applies to: Owned Autos Only must be present
- Coverage Applies to: Hired Autos Only must be present
- Coverage Applies to: Non-Owned Autos Only must be present
- Additional Insured Endorsement must be present
  - o Using ISO form CA 2048 or equivalent

### **Worker’s Compensation and Employer’s Liability**

- Statutory Limits must be present
- Employer’s Liability Each Accident must be greater or equal to \$1,000,000
- Employer’s Liability Disease – each employee must be greater or equal to \$1,000,000
- Employer’s Liability Disease – policy limit must be greater or equal to \$1,000,000

- Waiver of Subrogation Endorsement must be present

### **Professional Liability**

- Each Claim must be greater or equal to \$1,000,000
- Aggregate must be greater or equal to \$2,000,000

### **Improper Sexual Contact and Physical Abuse Insurance**

- Coverage must be greater or equal to \$1,000,000

### **Cyber Liability**

- Claims made Coverage must be greater or equal to \$1,000,000

### **Additional Requirements**

- Certificate Holder must read: Sierra Health Foundation 1321 Garden Highway Sacramento, CA 95833
- A.M. Best rating of at least A-:VI
- 10 or more Passengers being transported in any one vehicle will require
  - o State of California Class B driver's license
  - o Auto liability in the amount of \$5,000,000 per occurrence for bodily injury and property damage combined.
- Description of Operations must read: The Center, Sierra Health Foundation, The State of California, their respective officers, directors, agents, representatives, constituent entities, affiliates, volunteers, officials, parents, subsidiaries, and employees shall be added as Insureds (“additional Insureds”) under each commercial general liability and automobile insurance policy. Agreement #22-20080 must be present.