

Elevate Youth California: Youth Substance Use Disorder Prevention Program: Round 6 Standard Track Cohort 6 Funded Partner Overview Webinar



We will begin soon!



• If you have audio issues using computer speakers, join the audio by phone:

1.Dial: +1 669 444 9171

2.Meeting ID: 818 7037 2968

3.Passcode: 564328

All participants are muted.

• If you have questions during the webinar, submit them through the chat feature (click "Chat" at the top of the screen). Select "All Panelists" as the recipient.





Elevate Youth California Program Team





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The Center's Evaluation Team





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The Center's Communications Team





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Communications Associate







The Center's Contracts, Risks and Compliance and Finance Team





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Contract Administrator II



Lucas Cole Associate Controller



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Department of Health Care Services





Jessica Guerra
Section Chief
Community Services Division/Program
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Agenda

- Welcome
- Program Background
- Cohort Partners
- Communications Strategy
- Contract Agreement Process
- Insurance Requirements
- Overview of Grant Requirements
- Important Reminders
- Questions & Answers







Prop. 64 Background

- The Adult Use of Marijuana Act, known as Proposition 64 (Prop 64), was passed in November 2016. It legalized the possession, cultivation, and adult use of cannabis for persons aged 21 and older in California.
- Created new taxes on the cultivation and sale of marijuana.
- Revenues go into the California Marijuana Tax Fund.
- Sixty percent of the revenue is deposited into the Youth Education, Prevention, Early Intervention, and Treatment, also known as YEPEITA.
- The Prop 64 Advisory Group guides YEPEITA-funded activities.









Funding

Elevate Youth California (EYC) is a program of the California Department of Health Care Services (DHCS) funded through Prop 64 California Cannabis Tax Fund, Allocation 3, YEPEITA. Sierra Health Foundation: Center for Health Program Management (The Center) is contracted to support the implementation of EYC. This statewide program provides funding and technical assistance for organizations that are developing or increasing community substance use disorder (SUD) prevention, outreach, and education focused on youth.





Elevate Youth California Program Goal

Grounded in social justice youth development, EYC supports a statewide network of organizations working on youth SUD prevention, education, and early intervention start-up activities and/or enhancement efforts in low-income urban and rural areas throughout California, with a focus on impacting policy, systems, and environmental change.





Elevate Youth California Program Goal

- EYC is a youth social justice mentoring and peer support program focusing on communities disproportionately impacted by the war on drugs.
- Examples of programming:
 - Youth-led organizing and student civic engagement.
 - Campaign to address a school or community concern.
 - Efforts to change a social condition through public policy.







Substance Use Disorder Prevention

- Prevention encompasses activities that promote healthy behaviors, reduce risks, and build protective factors.
- Harm reduction aims to reduce at-risk, moderate, and high-risk behaviors often associated with SUD.



Implementation Strategies

Projects must contain a component of **youth civic engagement** and at least one other mentorship and/or peer-led support and leadership program:

- Mentorship and relationship building.
- Peer-led support and leadership programs.







Funded Partners

Visit <u>www.elevateyouthca.org</u> to learn more.

Standard Track

Focusing on policy, systems and environmental change through youth civic engagement, mentorship, and peer-led support.

- 36 months
- · Up to \$1 million
- Cohort 1: 26 projects = \$21.5 million
- Cohort 2: 32 projects = \$29.7 million
- Cohort 3: 61 projects = \$52.7 million
- Cohort 4: 61 projects = \$58.52 million
- Cohort 5: 75 projects = \$51.79 million
- Cohort 6: 95 projects = \$65.4 million

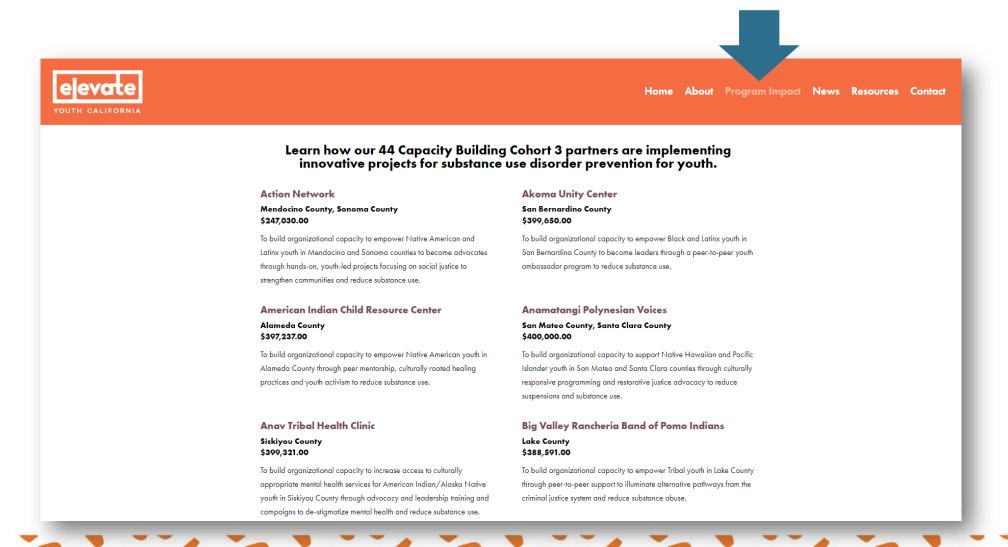






Funded Partners

Visit www.elevateyouthca.org to learn more.







		Capacity	
County	Standard	Building	Innovation
Alameda	32	8	2
Alpine	1	0	0
Amador	2	0	0
Butte	8	0	1
Calaveras	1	0	0
Colusa	0	0	0
Contra Costa	12	4	0
Del Norte	6	1	1
El Dorado	4	0	0
Fresno	19	9	1
Glenn	4	0	0
Humboldt	14	1	2
Imperial	3	0	0
Inyo	3	0	0
Kern	12	3	0
Kings	3	3	0
Lake	8	2	0
Lassen	1	1	0
Los Angeles	71	15	2
Madera	7	1	0
Marin	6	2	0
Mariposa	1	0	0
Mendocino	9	1	1
Merced	6	1	0
Modoc	3	1	0
Mono	2	0	0
Monterey	7	2	0
Napa	0	0	0
Nevada	8	0	0

		Building	Innovation
Orange	1 <i>7</i>	4	0
Placer	11	1	0
Plumas	1	0	0
Riverside	11	7	0
Sacramento	50	15	2
San Benito	4	0	0
San Bernardino	14	12	0
San Diego	25	6	0
San Francisco	11	2	0
San Joaquin	22	11	1
San Luis Obispo	3	0	0
San Mateo	3	1	0
Santa Barbara	8	2	0
Santa Clara	11	2	1
Santa Cruz	5	2	0
Shasta	4	3	0
Sierra	1	0	0
Siskiyou	5	2	1
Solano	11	5	0
Sonoma	9	3	0
Stanislaus	11	3	0
Sutter	2	0	0
Tehama	1	0	0
Trinity	3	0	0
Tulare	12	7	0
Tuolumne	1	2	0
Ventura	7	0	0
Yolo	10	2	0
Yuba	1	0	0









Communications Overview

- We need your partnership to share important messages about youth SUD prevention
 - Serve as a spokesperson for your work.
 - Share stories, photos, videos, media coverage, etc.
- Public announcements and social media.



Photo from Auburn Hip Hop Congress







Public Announcements

- Toolkit contains social media graphic templates and captions.
- Share your press releases with The Center communications team for review and support.









Funding Statement

For public announcements and materials about your work, please include this funding statement:

Elevate Youth California, a project of The Center at Sierra Health Foundation under contract with the State of California's Department of Health Care Services (DHCS), is funded through the DHCS Proposition 64 California Cannabis Tax Fund, Allocation 3, Youth Education Prevention Early Intervention and Treatment Account.

When space is limited, such as videos or social media, you may use this abbreviated funding statement:

This project is supported by Elevate Youth California and funded through Proposition 64.

If your work is supported by other funders, include them as well.



DHCS Office of Communications will need to review and approve press releases prior to release.



If you have communications questions or materials for us to review, please reach out to communications@shfcenter.org and copy elevateyouthca@shfcenter.org.













Contract Agreement Process and Insurance Requirements







Contract Agreement Process

- E-mail from CongaSign with a link to your organization's subrecipient agreement.
- Review contract agreement.
- Sign contract agreement via CongaSign.
- E-mail from The Center at Sierra Health Foundation via TrustLayer with insurance requirements.







Insurance Requirements

- Insurance compliance documents must be submitted to The Center within 30 days of executing your agreement.
- Insurance must be maintained through the duration of the project and renewed if necessary.
- If your organization is unable to obtain the required insurance or has insurance questions, contact insurancecompliance@sierrahealth.org as soon as possible for assistance.
- Important: Additional insureds must be written exactly as stated in your contract agreement AND payments will not be released until accurate and complete insurance requirements are received.







Insurance Evidence Requirements

- Commercial General Liability.
- Each occurrence must be greater or equal to \$1,000,000.
- Coverage Trigger: Occurrence must be present.
- General Aggregate must be greater or equal to \$2,000,000.
- Products/Completed Operations Aggregate must be greater or equal to \$2,000,000.
- Primary and Non-Contributory Endorsement must be present.
- Additional Insured Endorsement must be present, naming The Center, Sierra Health Foundation, Department of Health Care Services, The State of California, their respective officers, directors, agents, representatives, constituent entities, affiliates, volunteers, officials, parents, subsidiaries, and employees.





Insurance Evidence Requirements

Automobile Liability

- Combined Single Limit (each accident) must be greater or equal to \$1,000,000.
- Coverage applies to Owned, Hired, and Non-owned Autos.
- Additional Insured Endorsement must be present naming The Center, Sierra Health Foundation and The State of California.

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.





Insurance Evidence Requirements

Additional Requirements

- Certificate Holder must read: Sierra Health Foundation, 1321 Garden Highway Sacramento, CA 95833.
- 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 #24-40039 must be present.







Certificate of Liability Insurance/COI

SAMPLE ACORD DATE (MWDDYYYYY) CERTIFICATE OF LIABILITY INSURANCE THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND. EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policyfies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s). INSURERIST AFFORDING COVERAGE NAIC # INSURED INSURER E INSURER F: COVERAGES CERTIFICATE NUMBER: REVISION NUMBER: SURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD **SAMPLE** MENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS IN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. TYPE OF INSURANCE GENERAL LIABILITY EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) CLAIMS-MADE OCCUR MED EXP (Any one person) PERSONAL & ADV INJURY GEN'L AGGREGATE LIMIT APPLIES PER: PRODUCTS - COMPIOP AGG POLICY PRO- LOC AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS BODILY INJURY (Per person) | \$ SODILY MUURY (Per accident) \$ HIRED AUTOS UMBRELLA LIAB EACH OCCURRENCE EXCESS LIAB DED RETENTIONS WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETORIPARTNEREASCUTIVE OFFICEMENBER EXCLUDED? EL DISEASE - EA EMPLOYEE S (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS her EL DISEASE - POLICY LIMIT | 5









Overview of Grant Requirements







Deliverable-Based Payment Schedule

Requirement	Schedule
Receipt of Agreement & Insurance Compliance Requirements.	First Payment (35% of the award amount total)
 Final Work Plan Progress Reports 1-2 Financial Report 1-2 Detailed Expenditure Listing will be required. 	Second Payment (35% of the award amount total)
 Progress Reports 3-4 Financial Report 3-4 Detailed Expenditure Listing will be required. 	Third Payment (25% of the award amount total)
 Progress Reports 5-6 Financial Reports 5-6 Detailed Expenditure Listings will be required. 	Fourth Payment (5% of the award amount total)



Overview of Requirements

- Work Plan
- Bi-Annual Progress Reports
- Bi-Annual Financial Reports
- Detailed Expenditure Listing
- Cumulative Final Report Quantitative, Qualitative, Financial
- Participation in:
 - In-person convenings and virtual technical assistance sessions, including Lobbying vs Advocacy Training within the first six (6) months, and participation in a minimum of five (5) trainings and/or office hours annually.
 - External Evaluation.





Bi-Annual Progress Report

- Quantitative: partnerships, demographics
- Program Events/Activities
- Narrative: participant outcomes and progress toward policy goals







Bi-Annual Financial Report

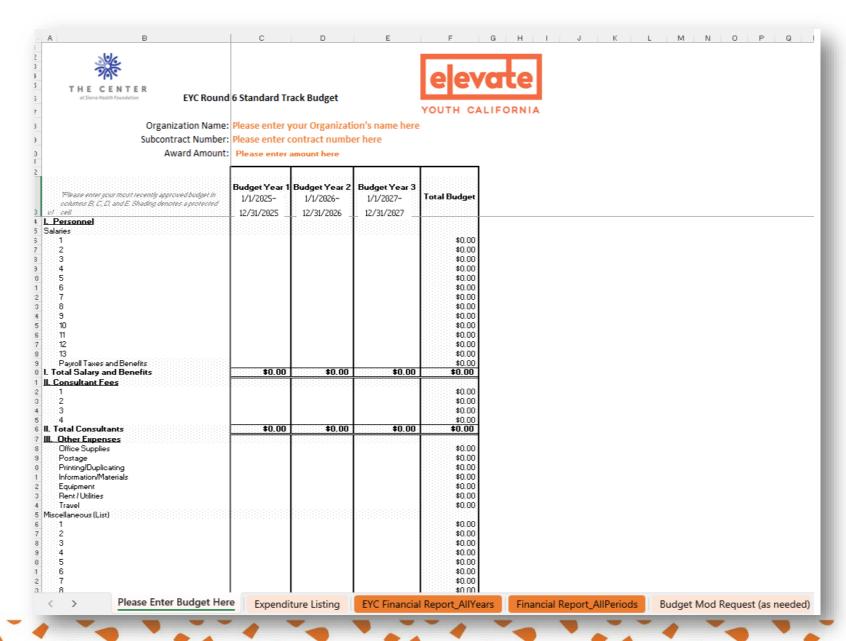
- Financial reporting template.
 - Connected with the approved budget.
 - Show line-item spending within the reporting period.
- Keep supporting documentation for expenditures for the Detailed Expenditure Listing requirement.







Bi-Annual Financial Report





Detailed Expenditure Listing/General Ledger (GL)

- List of all financial transactions allocated to the grant.
- Include for each EYC expense:
 - Budget category
 - Expense date
 - Amount
 - Vendor
 - Expense description
- Separate accounting is required.
- Receipts, invoices, and timecards to be made available upon request.







Unallowable Expenses

- 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.





Notable EYC Prior Written Approvals/Guidance

Travel

- All overnight travel must follow <u>CalHR Travel Reimbursement</u> guidelines.
- Out-of-state travel requires written pre-approval; to submit a travel request, email <u>elevateyouthca@shfcenter.org</u> six weeks prior to the desired start of travel.
- Overcoming transportation barriers: limit of \$50 per year/participant to ride-sharing transportation apps such as Uber, Lyft, etc. for travel relating to EYC.
- Subcontracts greater than \$5,000; please send copies of contracts with EYC portions greater than \$5,000 to eycfinance@sierrahealth.org.
- Capital purchases are almost always unallowable (see Unallowable Expenses on the previous slide).





Cumulative Final Report

- Quantitative
- Narrative
- Financial







Reporting and Data Requirements

Partners will be required to submit **bi-annual progress reports** responding to the performance measures identified in their grants and work plan, including **bi-annual financial reports**.

Report	Period	Due Date to The Center
Progress Report 1	1/1/2025 - 6/30/2025	7/31/2025
Financial Report 1 and Detailed Expenditure Listing	1/1/2025 - 6/30/2025	7/31/2025
Progress Report 2	7/1/2025 - 12/31/2025	1/30/2026
Financial Report 2 and Detailed Expenditure Listing	7/1/2025 - 12/31/2025	1/30/2026
Progress Report 3	1/1/2026 - 6/30/2026	7/31/2026
Financial Report 3 and Detailed Expenditure Listing	1/1/2026 - 6/30/2026	7/31/2026
Progress Report 4	7/1/2026 - 12/31/2026	1/29/2027
Financial Report 4 and Detailed Expenditure Listing	7/1/2026 - 12/31/2026	1/29/2027
Progress Report 5	1/1/2027 - 6/30/2027	7/30/2027
Financial Report 5 and Detailed Expenditure Listing	1/1/2027 - 6/30/2027	7/30/2027
Progress Report 6 and Cumulative Final Report	7/1/2027 - 12/31/2027	1/21/2028
Financial Report 6 and Detailed Expenditure Listing	7/1/2027 - 12/31/2027	1/21/2028



Report Submission Process

We will share the progress report template, financial report template, and submission process in separate webinars.







Budget Modification Process

We recognize that costs may have changed since applications were submitted. Partners may submit budget modification requests to more closely align with actual costs and expenditures.

- Only able to shift funds to allowable items under the funding opportunity.
- If you are adding new line items or if a section total changes by more than 10% you will be required to submit a budget modification.
- There is a required template and process for the budget modification.
- Please send all requests to <u>pkaur@sierrahealth.org</u> and copy <u>elevateyouthca@shfcenter.org</u>.













In-person/ Virtual Convenings

- Technical Assistance Webinars and Office Hours
- Virtual Networking Sessions
- Virtual Quarterly Learning Communities
- In-person Convenings TBD







Youth Listening Sessions

- Host a minimum of one youth listening session with impacted youth each year of project implementation.
- Feedback on strategy and project implementation.







BrightLife

Watch on Voulube

Technical Assistance, Webinars, and Resources

www.elevateyouthca.org

Resources Technical Assistance Links to technical assistance resources **Webinars** Partner Session: Brightlife Kids and Soluna Informational Elevate Youth California Round 5 Standard Track Grantee July 11, 2024 April 8, 2024 This webinar, led by Brightlife Kids and Soluna, is an overview of two Elevate Youth California Round 5 Standard Track Grantee Orientation CalHOPE programs delivering private, virtual behavioral health Webinar (PDF) coaching and resources for youth ages 0-25. Pioneering Behavioral Health Support for Young Californians (PDF) Created new taxes on the Prop. 64

60% to Youth Education Prevention, Early Intervention

Training Webinars

Grant Writing Toolkit

July 30, 2024

This webinar, led by Leverage Point Development Inc., provides resources and tips for seeking funding opportunities aligned with organizational values and ways to prepare for application submission.

Grantwriting Toolkit (PDF)



All EYC Cohorts Alchemer Training

May 21, 2024

This webinar, led by The Center, is an overview of the Elevate Youth California designated Progress Report submission platform, Alchemer.

Alchemer Overview (PDF)

Grant Writing Fundamentals

July 24, 2024

This webinar, led by Leverage Point Development Inc., explores key components and critical tools for crafting an effective grant proposal.

Grantwriting Fundamentals (PDF)



Elevate Youth California Progress Report Overview

April 30, 2024

This webinar, led by The Center, is an overview of the Elevate Youth California Progress Report Tool for funded partners.

Nonprofit Finance Fund: Understanding Cash Flow Planning Webinar (PDF).





Partner Learning and Engagement

- Networking sessions
- Webinars
- One-on-one sessions





Important Reminders

- Timeline of initial payment
- Communications
- Items to stay on top of:
 - Updated budget, budget justification, and work plan.
 - Executed contract agreement
 - Securing insurance
 - Reporting
 - Listening sessions
 - Virtual and in-person convenings.
 - Resources







Contacts and Resources

Contact:

If you have questions e-mail: elevateyouthca@shfcenter.org

Include your Contract ID on all EYC-related correspondence.

Resources:

EYC website: www.elevateyouthca.org

The Center website: www.shfcenter.org







CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES



Thank You!



