

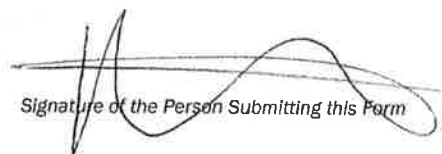
Application for Funding – Cover Page

Applicant Agency

Business Name	Mountain-Plains Youth Services Coalition (dba Youthworks)	Street Address Including City, State, and ZIP Code	217 West Rosser Avenue Bismarck, ND 58501
Contact Person	Kim Ekart	Title	Grants Manager
Phone	701-390-8200	Email	kekart@youthworksnd.org
Authorized Representative	Melanie Heitkamp	Title	Executive Director
Phone	701-255-6909	Email	mheitkamp@youthworksnd.org
Federal Employer Tax Id #	46-0345922	Unique Entity Identifier #	KCSJVSNHZZL5
Dates of Active Registration in System for Award Management			02/17/2024

Total Amount of Funding Request	\$326,501.07
Evidenced-Based Services (Y/N)	Yes
Name and Source of Evidenced-Based Services	Brief Strategic Family Therapy
Geographic Area to be Served	Burleigh & Morton Counties
Estimated Number of Youth to be Served	200
Estimated Number of Minority Youth to be Served	80

Signature



Signature of the Person Submitting this Form

Name Kim Ekart
Name of the Person Submitting this Form (print)

Date of Signature 09/14/2023

YOUTHWORKS' YOUTH AND FAMILY ENGAGEMENT CENTER NARRATIVE-- Creating A Community Hub for Support, Belonging, and Opportunity

Description of the Project: The Youth and Family Engagement Center is designed to provide a conglomerate of early intervention and prevention supports to help both youth and families thrive. The purpose of the Center is to empower youth and families to become engaged with each other and their community and to ensure all youth (and families) have a safe place to belong and be heard. The Center is meant to be a resource for area youth and families to access, *without systems involvement*. Youth and families can self-refer to the Center by calling Youthworks or stopping by Youthworks during business hours. This project is intended to support youth and families who are not yet involved with formal systems (i.e., juvenile court, child welfare, CHINS) or who are just entering these systems.

Youthworks' Youth and Family Engagement Center offers assessment, family mediation/counseling, day programming (Bridges), afternoon/evening programming, mentoring support, and connections to cultural and community-based organizations – all of which are free of charge to youth and families. Finally, youth and families can also be referred to Youthworks' 24/7 emergency shelter, the Short-Term Care and Assessment Center (STCAC), through participation in the Youth and Family Engagement Center. Youthworks anticipates providing assessment to 100 youth annually, with a goal that 75% of youth and families engage in the recommended services (internally provided or external referral). Youthworks anticipates that 40% of the youth served in the Youth and Family Engagement Center will be minority youth.

Description of the Issues and Previous Efforts: Youthworks has run an emergency shelter for youth for decades, acting as the regional Attendant Care site, North Dakota's only runaway program, and as a shelter care program for youth who were struggling in their homes. Over the decades, Youthworks was successful more than 90% of the time in supporting youth in returning to their parental home, when safe and appropriate. Unfortunately, recent legislative changes resulted in Youthworks needing to restructure its programming, resulting in fewer opportunities to provide reunification and follow up family counseling to youth in the STCAC. However, those youth are still coming in to contact with Youthworks' STCAC. Between July 1, 2021 and June 30, 2023, Youthworks provided 406 nights of shelter to CHINS youth, with an additional 150 nights of shelter for youth with delinquent offenses. In total, 201 youth were placed by law enforcement during this timeframe. Overwhelmingly, the majority of these youth were either cited with domestic assault or citable for assault due to conflict within their homes. According to the 2021 ND Youth Risk Behavior Survey, 2.6% of high school students had run away or been kicked out of their home in the past 30 days, with many of these youth reporting parent-child conflict as the cause. Applying this rate to the 12 – 17 year-olds in Burleigh and Morton Counties, it would be expected that at least 251 youth would have run away from home or have been kicked out of their home in the past 30 days. Simply put, there is a significant need for more services for youth and families experiencing conflict.

Project Planning, Design, and Implementation:

Planning Phase, Collaborations, and Outreach: Youthworks plans to utilize the first 3-6 months of the grant period to finalize the project design of the Youth and Family Engagement Center. Youthworks believes that youth voice, family voice, and community partners' voices are critical to the implementation of an assessment and service hub in the community and will hold listening

sessions to better understand the current needs and barriers. This will be done in a three-step process. First, Youthworks intends to request a meeting with local law enforcement and the Police Youth Bureau to explore the viability of a Task Force approach to addressing youth citations for domestic incidents. Youthworks has a strong partnership with local law enforcement and envisions a model that discourages citations for family-centered altercations. Secondly, Youthworks would work to gather feedback from current and former service recipients. Youth and families would be identified by Youthworks staff and stakeholders, with a goal to better understand youth and family perspectives. Finally, Youthworks would convene a larger stakeholder meeting to assess the need, barriers, and collaborative goals. Additional stakeholders include Burleigh County Human Service Zone, Three Rivers Human Service Zone, Bismarck and Mandan Public Schools, West Central Human Service Center, and local cultural organizations such as Native, Inc., Sacred Pipe Resource Center, local Gay Straight Alliances, and others. Youthworks has allocated \$80,000 of its proposed project budget to subaward funds to agencies identified in the planning phase.

Outreach: As a part of planning, program staff will outreach in the community twice a week, with the goal of connecting with youth and families, identifying credible messengers, recruiting mentors, and building partnership with other community-based organizations. While outreach will continue after the planning phase, there will be a strong emphasis on outreach and community building during the first 3-6 months of the project.

Services:

Assessment: The Youth and Family Engagement Center will provide in-depth assessments utilizing interviews, collateral contacts, and validated screening and assessment tools. Assessments are designed to understand the barriers youth and families are experiencing at home, in school, or in their community, as well as the protective factors within the family system. Youth receiving assessment can be residing in their homes or the STCAC during the assessment period.

Family Mediation and Counseling: Youthworks' family mediation and counseling works to ensure that youth and families have a place to turn to when family conflict or violence occurs. The goal is to engage families in crisis to motivate change within family systems. Youthworks will be available to provide immediate, short-term, targeted family therapy to begin to address the barriers identified during the assessment. These clinical services will be available to the youth and their families until longer-term services can be accessed (if recommended) and/or until the situation has resolved. Youthworks will have trained staff available during business hours to meet with families following an incident. If an incident occurs after hours and the youth is not referred into the 24/7 emergency shelter, Youthworks will be available within two business days to initiate services related to the initial incident.

Day Programming- Bridges: Bridges is a voluntary program with a safe, therapeutic environment that provides academic, behavioral, and social-emotional supports to bring hope, understanding, guidance, and inspiration to middle and high school aged youth. The Bridges program is a component of the overall Youth and Family Engagement Center – youth who are referred to Bridges would have access to the full gamut of the Center's services. Bridges is not intended to be a long-term suspension program and is best suited for youth with first-time behaviors at school or home where early intervention and assessment can lead to reengagement within the school. Bridges has the capacity to serve 5-8 youth at a time and will operate 10AM-3:00PM.

Afternoon/Evening Programming: Youthworks will provide afternoon and evening programming four days of the week that will focus on youth wellness, youth engagement, community advocacy, and peer belonging. Programming starts at 3:00PM and runs until 8:00PM, with some transportation available. This programming is available to local middle school and high school aged youth who seek connection in the community. Programming will be youth-led and youth-designed, with support from the Youth and Family Engagement Center team.

Community-Based Mentoring: Youth receiving support from the Youth and Family Engagement Center are eligible to receive one-to-one mentoring support from one of Youthworks' mentors who act as credible messengers for young people in the community. Credible messengers are individuals with lived experience whose role is to engage youth and their families and advocate for both individual and community/systems level changes. Youthworks will make every effort to hire mentors with lived and similar experience, recognizing the impact of this best practice model.

Community, Cultural, Family, and Peer Connections: Recognizing that youth and families need a myriad of supports to be successful, Youthworks staff will actively work with a youth and their family to find opportunities for community, cultural, family, and peer connections. Inherently, this model is about *adding in support*, not taking away from. This includes connecting youth to cultural programming in the community, such as the Native American Development Center, Sacred Pipe Resource Center, etc. While traditional services often look at a youth's behaviors and help families determine subsequent consequences, Youthworks' Youth and Family Engagement Center sees behaviors as cause for connection and will work with the family to determine what appropriate supports may be needed for all family members to thrive.

Short Term Care and Assessment Center (STCAC) – 24/7 Emergency Shelter: Youth involved in the Youth and Family Engagement Center can access the STCAC as a part of their assessment or service plan. Youth and families accessing the STCAC must be willing to engage in services. The goal of the STCAC is to ensure safety during and immediately following a crisis, with most youth reunifying with their families within 96 hours.

Transportation: While limited, Youthworks is able to provide transportation to any of the services provided through the Youth and Family Engagement Center, with the exception of initial meetings due to safety considerations and liability.

Screening Tools: Youthworks currently utilizes several screening tools with youth during the assessment process. The Massachusetts Youth Screening Instrument, Version 2 (MAYSI-2) contains 52 questions to identify behavioral health concerns. The scores are interpreted on seven scales, including: Alcohol/Drug Use, Anger/Irritability, Depressed/Anxious, Somatic Complaints, Suicide Ideation, Thought Disturbance, and Traumatic Experiences. The youth's scores are used to identify areas of concern and need, including both immediate needs and ongoing service needs. The tool is validated for youth ages 12-17. If youth score in the warning or high range for Suicide Ideation, staff administer the Columbia Suicide Severity Rating tool which is a widely utilized assessment for suicide thoughts and behaviors. Youthworks also uses the Developmental Assets Profile (DAP) in its assessment. The DAP is a social-emotional assessment which measures the internal strengths and external supports of young people and can track their growth in these key

areas over time. The DAP was created by the Search Institute, the leading organization for Positive Youth Development research and best practices. Several other non-validated screening tools are utilized in the assessment process and include a youth survey about their perceived problems and a sentence completion form about their perceptions. Finally, Youthworks will implement any relevant screening tool that is recommended through the Brief Strategic Family Therapy trainings.

Evidence-Based Practices and Promising Practices: Youthworks will utilize concepts and principles from three evidence-based practices in the Youth and Family Engagement Center. These three programs are all listed on the Office of Juvenile Justice and Delinquency Prevention (OJJDP) model programs guide as effective or promising programs.

Brief Strategic Family Therapy (BSFT): Youthworks clinical program lead and Co-Op Counselors will be trained in the beginner and intermediate skills of BSFT. This training will allow Youthworks' clinicians to utilize the concepts, skills, and principles of BSFT with youth and families for crisis intervention, family mediation, and brief family therapy. BSFT is identified as one of North Dakota's Title IV-E Prevention Services and is considered a culturally sensitive, family-centric intervention.

Big Brothers Big Sisters Mentoring Community-Based Mentoring Program: Youthworks' one-to-one mentoring borrows from this evidence-based mentoring model that supports building youth's skills over time, engaging with families, and setting skill-building goals. Also following best practices in mentoring, Youthworks intends to actively pursue mentors who have lived experience and can act as credible messengers within the community, helping bridge the gap between youth/families and services.

The Adolescent Diversion Project: The day and evening programming offered through the Youth and Family Engagement Center allows for a more intensive mentoring relationship, using the social bonds between the mentor and youth to build youth's skills, allow time to build a relationship with the youth's family, and increase the youth's access to resources in the community. This evidence-based mentoring model recognizes the need for connection to ensure youth feel supported as they access other services in the community.

Other Sources of Funding: Youthworks has secured match funding for this project from the Taco Bell Foundation and the Missouri Slope Areawide (MSA) United Way for at-risk youth services. While these match funds are annual awards, Youthworks has received funding from the Taco Bell Foundation and MSA United Way for nearly a decade.

Additionally, Youthworks' Basic Center/Runaway Program (BCP) and Short Term Care and Assessment Center (STCAC) are fully funded supplemental programs to this project. Youthworks provides the only BCP programs in North Dakota for runaway youth, providing up to 21 days of shelter to youth who have been kicked out of their homes, are experiencing homelessness, or who have runaway. BCP is a federal Family and Youth Services Bureau funded project. The STCAC receives funding from local law enforcement entities, federal Attendant Care funding, and from tribal communities. The STCAC was certified with the State of North Dakota in 2022, but the agency pivoted away from being a certified shelter due to several restrictions at the time. Youthworks is considering recertifying for CHINS youth, which would result in additional supportive funding.

Timeline: The timeline for this proposal is attached on a separate document.

Priority Consideration: The Youth and Family Engagement Center is designed to reduce barriers families may have to accessing assessment services and immediate support. Families do not need to go through a formal system to receive help and outreach efforts will promote family-led services. Youth and families who have experienced marginalization and system oppression are oftentimes weary of contacting law enforcement, social services, or the courts. The Youth and Family Engagement Center will be an alternative to those systems for families who may be hesitant to reach out. Once connected, Youthworks will work with the youth and family to promote strong relationships and connections throughout the community, including to culturally-specific organizations. Further, Youthworks has selected evidence-based programs that are listed as culturally-responsive to inform the agency's family counseling and mentoring practices.

Capabilities and Competencies: In 2022, Youthworks underwent a guided strategic planning process that evaluated the mission and vision of the agency. This process was conducted with youth and staff feedback while taking community perspectives into consideration. Whereas Youthworks' former mission was specific to certain populations or experiences (runaway, homeless, trafficked, and struggling youth), its new mission is inclusive of all youth, recognizing that our communities will thrive when every youth has a safe place to belong and be heard. This funding opportunity perfectly aligns with Youthworks' 2023-2026 Strategic Plan that prioritizes enhancing prevention supports for youth in North Dakota.

Grant management experience: Youthworks has provided services to youth in North Dakota since 1986. Youthworks is an experienced provider of runaway, homeless, outreach, emergency shelter, anti-trafficking, and juvenile diversion programs, with more than 40 current funding sources. In total, YW's staff has managed more than 200 major projects funded by state and federal agencies, foundations, and other private sources. Lead management staff have more than 100 years of combined experience in grant services and management. YW has provided youth diversion and prevention services since 2008, including Diversion, the Youth Cultural Achievement Program, and an OJJDP-funded mentoring program.

Fiscal accountability: Youthworks maintains a 24-page Fiscal Policies and Procedures Manual that is in accordance with federal guidelines. The FPPM outlines the accounting functions of the organization and details all **policies, procedures** and **governance** pertaining to accounting functions, as adopted by the Board of Directors. Youthworks has managed many millions of dollars from federal grants. Youthworks' Board of Directors adopt an annual budget and approve updates on a quarterly basis. The board receives a financial report at each meeting and the board's Internal Operations Committee provides oversight of fiscal issues. The agency has a cost allocation plan that is reviewed annually by an external audit firm to ensure compliance with federal cost allocation principles. Youthworks as an annual A-133 audit with no audit exceptions or findings and undergoes site reviews conducted by state and federal agencies to ensure fiscal accountability.

Roles and Responsibilities: The following staff have roles within the project, with several staff supporting the oversight and/or administrative functions of the project.

Sara Eastman, Clinical Program Lead: Ms. Eastman, LMSW, is currently the STCAC Coordinator at Youthworks, responsible for providing services and supports to youth who are sheltered in the STCAC, including in the runaway program. As Clinical Program Lead for the Youth and Family Engagement Center, Ms. Eastman will provide assessments, recommendations, and referrals to youth and families, oversee the Co-Op Counseling program, and supervise the credible messengers/mentors. Additionally, she will be available to provide family conflict mediation and brief family counseling alongside the co-op counselors.

Co-Op Counselors: The Co-Op Counselors will provide afternoon and evening family mediation and brief family counseling sessions, utilizing Brief Strategic Family Therapy principles. Co-Op Counselors will be available three days of the week (scheduled), with some additional flexible availability. Co-Op Counselors will work with the Clinical Program Lead to refer families to external providers if more intensive services are appropriate.

Credible Messengers/Mentors: Credible Messengers/Mentors will provide oversight for day and evening programming held at the Youth and Family Engagement Center. Two mentors will be available each business day for programming, with additional availability for one-to-one mentoring. These positions are intentionally inclusive of people with lived experience, who can act as credible messengers within the community to promote youth involvement in programming. Mentors provide youth with positive relationships while establishing community connections.

Melanie Heitkamp, Executive Director: Ms. Heitkamp, LCSW, has been with the agency since 1987. In her role as Executive Director, she provides oversight of the agency, its operations, and its general management. Ms. Heitkamp also provides clinical supervision.

Jeanette Gravseth, Chief Financial Officer: Ms. Gravseth has been with the agency since 1997 and provides fiscal oversight of the agency.

Kim Ekart, Grants Manager: Ms. Ekart, LMSW, works in conjunction with Youthworks' leadership team and program staff to ensure compliance of grant awards. Ms. Ekart is also the lead coordinator for the database that is utilized to track performance measures.

Lauren Bosch, Human Resources: Mr. Bosch supports personnel needs of the agency, including ensuring compliance with background check requirements and hiring practices.

Betty Leingang, Accounting Support: Ms. Leingang handles payroll responsibilities and other tasks that support the work of the CFO.

Arista Brekke, Administrative Assistant: Ms. Brekke provides administrative support and acts as the agency's receptionist. Ms. Brekke is often the first point of contact for youth/families in crisis.

Plan for Collecting Performance Data and How it will be used for Continuous Quality Improvement: Youthworks will report on the following performance measures: the number of youth and families served, referral source, length of involvement, services provided, number of youth served by an evidence-based program or promising practice, number and percent of youth receiving culturally specific services, number and percent of youth with successful completion from programming with no systems involvement, number and percent of families satisfied with services, and number and percent of youth with improved family relationships. These measures will be reported into the agency's online database, DVIMS. This database is a secure and confidential database that Youthworks uses to track client-specific performance measures. Co-Op Counselors and Credible Messengers/Mentors will track this data manually and provide

documentation to the Clinical Program Lead who will enter the information into the database. The number of youth that offend/re-offend will also be documented in DVIMS, with follow up contact made at one, two, and three months post-exit. The number of MOU/stakeholder agreements will be tracked by the Clinical Program Lead, with those documents kept in a grants file. Organizations who receive subawards will be required to submit data to Youthworks monthly, with deadlines and data quality checks in place. This information will be stored in the grant file and will be utilized for reporting purposes.

Measuring Additional Project Performance: In addition to the performance measures required through this proposal, Youthworks intends to measure the Developmental Assets of program participants which are demonstrated positive qualities youth possess that decrease risk factors.

How Data will be Collected: Youthworks has made data reliability a priority so that program performance can be evaluated appropriately, and services can be adjusted with the best available information. Program entry/exit (goals, objectives on a client level), service data, and progress notes are entered by the staff into the Domestic Violence Information Management System (DVIMS) for each youth. The Grant Manager monitors data entry on an ongoing basis, providing targeted and specific feedback to staff and Youthworks' Leadership Team. Program inputs, activities/outputs, and outcome measures are reviewed monthly, as a part of data analysis in advance of mandatory reporting. Staff are expected to enter pertinent data as soon as possible, with monthly deadlines in place for quality assurance. Youthworks Program Manager regularly reviews the data, meets with staff to correct any potential reporting inaccuracies, and ensures data is entered in a timely fashion to increase accuracy.

Evaluation Impact and Guided Change: Youthworks will subaward grant funds to the North Dakota Center for Persons with Disabilities (NDCPD) at Minot State University for an independent evaluation of the Youth and Family Engagement Center model. This evaluation will look at performance measurement outcomes, as well as youth and family qualitative feedback and self-reported outcomes. All data provided to NDCPD will be de-identified and will be analyzed at an aggregate level. The evaluation will specifically look at whether and how the Youth and Family Engagement Center removed barriers to access for minority youth and families and the level of satisfaction minority youth and families had with the programming/referrals available. It is Youthworks' hope that the independent evaluator will be able to collect evidence of the model's efficacy to possibly replicate if funding were made available statewide. Conversely, Youthworks hopes to utilize evaluation data to modify its practices and guide program-level change throughout the grant period.

Goals, Objectives, and Activities: Youthworks' Youth and Family Engagement Center's overarching goal is to prevent systems involvement by offering an alternative pathway for youth and families to seek support and services. Goals, Objectives, and Activities are listed in the timeline, along with target deadlines. These goals recognize the reality that youth who have behaviors are youth who need services – a reality the North Dakota legislature recognized in 2021. The Youth and Family Engagement Center and the goals, objectives, and activities listed in the timeline reflect the belief that youth and families should have low barrier access to support while in crisis and beyond.

Youthworks' Youth and Family Engagement Center Timeline

Project Goal	Related Objective	Activity	Expected Completion Date	Person Responsible
Goal 1: Identify and provide low barrier support to youth and families who are not already engaged with systems, but who are seeking services and support.	Increase community knowledge about the resources available when a youth or family is in crisis (including the Youth and Family Engagement Center, 211, Mobile Crisis Unit, law enforcement, hospitals, etc).	Develop and implement listening session model with stakeholders (youth, families, community providers)	Quarter 1	Sara Eastman
		Based on listening sessions, develop MOUs with subaward partners	Quarter 1	Sara Eastman
	Increase the number of Information and Referral calls fielded by Youthworks staff	Outreach to places where youth and families congregate, building connections and relationships	Ongoing	Sara Eastman and Credible Messengers/Mentors
	Increase the number of youth accessing Youthworks and/or subawardee's services	Provide assessment to 100 youth annually, with 75% engaging in either internal or external services following assessment	Ongoing	
Goal 2: Youth and families report are supported in solving their own problems, building skills, and developing further connections and support	Increase youth/family's involvement with cultural connections	Track # of referrals to cultural and community connections, including referrals to subaward partners	Ongoing	Sara Eastman and Credible Messengers/Mentors
	Increase youth/family's involvement with community connections	Track # of referrals to cultural and community connections, including referrals to subaward partners	Ongoing	Sara Eastman and Credible Messengers/Mentors
	Increase youth's Developmental Assets Profile scores, reflecting an increase in internal and external assets (self-report)	Engage youth in services through the Youth and Family Engagement Center and through referral	Ongoing	Sara Eastman and Credible Messengers/Mentors
	Decreased problems/conflict among family, as reported by youth and family	Provide family mediation and counseling to families in crisis, utilizing BSFT principles.	Ongoing	Sara Eastman and Co-Op Counselors
Goal 3: Enhanced outcomes for youth and families	Track youth progress towards goals	Timely data entry and data analysis with Grants Manager and team	Monthly	Sara Eastman, Co-Op Counselors, Credible Messengers/Mentors
	Track youth and family's perceived outcomes	Youth and family satisfaction survey	Quarterly	Sara Eastman, Co-Op Counselors, Credible Messengers/Mentors
	Track 1, 2, and 3 months post-exit	Aftercare	Ongoing	Sara Eastman
	Track youth's progress	Work with independent evaluator to develop plan for outcome measurement and tracking is in place	Quarter 8	NDCPD and Youthworks

Budget Summary

Applicant: Mountain-Plains Youth Services Coalition (d.b.a. \

Project Period: 10/1/2023 - 09/30/2025

	Grant Request	Match	Total
Budget Categories:			
Personnel	137,739.68	76,750.00	214,489.68
Fringe Benefits	20,566.39	10,925.00	36,816.39
Travel	23,842.00	-	23,842.00
Supplies	30,916.00	3,544.00	34,460.00
Subaward/Contractual	90,000.00	-	90,000.00
Other Direct Costs	23,437.00	10,937.00	34,374.00
Indirect Costs	-	-	-
Total Grant Funds	326,501.07	102,156.00	433,982.07

Budget Detail Worksheet and Narrative

Applicant:
Mountain-Plains Youth Services Coalition (d.b.a. Youthworks) Bismarck
Project Period:
10/1/2023 - 09/30/2025

Personnel				Total Grant Period		
Position	Name	Annual Salary	Grant Allocation %	Grant Request	Match	Total
Executive Director	Melanie Heitkamp	\$109,180.00	2.00%	\$4,367	\$0	\$4,367
Chief Financial Officer	Jeanette Gravseth	\$86,872.00	2.00%	\$3,475	\$0	\$3,475
Grants Manager	Kim Ekart	\$70,000.00	1.00%	\$1,400	\$0	\$1,400
Human Resources	Lauren Bosch	\$75,398.00	1.00%	\$1,508	\$0	\$1,508
Accounting Support	Betty Leingang	\$43,709.00	2.00%	\$1,748	\$0	\$1,748
Administrative Assistant	Arista Brekke	\$42,282.00	2.00%	\$1,691	\$0	\$1,691
Clinical Program Lead	Sara Eastman	\$65,000.00	20.00%	\$13,000	\$13,000	\$26,000
Co-Op Counselors	TBD	\$50.00	468	\$43,050	\$3,750	\$46,800
Credible Messengers/Mentors	TBD	\$17.00	3750	\$67,500	\$60,000	\$127,500
Total Personnel Costs				\$137,740	\$76,750	\$214,490

Personnel Narrative:

Melanie Heitkamp, LCSW, will provide oversight of the agency, and is included at 2% FTE. Youthworks Chief Financial Officer, Jeanette Gravseth, who provides fiscal oversight of the agency, is included at 2% FTE. Kim Ekart, LMSW, acts as the agency Grants Manager and works in conjunction with the Program Manager and program staff to ensure compliance of grant awards. She is included at 1% of her annual salary. Lauren Bosch, Human Resources, supports personnel needs of the agency and is included at 1% of his annual salary. Betty Leingang provides Accounting Support for the agency and is included at 2%. Arista Brekke provides administrative support and is the agency's receptionist. She is included at 2%.

Sara Eastman, LMSW, will be the program lead and will provide assessments, recommendations, and referrals to youth and families. Ms. Eastman will oversee the Co-Op Counseling program as well as the activities in the Youth and Family Engagement Center, supervising the credible messengers/mentors. Additionally, she will be available to provide family conflict mediation and brief family counseling alongside the co-op counselors. Ms. Eastman is included in this proposal at 20% FTE, with \$13,000 being requested through this proposal and \$13,000 being match funding from MSA United Way. The Co-Op Counselors will provide afternoon and evening family mediation and brief family counseling sessions, utilizing Brief Strategic Family Therapy principles. Co-Op Counselors will be part-time and will be paid \$50/hour. It is estimated that three Co-Op Counselors will be available each week for a total of nine hours/week (468 hours annually). The total cost over the grant period is \$46,800, with \$43,050 being requested through this proposal and \$3,750 being match funding from MSA United Way. Credible Messengers/Mentors will provide oversight for day and evening programming, group activities and one-to-one community-based mentoring. It is estimated that there will be 3,750 hours of service provided at \$17/hour. The total cost for mentoring is \$127,500, with \$60,000 being covered with match funding from the Taco Bell Foundation.

Total Personnel Costs for the two-year period are \$214,490, with \$76,750 being match.

Fringe Benefits				Total Grant Period		
Position	Name	Annual Benefits	Grant Allocation %	Grant Request	Match	Total
Executive Director	Melanie Heitkamp	\$764	2.00%	\$1,529	\$0	\$1,529
Chief Financial Officer	Jeanette Gravseth	\$608	2.00%	\$1,216	\$0	\$1,216
Grants Manager	Kim Ekart	\$245	1.00%	\$490	\$0	\$490
Human Resources	Lauren Bosch	\$264	1.00%	\$528	\$0	\$528
Accounting Support	Betty Leingang	\$306	2.00%	\$612	\$0	\$612
Administrative Assistant	Arista Brekke	\$296	2.00%	\$592	\$0	\$592
Clinical Program Lead	Sara Eastman	\$4,550	20.00%	\$4,550	\$4,550	\$9,100
Co-Op Counselors	TBD	\$2,340	1000	\$4,300	\$375	\$10,000
Credible Messengers/Mentors	TBD	\$6,375	4160	\$6,750	\$6,000	\$12,750
Total Fringe Benefits				\$20,566	\$10,925	\$36,816

Fringe Benefits Narrative:

Fringe benefits for full-time staff include: Social Security (7.65%), Unemployment Insurance (1.85%), Worker's Compensation (3%), Health Insurance(15.5%), and Retirement (7%). Thus, fringe benefits are calculated at 35% of salary. Part-time staff's (co-op counselors and credible messengers/mentors) fringe benefits are calculated at 10% of the hourly pay. The total benefits costs for the two-year grant period is \$36,816, with \$10,925 being match from MSA United Way and the Taco Bell Foundation.

Travel			Total Grant Period		
Purpose	Location	Expense Type (Hotel/Mileage/Per Diem)	Grant Request	Match	Total
Local Transportation	Bismarck/Mandan	Mileage	\$23,842	\$0	\$23,842
Total Travel Costs			\$23,842	\$0	\$23,842

Travel Costs Narrative:

Transportation is a critical component for the Youth and Family Engagement Center, helping ensure youth and families have access to the supportive services provided. The YFEC includes group programming, day programming, and evening programming, as well as mentoring activities. Youthworks anticipates many program youth and families will need transportation assistance to ensure equitable access. The Center will be operational five days a week, or 260 days a year. It is estimated that 70 miles will be needed per program day at the federal rate (70x260x0.655), totaling \$11,921 annually, or \$23,842 for the grant period.

Supplies			Total Grant Period		
Item	Quantity	Per Unit Cost	Grant Request	Match	Total
General Office Supplies (Cost Allocation Plan)	2	\$1,630	\$3,260	\$0	\$3,260
Youth Engagement Activities/Supplies	520	\$40	\$20,800	\$0	\$20,800
Food for Participants	520	\$20	\$6,856	\$3,544	\$10,400
Total Supply Costs			\$30,916	\$3,544	\$34,460

Supply Costs Narrative:

General Office Supply costs are determined through Youthworks' Cost Allocation Plan and include the paper, pens, files, etc. that are needed for program staff. This cost is \$1,630 annually, or \$3,260 for the two-year grant period.

The Youth and Family Engagement Center includes group programming, day programming, and evening programming, as well as mentoring activities. The Center will be operational five days a week, or 260 days a year. It is estimated that the activities for the YFEC will be \$40/day of operation, or \$10,400 annually. Recognizing the impact of food insecurity for many of the youth the project anticipates serving, Youthworks plans to provide daily snacks/meals for participants. It is estimated that this will cost the agency \$20/day of operation. Youthworks, as a member of the Great Plains Food Bank, receives food donations which will also be utilized. This is an estimated in kind value of \$3,544. The total supplies cost for the grant period is \$34,460, with \$3,544 being match.

Subawards/Contracts		Total Grant Period		
Description/Purpose	Computation	Grant Request	Match	Total
Subaward for Project Evaluation- NDCPD	Estimate	\$10,000	\$0	\$10,000
Subawards for Community-Based Services	Projected @ \$10,000/subaward/yea	\$80,000	\$0	\$80,000
Total Subaward/Contractual Costs		\$90,000	\$0	\$90,000

Subaward/Contractual Costs Narrative:

Youthworks will subaward grant funds to the North Dakota Center for Persons with Disabilities (NDCPD) at Minot State University to assist in measuring the impact of the Youth and Family Engagement Center through a formal evaluation. The evaluation will include the performance measures identified in the RFP as well as outcomes related to youth's Developmental Assets (as measured by the Developmental Assets Profile). The evaluation cost is \$10,000 over the grant period. Recognizing the importance of a collaborative approach, Youthworks plans to utilize the planning phase to engage youth, families, and the local community in conversations about their most pressing needs. This planning phase will allow stakeholders (including youth themselves) to determine additional gaps in services. Following the planning phase, Youthworks will identify 2-4 programs to become subrecipients of the project. Youthworks' proposal includes \$40,000 in community-based services subawards annually, totaling \$80,000 for the grant period. The total request for subawards is \$90,000 over the two-year grant period.

Other Direct Costs		Total Grant Period		
Type	Computation	Grant Request	Match	Total
Insurance	Cost Allocation Plan	\$925	\$925	\$1,850
Rent and Utilities	Cost Allocation Plan	\$5,694	\$5,694	\$11,388
Accounting & Audit	Cost Allocation Plan	\$1,434	\$1,434	\$2,868
Communications	Cost Allocation Plan	\$1,992	\$1,992	\$3,984
Cleaning Fees/Maintenance	Cost Allocation Plan	\$676	\$676	\$1,352
Copier Rental	Cost Allocation Plan	\$216	\$216	\$432
BSFT Skills Online Training	Beginner and Intermediate Training for Clinical Staff	\$12,500	\$0	\$12,500
Total Other Direct Costs		\$23,437	\$10,937	\$34,374

Other Direct Costs Narrative:

Youthworks has a Cost Allocation Plan for Direct Costs including rent, utilities, insurance, accounting/audit, communications, cleaning/maintenance, and copier rental. Youthworks Cost Allocation Plan can be provided upon request. This request includes \$10,937 for these items, with an additional \$10,937 included as match from MSA United Way.

Youthworks will be implementing Brief Strategic Family Therapy principles/practices with families. This training includes beginner and intermediate skills for the clinical staff who will be providing family conflict mediation and brief family interventions. The training is online and the cost is \$12,500.

The Total Direct Costs for the two-year grant period is \$34,374, with \$10,937 being match funding.

Indirect Costs			Total Grant Period		
Description	Base	Rate	Grant Request	Match	Total
					\$0
Total Indirect Costs			\$0	\$0	\$0
Indirect Cost Narrative:					

LETTERS
OF
SUPPORT



8/24/2023

Re: Youthworks grant

Dear Grant Review Committee,

I am writing on behalf of The Bismarck Police Youth Bureau to support Youthworks' grant application. The Police Youth Bureau works closely with Youthworks often when dealing with youth in the community. We utilize their staff and their shelter for several different things and without them as a resource to us our jobs would be much more difficult.

For the past decade, Youthworks has provided anti-trafficking services to children, many of whom have involvement with or are under the custody of child welfare in North Dakota. Further, they have been instrumental in bringing together a multi-disciplinary team that works to respond to trafficked children. The Youth Bureau has good collaboration with Youthworks in this area and our representative with the Bismarck Youth Trafficking Multi-Disciplinary Team works closely with them often.

The Police Youth Bureau is happy to support the prevention efforts of Youthworks so that North Dakota youth can be served not only in areas of trafficking but also for other services that benefit them and our community. We look forward to continuing to work with Youthworks in this effort. Please feel free to reach out to me if you have any other questions about them. I can be reached at (701)355-1893 or by email at lmckay@bismarcknd.gov.

Sincerely,



Luke McKay
Youthworker Supervisor
Bismarck Police Youth Bureau

Dave Draovitch, Chief of Police

Phone: 701-223-1212 • Fax: 701-355-1861 • 700 South 9th Street • Bismarck, ND 58504-5899
www.bismarcknd.gov • TDD 711 • An Equal Opportunity-Affirmative Action Employer



August 31, 2023

Dear Grant Review Committee,

I am writing to express the enthusiastic support of Bismarck Public Schools for Youthworks' grant application aimed at providing enhanced preventative services for the youth in the Bismarck/Mandan area. The longstanding commitment of Youthworks to the welfare of children and adolescents, particularly those in challenging circumstances, is both commendable and crucial for the well-being of our community.

Over the past three decades, Youthworks has demonstrated an unwavering dedication to serving children who often find themselves involved with law enforcement or under the care of child welfare services in North Dakota. Their provision of a safe haven for runaway and homeless youth has been instrumental in offering a secure and supportive environment for those who, for various reasons, are unable or unwilling to return home. This initiative has not only been impactful in terms of immediate shelter, but it has also fostered collaboration between Youthworks and various other agencies, including educational institutions like ours.

The coordinated efforts have proven to be highly effective in mitigating the trauma experienced by these vulnerable children. By extending essential services, counseling, and support to youth in need, we collectively work towards preventing further distress and adverse outcomes. This has allowed us to address the holistic needs of the youth population, ensuring that they receive the assistance necessary for their personal growth and well-rounded development.

Bismarck Public Schools wholeheartedly endorses Youthworks' pursuit of prevention-focused initiatives that provide North Dakota youth with the resources and support they require. We recognize the immense value of your organization's efforts in positively impacting the lives of young individuals and their families. The prospect of collaborating further with Youthworks in this endeavor is indeed exciting, as we anticipate that our joint efforts will lead to even more meaningful outcomes for the youth in our community.

Thank you for your dedication to the well-being of our youth. We eagerly anticipate the positive transformations that will undoubtedly arise from the implementation of the proposed preventative services. Please feel free to reach out to me during the grant application process if you have any questions.

Sincerely,

Dr. Ben Johnson
Assistant Superintendent Secondary Schools



Mandan Public Schools

901 Division Street
Mandan, ND 58554
T: (701) 751-6500 F: (701) 751-6674
Dr. Mike Bitz, Superintendent
Dr. Carly Retterath, Asst. Superintendent
Mr. Ryan Lagasse, Business Manager

August 24, 2023

Dear Grant Review Committee:

I am writing on behalf of the Mandan Public Schools to support Youthworks' grant application to provide more preventative services for youth in the Bismarck/Mandan area.

For the past thirty years, Youthworks has provided services to children, many of whom have been involved with law enforcement or are under the custody of child welfare in North Dakota. They have provided a safe place for our runaway and homeless youth, that do not wish to return home for various reasons. This has resulted in coordinated services, between Youthworks and many other agencies, including our schools, which prevents further trauma to already traumatized children.

Mandan Public Schools is happy to support the prevention efforts of Youthworks so that North Dakota youth can access services and help that can be beneficial to both them and their families. We look forward to working with Youthworks in this effort. Please feel free to reach out to me during the grant application process if you have any questions.

Sincerely,

Dr. Mike Bitz
Superintendent



North Dakota Center for Persons with Disabilities

September 15, 2023

Lori Garnes
Executive Director
North Dakota Center for People with Disabilities
Minot State University
500 University Avenue West
Minot, ND 58707

Dear Kim Ekart,

I am writing to provide enthusiastic support for Youthworks' proposal to develop and pilot interventions for youth in need of support and emergency shelter. Your project goal to develop materials for direct support professionals to use to teach youth and their families holds great potential for those of us committed to supporting at-risk youth.

Having met, and discussed with you the issues at-risk youth are facing, we appreciate your approach of using evidence-based materials in a culturally competent manner to improve services for these youth and their families. This invaluable approach will positively impact people's lives. Parents and children will be healthier and happier as a result of your efforts.

The North Dakota Center for People with Disabilities (NDCPD) is part of the federally funded University Center of Excellence on Developmental Disabilities (UCEDD) network. NDCPD's mission is to provide service, education, and research which empowers communities to welcome, value and support diverse people of all abilities to advance self-determination and inclusion throughout the lifespan. NDCPD envisions a world where people see the potential and worth of all individuals. Where people with disabilities are free from abuse and neglect, contribute to a rich and full community life, and make choices about their own future. Through our recent 5-year plan, NDCPD has made a commitment to meet the needs of at-risk youth by helping to improve behavioral health services, identifying it as one of our priority areas, and we are excited to be working with Youthworks on this important project.

Per our discussions, we are thrilled to collaborate on the implementation of this project by assisting with evaluation planning and implementation. NDCPD recognizes the importance of this project, as it will enable the work and exploration of ways to better serve North Dakota children and families.

We look forward to hearing a decision on your application!

Sincerely,

A handwritten signature in cursive script that reads "Lori Garnes".

Lori Garnes, Ph.D.
Executive Director