



Department of Economic Development
2008 YOP Application

Business & Community Services

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STATE USE ONLY

2008 Youth Opportunities Application

Applicant (Official or Legal Name)		NAICS*	MITS/MO ID No.	FEIN
Project Title		**Project Location (Street, City, County, 9-digit ZIP Code)		
Contact Person/Project Administrator (First Name, Last Name, Title)				
Mailing Address (Street Address, P.O. Box, City, State, 9-digit Zip Code)				
Day Phone (include extension) ()		Fax Number ()		E-mail Address
Agency Director (First Name, Last Name, Title)		Day Phone (include extension) ()		
Proposed Project Period (Please check one) <input type="checkbox"/> 12 Months <input type="checkbox"/> 24 Months <input type="checkbox"/> 36 Months The project period is the timeframe in which all activities, i.e. fund-raising, service delivery, expenditures, and/or construction, related to the proposed project will be completed, excluding the required final audit and project evaluation. Please circle either 24 or 36 months if the project involves construction or renovation. Circle 12 or 24 month for service delivery projects.		Project Type:(check) <input type="checkbox"/> Service Delivery <input type="checkbox"/> Capital Campaign <input type="checkbox"/> Both		Organization Size (# of employees) (check) <input type="checkbox"/> 100 or less <input type="checkbox"/> 101-500 <input type="checkbox"/> Over 500
<p>*NAICS – North American Industry Classification System. The Federal Office of Management and Budget (OMB) adopted the NAICS as the industry classification system used by the statistical agencies of the United States. NAICS replaces the 1987 Standard Industrial Classification (SIC). The NAICS is used for classifying business establishments to assist with gathering data related to measuring productivity, unit labor costs, and the capital intensity of production, employment and other information. Missouri businesses are assigned a NAICS when the company files a “Report to Determine Liability Status” with the Missouri Department of Labor and Industrial Relations, Division of Employment Security to determine Unemployment Tax Liability. If you don’t know your NAICS code please call (573) 751-4662. You will need to have your Unemployment Insurance number available. Normally, a general business employer becomes liable for the tax and responsible for providing unemployment insurance for its workers when it:</p> <ul style="list-style-type: none"> • Pays \$1,500 in wages (cash and in-kind) in a calendar quarter, or • Has an employee in some portion of a day in each of 20 different weeks, or • Becomes liable under the Federal Unemployment Tax Act (FUTA) and employs a worker in Missouri, or • Acquires and continues without interruption substantially all the business of a liable employer. 				
<p>**Provide information in regards to the physical location where your project takes place. If your project takes place at more than one site, submit the addresses for all sites (street, city, county, 9-digit zip). You may find the 9-digit zip by accessing: www.usps.com and clicking on "Find Zip Codes."</p>				
Mark the eligibility category for your organization. Choose only one. <input type="checkbox"/> Not-for-profit (Federal designation of 501(c)3 or Missouri Chapter 355, RSMo) <input type="checkbox"/> Local Government <input type="checkbox"/> Public School <input type="checkbox"/> Missouri Business		Which category does your project qualify under primarily? Choose only one. <input type="checkbox"/> Adopt-a-school <input type="checkbox"/> Degree Completion <input type="checkbox"/> Internship/Apprenticeship <input type="checkbox"/> Youth Club or Association <input type="checkbox"/> Mentor/Role Model <input type="checkbox"/> Counseling <input type="checkbox"/> Substance Abuse Prevention <input type="checkbox"/> Violence Prevention <input type="checkbox"/> Youth Activity Center <input type="checkbox"/> Conflict Resolution <input type="checkbox"/> Employment		

INSTRUCTIONS: Please answer questions one through fourteen on separate sheets of paper. Provide concise answers, while answering the questions as thoroughly as possible.

PRIORITY AREAS IMPACTED BY THE PROJECT

Check any boxes that apply to the proposed project. Any items checked below must be supported by narrative in the proposal.

- Local, neighborhood or community-based organization/project
- High incidence of crime
- Community and youth involvement and support in project
- Directly impacts YOP outcomes
- New construction or renovation of existing facility
- Supports new or retained positions

SERVICES/ACTIVITIES

1. Describe the services the project will offer the targeted youth. What are the key features of this project? What are the comparative advantages over other projects in the area that target the same population and offer similar services? If proposing a construction, renovation or property acquisition project, list and describe the steps you are implementing to complete the construction or renovation of the project. Also, demonstrate a growing need that necessitates physical expansion or demonstrate that the existing structure presents a threat to the health and well-being of clients. (Note: Refer to page 12, "Services/Activities," of the application instructions.)
2. Explain how the activities of the project ensure the individuals will contribute to the economic viability of the community? How will the project impact the local economy? What benefits will be provided from this project to impact the local economy?
3. Define the number and characteristics of the youth the project will serve (i.e. income level, crime statistics, drug use, dropout rates, etc.). Please ensure that these characteristics reflect the project's scope and outcomes. Describe how these youth are at-risk. How did you determine the youth were at risk? Include the geographical service area. If applicable, find census data information at the following website: www.oseda.missouri.edu/ (Cite all sources).
4. Explain why the targeted youth need these services and how the youth will be persuaded to use them. How do you know this is a real need versus a perceived issue (i.e. survey results, community meetings or plans)? Were these youth involved in planning, implementing, and evaluating the project? To what extent will they be involved in generating ideas and implementing needed change with the project?

OUTCOMES

5. Indicate the outcomes the agency is committed to achieving through this proposed project. If proposing a construction, renovation or property acquisition project, indicate the outcomes for the activities that will take place in the facility once construction, renovation, or acquisition is completed. (Note: Refer to pages 12-13, "Outcomes," of the application instructions.)

- Increase the number of at-risk youth that receive a high school diploma.
- Increase the number of at-risk youth that receive a GED.
- Increase the number of at-risk youth that remain in school and earn course credit(s) toward their diploma.
- Reduce the number of at-risk youth committing crimes and violent acts.
- Decrease the number of at-risk female teens that become pregnant.
- Increase the number of youth that have completed alcohol and drug awareness programs and abstain from alcohol and drug use.
- Increase the number of at-risk youth that have completed an employment skills education and development program.
- Other _____.
- Other _____.
- Other _____.

PERFORMANCE TARGETS & VERIFICATION

6. List and discuss the performance targets the agency is committed to achieving. Discuss why these targets have been chosen, rather than setting higher or lower targets. If proposing a construction, renovation or property acquisition project, list and discuss the performance targets for the activities that will take place in the facility once construction, renovation, or acquisition is completed. (Note: Refer to page 13, "Performance Targets & Verification," of the application instructions.)
7. How will the agency verify the extent to which performance targets are achieved? Discuss the evaluation tools, how often the evaluation will take place and who will be collecting and reporting the results. If proposing a construction, renovation or property acquisition project, list and discuss the evaluation tools for the activities that will take place in the facility once construction, renovation, or acquisition is completed. (Note: Refer to page 13, "Performance Targets & Verification," of the application instructions.)

MILESTONES

8. List and discuss the critical milestones that youth must achieve to successfully meet the performance targets. If proposing a construction, renovation or property acquisition project, also include milestones for construction, renovation or property acquisition. (Note: Refer to pages 13-14, "Milestones," of the application instructions.)

INPUTS

9. Briefly discuss the agency's history and discuss the different services it offers. Summarize two of the agency's past projects most similar to this proposed project (does not have to include previous YOP projects) that demonstrates capacity to accomplish the outcomes.
10. Profile those key individuals who will have the most responsibility for making this project successful, connecting to the targeted youth, and achieving performance targets. This should include direct program staff. Focus on energy, capacity, and commitment. (Note: Refer to page 15, "Inputs," of the application instructions.)
11. Discuss outside organizations or individuals you partner with and their role in carrying out the project.
12. Detail the fund raising plan for this project. Who will be involved in fund raising? To whom will your agency market the tax credits? What are your fundraising milestones? What resources (time, materials, funds, etc) is your agency committing to this project?
13. Explain each line item on the proposed budget and how each relates/contributes to the project and its outcomes.
14. List and discuss this project's other sources of funding, such as United Way, city grants, foundation grants, etc. Include amounts and expenses for which these grants will pay. Indicate which grants or monies are pending and which have been awarded to your agency.
15. Explain how the proposed YOP project will be supported/maintained once the YOP contract has expired? Will there be fees associated with the programming? How are you diversifying your funding sources, etc.? Discuss plans for moving this project toward self-reliance.

BUDGET PAGE**YOUTH OPPORTUNITIES PROGRAM**

Budget Category (Note: Refer to <u>pages 16-17</u> , "YOP Budget," of the application instructions.)	YOP Budget	Amount From Other Sources
Salaries		
Contract		
Travel		
Equipment		
Supplies		
Building Space		
Construction		
Property Acquisition		
Other Costs		
TOTAL—(YOP BUDGET MAY NOT EXCEED \$500,000)		
# of Youth Targeted		

**Please note - The Department actively seeks to apply YOP fundraising dollars to direct care and direct programming costs, while minimizing administrative salaries and general overhead costs. Therefore, administrative salaries and general overhead expenses should be prorated for the YOP portion of the program or organizational budget.

**CURRENT MEMBERS OF THE BOARD,
COUNCIL OR COMMISSION**

NAME	DAY PHONE
BOARD POSITION	OCCUPATION
RESIDENT OF PROJECT AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME	DAY PHONE
BOARD POSITION	OCCUPATION
RESIDENT OF PROJECT AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME	DAY PHONE
BOARD POSITION	OCCUPATION
RESIDENT OF PROJECT AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME	DAY PHONE
BOARD POSITION	OCCUPATION
RESIDENT OF PROJECT AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME	DAY PHONE
BOARD POSITION	OCCUPATION
RESIDENT OF PROJECT AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME	DAY PHONE
BOARD POSITION	OCCUPATION
RESIDENT OF PROJECT AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME	DAY PHONE
BOARD POSITION	OCCUPATION
RESIDENT OF PROJECT AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO	

SITE CONTROL DOCUMENT

We understand that our organization must be able to demonstrate that we either presently have control, or will be able to secure control, of the site where our proposed building project will take place. *Documentation is attached for whichever item is checked below:*

- 1. Evidence that your organization owns the property (Original title not required).
- 2. A copy of an executed lease agreement. A draft document will not satisfy this requirement.
- 3. A notarized legal option to purchase or lease the property from the present owner if the project receives YOP credit approval. A draft document will not satisfy this requirement.
- 4. A notarized contingency contract with the current owner stipulating that the property will either be contributed outright or sold to the organization at a discount if and when the project receives YOP approval. A draft document will not satisfy this requirement.*

**Before credits will be issued on property contributions, YOP must receive the following documentation:*

- *Two qualified independent appraisals--The value of the property must be based on the lesser of the two appraisals conducted by state-certified or state-licensed appraisers. See page 7, number 9.*
- *A Phase I Environmental Site Assessment is required on all real estate contributed for YOP credit or purchased using YOP contributions. See page 9, number 6.*

CERTIFICATION

- I certify that I am an authorized representative of the applicant and as such am authorized to make the statement of affirmation contained herein.
- I certify that the applicant does NOT employ illegal aliens and that the applicant has complied with federal law (8 U.S.C. § 1324a) requiring the examination of an appropriate document or documents to verify that an individual is not an unauthorized alien.
- I understand that if the applicant is found to have employed an illegal alien in Missouri and did not, for that employee, examine the document(s) required by federal law, that the applicant shall be ineligible for any state-administered or subsidized tax credit, tax abatement or loan for a period of five years following any such finding.
- I attest that I have read and understand the Youth Opportunities Tax Credit Program guidelines, specifically as it relates to the Tax Credit Accountability Act of 2004 (SB 1099).
- I hereby agree to allow representatives of the Department of Economic Development access to the property and applicable records as may be necessary for the administration of this program.
- I certify under penalties of perjury that the above statements, information contained in the application and attachments are complete, true, and correct to the best of my knowledge and belief.

Name*	Title
Signature	Date

STATE OF MISSOURI)
) ss.
 COUNTY/ CITY OF _____)

On this _____ day of _____, 200_, before me, _____, a Notary Public in and for said state, personally appeared _____, known to me to be the person who executed the Certification and acknowledged and states on his/her oath to me that he/she executed the same for the purposes therein stated.

 Notary Public

(SEAL)

My commission expires _____

*This application must be submitted by the agency's director as listed on the first page of this application.

Please Note:

- **The Youth Opportunities Program (YOP) retains the right to accept, reject, or negotiate, in whole or in part, any or all applications received.**
- **The Youth Opportunities Program (YOP) reserves the right to vary the provisions, set forth herein, at any time prior to the execution of a contract where YOP deems such variance to be in the best interest of YOP.**
- **This application is designed to solicit potential projects which meet the targeted performance results of the Youth Opportunities Program (YOP), to provide information to allow for a fair selection of projects, and to facilitate the monitoring and evaluation of and assistance to the projects which are selected.**

YOP APPLICATION CHECKLIST

Upon completing the application, carefully check this list to make sure you have not overlooked any of the required items. A complete proposal consists of **one** copy of each of the following:

- Application**
 - Responses to questions 1-15.
 - Application must contain the executive director's original notarized signature on page A9.
- Attachment A--Current Members of the Board, Council or Commission.**
 - A copy of the form provided.
- Attachment B--Letters of Support.**
 - A copy of the form provided.
(Include a single copy of each of at least 4 letters.)
 - Local government endorsement letter.
 - 3 Letters of support from targeted youth, community organizations, businesses or others.
- Attachment C--Site Control Document (Only required if project is property acquisition, construction or renovation of the project site.)**
 - A copy of the form provided.
 - A copy of the required documentation.
- Attachment D--Map of Project Area and Project Location.**

REMINDER

KEEP A COPY OF THE ENTIRE COMPLETED APPLICATION (INCLUDING ALL ATTACHMENTS) FOR YOUR OWN RECORDS.

Carefully check your entire application to be sure you have not overlooked any required information or attachments. The checklist is being provided for this purpose. It is necessary for you to provide all documentation that YOP has requested in order for proper consideration to be given to your proposal. Failure to submit all required documentation will result in the disqualification of your proposal.

