

# Kentucky Youth Empowerment System Policy and Procedures Manual

## **Mission of the Kentucky Youth Empowerment System (YES) Steering Committee:**

The YES Steering Committee is dedicated to empowering youth groups by directing and evaluating funding proposals and plans to implement strategies that focus on the prevention of alcohol, tobacco and other illicit drug use and misuse (ATOD). The mission of the committee is to promote the prevention of ATOD use and misuse and violence in Kentucky.

## **Background of Kentucky YES:**

In 2003, representatives from the state's Regional Prevention Center system created the Youth Empowerment System (YES) to build capacity among youth in the state to plan, implement and evaluate substance use and misuse prevention programs in their communities by engaging youth in the science of prevention through school- and community-based activities.

## **Eligibility:**

YES is a funding mechanism for youth groups dedicated to work in substance abuse prevention efforts. Requirements to participate in the YES process include:

- The activities and plans must be youth-led.
- The youth group must have an adult sponsor.
- YES youth groups must consist of students in 9-12<sup>th</sup> grades; however, 6-8<sup>th</sup> grade students may participate in partnership with high school aged YES groups.
- YES groups must collaborate with their RPC to receive technical assistance and for reporting grant activities.
- YES groups must be associated with an actively represented RPC at Steering Committee meetings, as stated in by-laws.
- YES groups will be required to participate in at least two-hours of training and technical assistance with their local RPC and/or a Prevention Enhancement Site (PES) representative within their YES grant's fiscal year period. If an experienced YES group received YES funding within the previous two fiscal years, this YES group may be exempt from the full training requirement in favor of an abbreviated training at the judgment of their RPC YES Representative.

Examples of youth groups eligible for funding include, but are not limited to: Champions, 4-H, Faith-based, Students Against Destructive Decisions (SADD), UNITE, Healthy Choices, Teens Against Tobacco Use (TATU), Family Career and Community Leaders of America (FCCLA), etc.

### **Funding (Mini-Grants):**

Grant amounts can vary per fiscal year. This amount must include administrative fees (if applicable) which cannot exceed 10% of the grant, and may include sponsor stipend not to exceed \$100 stipend (included in grant and budget portions).

### **Funding Allocations:**

- Upon approval of the grants by the YES Steering Committee, funds will be distributed to the participating RPCs for disbursement to the groups according to Community Mental Health Center (CMHC) Guidelines and/or DBH Guidelines.
- Participating RPCs will receive a restricted line item allocation for YES funding at the beginning of the fiscal year.
- These funds will be for YES coalitions and/or groups only and cannot be used for any other purpose by a RPC.

### **Process:**

- Each youth coalition will submit its application to the respective RPC according to timeframes established in the YES Application.
- The RPC YES Coordinator will review and sign the application before submitting the application for review. The RPC has the discretion to approve or deny an application and request additional information from the applicant. Upon approval of the grant, the RPC YES Coordinator will submit the application for review by the Steering Committee.
- The YES Steering Committee will make the funding determination based on the score sheet that is available during the application process.
- When allocations have been determined, the YES Executive Committee will produce and provide a funding spreadsheet to DBH within one week of the Steering Committee meeting.
- Upon DBH review, the RPCs will be given permission to notify groups of their funding status.

### **Funding Stipulations:**

- The YES groups can apply for the stated maximum amount in the corresponding fiscal year's YES grant application during the funding cycle.
- Groups will be required to submit progress reports to the RPC YES Coordinator to determine progress and accountability in January and June. Electronic copies are acceptable.
- YES Coordinators will send copies of the progress report to the State Liaison.

### **Budget Amendments:**

Although YES funds are restricted, any budget amendment must be approved by DBH and the respective RPC YES Coordinator. Amendment requests will go through the DBH YES Liaison. The RPC will then have the authority to allocate any unused funds to other groups if they meet the stated eligibility requirements.

### **Travel and Hotel Requests:**

All hotel requests will go through the DBH YES Liaison, who will approve requests based on the state's guidelines outlined in KAR 2:006. Requests are encouraged to be made no later than two weeks before the scheduled meeting.

### **Meeting Arrangements:**

All meeting arrangements will be handled through the DBH YES Liaison.

### **Reimbursement Procedures:**

YES Coordinators requiring travel reimbursement will need to submit required paperwork to DBH YES Liaison within two weeks following a YES meeting, and will be approved based on state guidelines outlined in KAR 2:006. Mileage reimbursement can be found on the Kentucky Finance and Administration Office's website at <http://finance.ky.gov/services/statewideacct/Pages/travel.aspx>. DBH YES Liaison will ensure YES Coordinators have updated paperwork and are aware of the reimbursement process. All other YES group reimbursements will be processed through the Regional Prevention Centers according to each Center's individual policy.

### **Equipment:**

Any equipment purchased for use by the YES Steering Committee is owned by the DBH Prevention and Promotion Branch. The equipment will be housed with the YES Chairperson who will bring it to the meetings. In the event the Chairperson cannot attend the meeting, he/she will be responsible for seeing that someone brings the equipment to the meetings. The equipment will be used for YES Steering Committee meetings only.

### **Role of the RPC Director:**

- Appoint a representative to serve on the steering committee, if the RPC chooses to participate for eligibility status.
- Sign off in the funding application materials indicating selected strategies correspond with RPC workplan. Signature of director indicates approval of requested funding according to RPC and YES stipulations.
- Oversee the RPC YES Coordinator in the performance of the coordinator's role.

### **Role of RPC Representative/YES Coordinator:**

- Distribute the funding application to any interested and eligible group.
- Attend and actively participate in quarterly meetings.
- Consult with the RPC Director and other RPC staff working with youth groups concerning all appropriate YES business/updates.
- Ensure grants are not duplicated.
- Ensure YES sponsors and youth group are informed of their respective roles as defined by this Policies and Procedures Manual.
- Include updated youth group information on application.
- Provide updated RPC contact information as needed to the DBH liaison.

- Submit YES grantee reports from grantees within their region to the DBH liaison.
- Review and approve YES grant revisions as needed, and submit any significant grant revisions to the DBH liaison for final approval.

**Role of YES Sponsor:**

- Assist the youth with mini-grant preparation and reporting.
- Accompany the youth to trainings as stipulated by the RPC and other applicable agencies.
- Attend mandatory trainings and meetings.
- Recruit members to youth groups.
- Communicate with RPC/YES Representative as stipulated by RPC.

**Role of YES Group:**

- Submit progress reports using provided forms and deadlines.
- Participate in appropriate trainings, workshops, and other learning opportunities.
- Keep and submit all documentation/receipts related to the YES grant to the RPC YES Coordinator.
- Communicate with the RPC/YES Representative throughout the duration of the project.
- Attend training as mandated by the RPC YES training.

**YES Steering Committee:**

- Conduct review and approval process for applications.
- Develop and revise the application for funding.
- Assure funding proposals are in compliance with state and federal regulations and guidelines (See RPC Block Grant and CSAP Guidelines).
- Provide DBH with requested documentation.
- Determine funding cycles for each year (i.e.: In 2017-18, we have planned only one funding cycle).
- Nominate a Youth Group of the Year and Youth Outstanding Achievement Awards.

**Role of the Executive Committee:**

The Executive Committee shall be composed of the Chairperson, Vice Chairperson, and Secretary. The Executive Committee shall guide the activities and make decisions for the YES Steering Committee between regularly scheduled meetings.

**Role of the DBH YES Liaison:**

- Provide oversight and monitoring for the statewide YES program.
- Work with the Steering Committee to ensure that policies and procedures are followed to facilitate maximum functioning of the program.
- Coordinate meeting and travel arrangements for the YES Steering Committee.
- Serve as a liaison for communication between the Steering Committee and DBH Prevention and Promotion Branch.
- Assure funds are spent in accordance with state and federal regulations.

**YES Youth Group Recognition:**

Each year, YES Steering Committee members from across Kentucky recognize the efforts and creativity of Kentucky's young people by honoring a Kentucky YES Youth Group of the Year, and up to four YES Groups with Youth Outstanding Achievement Awards.

The RPC YES Coordinator within the region of the recognized youth group will work with the award recipients to arrange recognition at the local and/or regional level, including presentation of a plaque ordered by the DBH Liaison using budgeted YES funding. The groups' local RPC YES Coordinators will also work with the DBH Liaison to arrange an announcement and recognition of the youth group recipients at a statewide event, such as the Kentucky Prevention Network Annual Conference. This recognition helps spread the reach of youth substance abuse prevention in youth group's home communities, and recognizes the science and best practice of their efforts to make a difference in the field of substance use and misuse prevention statewide.

In addition to state, regional and/or local recognition, there is also a financial award associated with each of these awards. The RPC within the local region of each selected youth group will serve as the fiscal agent for this financial award. The DBH Liaison will ensure this financial award is added to the affiliated RPCs contract for the next fiscal year.

Kentucky YES Youth Group Awards			
Category	# of Awards	Allocating	Contract Information
Youth Group of the Year	1	\$500	Earmarked for this youth group; at least \$400 to be used for the group's environmental strategy, and up to \$100 to be utilized for recognition event/ activities including administrative fees up to 10% of the grant.
Outstanding Achievement Award	Up to 4	\$250	Earmarked for this youth group; at least \$200 utilized for their environmental strategy, and up to \$50 may be used for local/ regional recognition event/ activities.

The procedures for choosing the Kentucky YES Youth Group of the Year and Outstanding Achievement Award recipients is as follows:

1. A nomination form will be sent out to all RPC YES Coordinators by the DBH Liaison by the beginning of April.
2. All nominations must be submitted to the DBH Liaison by June 1<sup>st</sup>.
3. The DBH Liaison will submit to an independent group selected by the DBH Liaison to review nominations to determine the Youth Group of the Year and Outstanding Achievement Award Recipients.
4. The DBH Liaison will ensure RPCs affiliated with the youth group award recipients receive a restricted line item allocation for the additional YES funding affiliated with the award as directed in the process section below as soon as possible proceeding the determination of award recipients. The additional funding will be for use by the selected youth groups during the fiscal year immediately following the YES grant fiscal year the youth group is being recognized for. The funds will be for youth group award recipients, and cannot be used for any other purpose by the RPC.

Process for YES Youth Group of the Year and Outstanding Achievement Award Recipients:

1. After each selected youth group is notified by the respective RPC YES Coordinator, their coordinator will assist the youth group and their sponsor in preparing a budget for how the youth group intends to utilize the financial award associated with their award.
2. The RPC YES Coordinator will send this budget to the DBH Liaison for review and approval.

*Adopted by Y.E.S. Steering Committee  
June 2017*

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*Chairperson Y.E.S Steering Committee*

*Date*

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*Secretary Y.E.S Steering Committee*

*Date*