

# **YOUTH OPPORTUNITIES PROGRAM**

## **2017 Guidelines and Application**

Please note: Maximum tax credit allocation  
per project is now \$200,000



**Business and Community Services  
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# NOTICE

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The Tax Credit Accountability Act of 2004 (Senate Bill 1099, Sections 135.800 through 135.830, RSMo) makes several changes to tax credit programs.

## **Changes in Processing of Tax Credits (Section 135.815, RSMo)**

Prior to the Missouri Department of Economic Development (DED) authorization of a tax credit, the DED will contact the Departments of Revenue and Insurance to verify that the taxpayer does not owe any delinquent income, sales, use, or insurance taxes, or interest or penalties on such taxes. If a delinquency exists, the amount of tax credits issued will be reduced by the amount of the delinquency. After satisfying all delinquencies, the remaining credits shall be issued.

## **Closed Records (Sections 610.255 and 620.014, RSMo)**

Prior to August 28, 2004 and pursuant to Section 620.014, RSMo, DED had the authority to close certain records except for the name of the tax credit recipient and the amount of the tax credit. SB 1099 removes this broad exception but DED retains the authority to close records or documents that “relate to financial investments in a business, or sales projections or other business plan information which may endanger the competitiveness of a business” or as also allowed by law.

## **INTRODUCTION**

This application booklet is designed to provide you with the information needed to understand the Youth Opportunities Program (YOP), to determine if your project is eligible, and to assist you in filling out the application.

YOP seeks well thought out and organized proposals that: specifically target at-risk youth; present a clear picture of a defined project; establish and provide proof of the need for services; will enable at-risk youth to become more successful and productive members of the community; specify what the expected project goals will be (goals and outcomes); and, indicate how these accomplishments will be verified. YOP proposals should also show: your organization's capacity for successfully achieving goals and outcomes, fundraising ability, budget efficiency, and a sound plan for future sustainability.

Your 2017 YOP application will be accepted until tax credits have been exhausted or August 31, 2017, whichever comes first. Please carefully read all materials provided to complete the application correctly.

## **GENERAL OVERVIEW**

Administered by the Department of Economic Development (DED or the Department), the YOP program was created to broaden and strengthen opportunities for positive development and participation in community life for youth (21 years old and under), and to discourage youth from engaging in criminal and violent behavior.

Qualifying nonprofit organizations, local government agencies, businesses, and schools can be granted assistance through YOP tax credits to administer a youth project if the community does not have the ability or resources to address the challenges of at-risk youth. Organizations must be approved by DED through the YOP application process to administer a project. YOP is not a grant and does not include the giving of tax dollars from YOP to approved organizations. Through fundraising efforts, approved organizations assume full responsibility for securing the financial support necessary to implement the YOP project. The State's role is to approve projects and process tax credits for eligible donors that contribute to YOP projects.

A YOP tax credit is used to offset an eligible donor's MO income tax liability, enabling them to redirect their tax dollars to local projects while reducing the administrative and overhead costs of state administration of similar programs. The tax credit equals 50% of the value of monetary donations and 30% of the value of approved material donations. Approved donors may claim the tax credits when they file their Missouri tax return. YOP credits are not transferrable or sellable.

The Youth Opportunities Program may allocate \$6 million in tax credits annually, with no more than \$200,000 in tax credits awarded to any one project. DED is required by law to give priority to areas that have a statistically higher incidence of crime, violence, and poverty. DED is also required by law to give priority to local, neighborhood, and community-based projects.

**Special Opportunity Applications** - DED reserves the right to identify special priority opportunities. All applications, guidelines and evaluation criteria will be made available to the public in order to assist with the submission of quality, fundable applications.

## ELIGIBLE APPLICANTS

- **Non-profit Organizations and Corporations**

- A locally controlled Board of Directors is empowered and assumes all administrative and financial responsibility for the not-for-profit.
- If an organization is incorporated on a statewide, regional or national level, or established through Congressional Charter, its local affiliates, chapters, divisions, or branches are each permitted to submit an application provided:
  - Only organizations with locally based and controlled boards of directors will be allowed to apply. Local boards that serve in only an advisory capacity to the parent organization are not eligible. DED retains the right to make a final determination of what constitutes a locally controlled board of directors with appropriate powers and responsibilities; and,
  - YOP donations will be deposited locally and the use of YOP donations is controlled solely by the local board of directors for the organization; and,
  - The parent organization has no authority over the use of YOP donations except to the extent that the parent organization defines the general organizational purpose(s) of the locally controlled organization.

- **Local Governments** may qualify for YOP if proposing a project that fits in an eligible YOP category and is outside the scope of normal government functions.

- **Missouri Businesses**

- **Schools** may qualify for YOP provided these conditions are met:

- The project addresses a specific identified need in the community and qualifies under one of the eligible YOP categories; and,
- The project is an extracurricular activity outside of normal or regular (core) school curriculum, and expenses outlined in the YOP project budget do not reflect normal or regular school curriculum.

- **Faith-based Organizations** may qualify for YOP if all of the following conditions are met:

- Organizations may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded under YOP. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under YOP.
- The organization **will not** require clients to attend religious services or activities in order to participate.
- Faith-based organizations may not use any portion of YOP funds to promote, encourage, enlist, advocate, or urge any individual to participate in any religious creed, sectarian purpose, or church.
- An organization that participates in the YOP shall not, in providing program assistance, discriminate against participants or prospective participants on the basis of religion or religious belief.

- The project addresses a specific identified need in the community qualifying under one of the eligible YOP project categories.
- The applicant meets all other YOP eligibility requirements.
- The organization is incorporated separately under the provisions of Chapter 355 RSMo or holds a 501(c)(3) ruling from the IRS.

## **ELIGIBLE PROJECT CATEGORIES**

A variety of activities and projects qualify for support through the Youth Opportunities Program. All YOP projects must address youth-related problems/issues and should specifically serve at-risk youth, providing structured programming for which measurable outcomes can be attained.

### **Eligible YOP Project Categories:**

- **Adopt-A-School** - An agreement between a school and local business to provide donations for needed equipment, programs, or activities at the school that take place outside of normal or regular school curriculum.
- **Degree Completion** - A project designed to encourage school dropouts to reenter and complete high school or to earn their high school equivalency.
- **Internship/Apprenticeship** - Programs in business or trades, for at-risk youth under the age of 20. A participating employer will receive YOP credits for 50% of total youth wages they pay as part of the internship/apprenticeship, up to \$10,000 per tax year per youth.
- **Youth Club or Association** - A club or association specifically for youth, with structured programs designed to improve academic achievement and encourage positive development, teamwork, conflict resolution, communication skills, etc.
- **Mentor and Role Model** - Projects that offer youth structured and consistent opportunities for a one-on-one relationship with an adult who will be a positive influence.
- **Substance Abuse Prevention** - Projects which provide alcohol and drug prevention education for youth, emphasizing the negative effects and encouraging and supporting youth in abstaining from the use of controlled substances.
- **Violence Prevention** - A project targeting at-risk youth and teaching violence prevention strategies, domestic violence education, etc. The project should include a structured anti-violence curriculum. Projects may include schools that primarily educate children who have been expelled from other schools.
- **Youth Activity Center** - Activity centers providing: a positive, healthy atmosphere for at-risk youth to interact and structured programs to support academic success and positive development.
- **Conflict Resolution** - A project offering a structured program that teaches nonviolent conflict resolution, cooperation, and mediation, and promotes ways to solve problems peacefully.
- **Employment** - A project designed to offer job training to at-risk youth, including projects that initially and primarily target youth living in poverty and/or in areas with a high incidence of crime.

- **Counseling** - Projects that offer outreach and individual, group, and/or family counseling to youth by licensed counselors on issues of abuse, neglect, self-esteem, drugs and alcohol, etc.

Applicants are permitted to administer only one YOP project at a time.

Organizations currently administering a project with another DED program may apply for YOP provided the proposal is for a different project. No proposal will be approved if it is determined the project is or will be receiving duplicate funding from another DED program.

## **YOP GOALS AND PRIORITIES**

While there are many types of projects that qualify for the Youth Opportunities Program, the Department actively seeks and prioritizes proposals that will directly address the following YOP goals:

- Increase the number of at-risk youth that receive a high school diploma or equivalency.
- Increase the number of at-risk youth that remain in school and improve academic performance.
- Increase the number of at-risk youth that complete employment skills education and development programs.
- Decrease the number of at-risk youth committing crimes and violent acts.

Priority will also be given to projects that meet one or more of the following criteria:

- Projects that create new jobs.
- Local, neighborhood and community-based projects.
- Projects in areas that have a higher incidence of crime, violence, and poverty.
- Construction or renovation of a facility housing services designed to meet YOP priority goals.
- Projects where development of resiliency for high-risk youth is an integral, inherent part of programming.

**Resilience** is the capacity of individuals, communities, and systems to prepare for, withstand, and recover from chronic stresses, shocks, social unrest, and disasters. Building resilience in youth, through a focused effort to increase protective factors and eliminate risk factors, increases the resilience of the community and state overall, making us better able to adapt to shocks/disasters and emerge stronger in terms of community well being and economic growth.

Applications addressing non-priority goals, recreational facilities, and/or facility/equipment maintenance will not be given priority.

## **INELIGIBLE PROJECT ACTIVITIES**

YOP tax credits will not be allowed on contributions for the following purposes:

- Public improvements (streets, sewers, curbs)
- Feasibility studies
- Primary health care programs/facilities
- Direct grants to private businesses
- Fundraising promotions and events
- Debt retirement
- Scholarships to individuals
- Research and development projects
- Monuments or memorials
- Long-term residential care costs associated with room and board
- Endowment funds
- Purchasing charters

## **YOP DONORS**

Individuals and businesses with Missouri income tax liability are eligible YOP donors.

## **ELIGIBLE CONTRIBUTION TYPES**

**Cash** – including donations made by check or credit/debit; valued at face amount of check.

**Publicly Traded Stocks** - valued between the high and low market price on the date the stock transfers from the donor into the applicant's brokerage account; must be sold by the approved agency within 12 months of transfer; and must be sold before tax credits will be approved for the donor.

**Materials, Supplies, Equipment** - valued at the lesser of either the fair market value or contributor's cost.

**Real Estate** - valued at the lesser of two independent appraisals. (see Restrictions on Contributions, page 9, #9)

**Wages Paid** – valued at the total gross wages earned by youth participating in an internship, apprenticeship or employment program. (Up to \$10,000 in credits per youth.)

## **PERCENTAGE OF TAX CREDITS**

- 50% - Monetary contributions, includes stock contributions.
- 30% - Material contributions including materials, supplies, equipment and real estate.
- 50% - Wages paid to an intern or apprentice participating in an approved employment, internship, or apprenticeship project (in business or a trade) for persons less than 20 years of age.

## **RESTRICTIONS ON CONTRIBUTIONS**

1. Contributions must be made directly to the administering organization, within the authorized project period.
2. Monetary contributions must be made from the donor's account for which the credit is to be certified. Contributions made from a tax-exempt account or fund are not eligible for credits.

3. A maximum of \$200,000 in YOP tax credits may be approved annually for a single contributor. This represents the combined amount of tax credits approved for contributions made by the contributor to all YOP projects in Missouri.
4. The amount of the tax credit claimed shall not exceed the amount of the taxpayer's liability in the tax year that the credit is claimed. Any portion of the tax credit not claimed in the tax year the contribution was made may be carried over the next five succeeding tax periods.

### **Non-Cash Contribution Restrictions**

5. Non-cash contributions qualify only if the contributed goods are needed specifically to carry out project activities covered by the YOP Agreement and are included in the approved YOP budget. Items are valued at the lesser of either fair market value or cost to the contributor and may include reasonable overhead costs incurred by the contributor in making the donation (such as transportation or shipping cost). The value of the contributed items cannot include sales tax.
6. Contributions of labor and professional services do not qualify for YOP tax credit.
7. Contributions of food do not qualify for tax credits.
8. Contributions must be directly utilized by the YOP project. Contributions of items that will be sold or auctioned are not eligible for the YOP tax credit.
9. In order for a tax credit to be given for the contribution of buildings and other real estate or for the purchase of real estate using YOP donations:
  - Title must be held free and clear by the contributor.
  - Credit/Purchase price is based on the lesser of two independent appraisals conducted by state-certified or state-licensed appraisers. Appraisals must be performed no more than 18 months prior to date of contribution. Only one appraisal is required when the property is:
    - Commercial property with appraised value less than \$50,000; or
    - Vacant or residential property with appraised value less than \$25,000.
10. Contributions of partial ownership interest in real estate do not qualify for YOP tax credit (i.e. full title must be given in order for the contribution to qualify for the tax credit).
11. If only a portion of contributed real estate is to be used for activities included in the proposal, YOP tax credits will be prorated according to the proportion of the property used for the YOP project.
12. Used clothing does not qualify for credit. Only new items contributed by clothing manufacturers, distributors, or retailers are eligible.
13. If only a portion of the value of a non-cash gift is contributed, credit will be based on the amount discounted from what the value of the contribution would have been had the item been donated outright.

### **Fundraising Restrictions**

14. Donations received from fundraising events are eligible for credits only after subtracting any goods or services received by the donor during the event according to IRS guidelines.
15. Costs associated with fundraising events, internal fundraising, or contracted professional fundraisers are not eligible.

## COMPLETING THE APPLICATION

**NOTE: DEFINITIONS AND EXAMPLES PROVIDED HAVE BEEN ABBREVIATED** and do not include all of the details, research, citations, etc. needed to fully answer the application questions. Your submission should contain details, rather than the brief descriptions provided in these guidelines.

**PROJECT PERIOD** - The timeframe in which **all** activities, including fundraising, service delivery, expenditures, and/or construction related to the project, will be completed, excluding the required final report and audit. Applicants may choose a 1, 2, or 3 year project period.

**PROJECT TYPE** - YOP projects are classified as service delivery, capital campaign, or combined. The following information will help guide you in defining what type of project you will administer through the YOP.

- **Service Delivery**

Service delivery projects support the provision of services of the applicant agency. Service delivery expenses should be directly tied to the project's goals and may include expenses such as salaries for direct care/service providers and programming materials. A limited amount/percent of general occupancy, administrative, and minor maintenance costs are allowable, such as rent, utilities, insurance, painting, project supervision, reporting, etc.

- **Capital Campaign**

Capital campaign projects include the acquisition, renovation, and/or improvement of property, as well as new construction and equipment of facilities that will house the services outlined in the proposal. All capital projects must justify their project goals by establishing the positive impact for youth of the services that will take place in the facility upon completion. The facility's primary use must be delivery of services rather than administrative space or storage.

- **Combined Service Delivery and Capital Campaign**

A combined service delivery and capital campaign project may include elements of both of the above.

### Capital Campaigns:

1. Applicants must provide written evidence of site control with the application. Acceptable documentation may include any of the following (See instructions for Attachment C):
  - Title to the property or option to purchase.
  - Lease or option to lease, for a minimum of 5 years after the project becomes operational.
  - Contingency contract, or signed affidavit, stating the current owner's intention either to sell or donate the property if YOP tax credits are available.
2. One or more appraisals are required for acquisition projects and must be provided to DED at least 15 days of closing for review and acceptance. Final acquisition documentation must also be provided following closing.
3. At a minimum, a Phase I Environmental Site Assessment is required on all real estate contributed for YOP tax credits or purchased using YOP contributions. A Phase I Environmental Assessment is a property history and noninvasive physical assessment of the real

property conducted in accordance with American Society for Testing and Materials (ASTM) Std E.1527. Approved projects are required to submit a copy of the environmental assessment to YOP at least 15 working days prior to the closing date on any properties. (Additional details below)

4. **All** project funding for new construction or total renovation must be secured, with proof provided to the Department with a Funding Certification form, before construction/renovation may begin.
5. For capital and combined projects where the approved organization owns or will acquire the property being renovated/constructed, the organization must record a **Restrictive Covenant** with the property's deed that prohibits the sale of the property for a period of five (5) years after the project facility becomes operational. Failure to record the restrictive covenant within fifteen (15) days of when the building becomes operational will result in repayment of tax credits.
6. For new construction and complete renovation of a facility, a professional, qualified engineer or architect must certify upon project completion (using the Engineer/Architect Certification Form) that all work adheres to specifications, standards, codes, etc.

Regarding the Phase I Environmental Assessment, DED requires the following:

1. The Phase I must include the credentials of the professional conducting the assessment and be submitted to YOP staff for review and acceptance before real estate is acquired. The professional completing the assessment must be qualified in the detection of hazardous substances in the following categories as applicable to the property:
  - Lead-Based Paint
  - Petroleum Products
  - Asbestos-Containing Materials
  - Other Hazardous Substances
2. Should the assessment reveal hazards or the likelihood of hazards, the organization must perform additional testing and address remediation if deemed necessary by DED. A timeline for remediation and proof of successful completion of any related clean up of land and/or buildings purchased by the organization must be submitted to DED. All hazardous substances must be removed or abated in accordance with local, state and federal regulations during the project period and prior to occupancy.
3. YOP tax credits cannot be used for contributions made to cover the costs of the removal or abatement of hazardous materials.

The Missouri Department of Natural Resources, under a Cooperative Agreement with the U.S. Environmental Protection Agency (EPA), conducts Brownfield Site-Specific Assessments (BSSA) of properties for public entities such as cities, counties and quasi-governmental entities, as well as properties owned by not-for-profit organizations. Brownfield information can be found at: <http://www.dnr.mo.gov/env/hwp/bvcp/hwpvcp.htm> or call 800-361-4827.

### **Property Use and Disposition Requirements**

As the administering agency for YOP, DED has the fiduciary responsibility of ensuring tax credits are awarded for projects that result primarily in public benefit rather than private gain, and are not used to financially benefit an organization that would not otherwise be eligible to apply for YOP on its own behalf.

The following property use and disposition requirements only pertain to YOP capital campaign and combined projects.

1. **The entire cost of constructing a facility may be underwritten by YOP (up to \$400,000) if:**
  - a. The facility will be wholly used by the Applicant to carry out its own programs and nonprofit activities, as agreed upon with the DED.
2. **The entire cost of acquiring and/or renovating an existing building may be underwritten by YOP (up to \$400,000) if:**
  - a. The facility will be wholly used by the Applicant to carry out its own programs and nonprofit activities, as agreed upon with the DED; or
  - b. At least half of the facility is used by the Applicant, and the remaining space is rented at fair market value to other nonprofit organizations whose activities would qualify under YOP program guidelines.
3. **Paragraphs 1 and 2 apply only if one of the following conditions is met:**
  - a. The facility is used exclusively by the Applicant for purposes approved by DED for a minimum of 5 years after the facility becomes operational; or
  - b. If the facility is sold within five (5) years, the sale price must be at least 90% of fair market value. Proceeds of the sale are to be paid by lump sum payment and applied either toward a replacement facility for the Applicant or some other activity approved by the DED.
4. **If any of the following conditions exist, the YOP portion of costs associated with acquisition, construction and/or renovation will be pro-rated according to the percentage of the building that complies with guidelines stated above:**
  - a. A portion of the facility is rented to for-profit business tenants.
  - b. Any portion of the facility is rented on a permanent basis for less than fair market value.
  - c. Less than half of the facility is directly used by the Applicant in carrying out its non-profit purposes.
  - d. Less than half of the facility will be used for direct care and/or direct program delivery.

## **THE APPLICATION NARRATIVE**

Read the application questions and answer them as completely as possible, while keeping the narrative relevant. The project narrative should be specific to the YOP project that is being submitted, rather than all of the services and programs that your organization may provide (except where specifically asked).

## **PROJECT SERVICES**

Provide a detailed description of the services and activities to be provided as part of the YOP project. This includes any programs or activities that staff coordinate and conduct that would provide a measurable benefit to the youth served. Activities should specifically target at-risk youth, should be based on identified community needs, and must be directly related to project goals, outcomes, verification tools, and milestones. Be sure to include specifics of project activities such

as: frequency and duration of services, a description of any curriculum being utilized, location of services, transportation services provided to youth, etc.

**For capital or combined projects:** In addition to a description of services, be sure to discuss specific details of the acquisition, renovation, and/or construction. Specify all construction work that needs to be completed, how space in the facility will be utilized, square footage, number and type of rooms, etc. Provide floor plans for new construction and for renovation projects.

## **CHARACTERISTICS OF YOUTH**

Provide a discussion of the characteristics specific to the youth targeted by this project, establishing that the youth to be served are at greater risk than the average youth. Characteristics should define the (educational, economic, home environment, neighborhood crime, etc.) at-risk status of targeted clients, or other characteristics related to the services provided by your agency. Whenever possible, identify the percent of youth (out of the total you will serve with this project) that will possess each of the characteristics. These percents are often based on data collected from youth served in recent years, but may also be based on anticipated characteristics if you are providing new services.

**For example:** What percent of the youth participating in the project activities:

- Are performing below grade level or have dropped out of school?
- Live in poverty and single parent/nontraditional homes?
- Reside in neighborhoods with high crime and drug use rates?
- Have histories of abuse or neglect?
- Have been involved with the juvenile justice/foster care system?

Your application narrative should provide client characteristics that are relevant to your agency's services, need, and the outcomes that services will impact. Those listed above may not be relevant to or inclusive of certain characteristics that reflect the condition of the youth your agency serves.

**Geographic Service Area:** Discuss the geographical service area from which targeted clients will be drawn. Your discussion should be relevant to the services provided and may include census information, economic conditions, crime rates, and other neighborhood or environmental data. Data should be timely, with reference given to the source.

Potential resources might include:

<http://www.oseda.missouri.edu/>

<http://quickfacts.census.gov/qfd/states/29000.html>

<http://mcds.dese.mo.gov/quickfacts/Pages/District-and-School-Information.aspx>

<http://www.missourieconomy.org/index.stm>

<http://missourikidscountdata.org>

## **YOUTH AND COMMUNITY NEED**

Establish need for the services your organization provides and, if a capital campaign, the need for acquisition, construction, or renovation. Why do youth need the services provided? What are they at greater risk for without services, based on their characteristics? Has your community (or the

state) identified a need for the type of services that your agency provides? Discuss demand for services in recent years and projected increases or decreases in demand. Are there wait lists for participation in project programs?

If the project includes construction or renovation aspects, you should discuss the need for renovation or a new/additional facility. Identify expansion needs or specific hazards existing at the current facility, as well as barriers to services, or other factors that demonstrate need for the project.

Provide a detailed discussion of the impact of services on at-risk youth, both short and long term. Establish, **through research, studies, and/or historical data** that project services positively impact youth and discuss negative outcomes that can be expected without interventions.

Be sure to cite timely research, studies, or other objective data to establish youth needs, need in the community, and the impact of services on youth.

## **GOALS, OUTCOMES, AND VERIFICATION**

Goals convey the general direction or overall purpose of the project that result in direct benefits to the youth served. Goals must clearly relate to the services provided by the applicant organization.

Combined Project Example: Education/Employment Center

- Increase the number of new and/or renovated facilities in which at-risk youth will receive educational, employment, and life skills services.
- Increase the number of at-risk youth enrolling in a high school equivalency program.
- Increase the number of at-risk youth that have completed a job skills development program and obtaining employment.

**Outcomes** are the numerical (not percentage) performance levels that indicate how many youth will achieve the specified outcomes. Outcomes show a measurable change in the knowledge, skills, attitudes, behaviors, condition, status, etc. of participants. Outcomes should reflect how the targeted youth will benefit from the project, and only those outcomes directly influenced by program services should be chosen.

Explain why the outcome numbers were chosen and how you determined that they are appropriate. Were outcomes based on previous year outcomes, expected growth, program changes, etc.?

**NOTE: Generally, projects should have one to four goals, with one outcome corresponding to each goal.**

**Verification** includes any information tool and/or system that tracks and verifies youth progress toward outcomes and goals. Each outcome must have an evaluation tool and should be measurable and track-able by the applicant during the project period for quarterly reporting purposes.

Discuss each tool used to track and measure youth progress, discuss what is measured and how often the evaluation will take place, and identify the individuals responsible for collecting and reporting the data to DED.

## MILESTONES AND TIMELINE

Milestones are the essential steps/activities that your agency and the youth served must undertake to successfully reach the outcomes. Milestones based on the participants' efforts/activities must be verifiable. **First**, list each step that must occur in order for the project to achieve the outcomes listed. **Second**, determine the level of participation required or other important variables that may affect the achievement of the outcomes. And **third**, include a timeline explaining when each milestone will begin and end. If property acquisition, renovation, and/or construction are project components, be sure to detail the phases and timeframe for construction.

**For construction of new facilities and large-scale renovation** - All project funding must be secured, with proof provided to the Department, before the construction/renovation may begin.

### 2 Year Combined Service and Capital Campaign – Education/Employment Center

| Construction Milestones  | # Youth | Timeline   |
|--|---------|--|
| <b>All YOP and Other Sources of Funding for construction secured.</b> Can begin construction.  |         | December 2017  |
| Acquire property - Appraisals, Phase I Environmental, and Funding Certification must be submitted within 15 days prior to closing  |         | January 2018   |
| Site preparation completed   |         | By March 31, 2018  |
| Construction of education center <ul style="list-style-type: none"> <li>- Foundation</li> <li>- Framing</li> <li>- Electrical, plumbing</li> <li>- Finish Work</li> <li>- Architect/Engineer Certification submitted to DED</li> </ul> |         | March 2018 – August 2018<br>April 2018<br>May 2018<br>June 2018<br>July 2018 |
| Construction complete, grand opening   |         | August 2018  |
| File Restrictive Covenant with deed  |         | Within 15 days of facility becoming operational                              |

| Service Delivery Milestones  | # Youth         | Timeline  |
|--|-----------------|---|
| Learn of Program   | 175             | 100 May 2018; 75 add'l by July 2018                 |
| Youth enroll in program  | 150             | By August 1, 2018                                   |
| Youth take life and job skills pretest   | 150             | 80 late August 2018<br>70 October 2018              |
| Youth take education level assessments   | 115             | 65 by August 2018<br>50 by October 2018             |
| Youth attend life skills sessions and HS Equivalency classes; Receive academic support | 150             | 2 x weekly; 1.5 hours/day<br>August – December 2018 |
| Youth attend Job training classes  | 50              | 1 x weekly; 2 hours/day<br>August – December 2018   |
| Youth take life and job skills post-test   | 140-10 drop out | December 2018                                       |
| Final evaluation of all programming  |                 | Late December 2018                                  |

## KEY INDIVIDUALS

Key individuals are the people who will have the most responsibility for making the project successful, connecting to the targeted youth, and achieving program outcomes.

1. **Role** - Include a detailed account of the individual’s role in implementing the proposed project. Identify whether or not each individual’s primary YOP duties are administrative, oversight related, or direct delivery of services. What amount of time will each individual spend working directly with youth versus performing other job duties (duties related to the proposed project and related to other agency programs)?
2. **Experience and Commitment** - Do the key individuals demonstrate the ability to generate enthusiasm and engagement among youth, staff and community? What type of experience does each individual have with your agency and/or working in youth services? Do the key individuals have a personal stake in the success of the program?

If your proposal requests funding for an employee’s salary as an integral part of project implementation, then that employee must be identified as one of the key individuals.

## FUNDRAISING

**First**, a summary of the project fundraising plan should be provided, with detailed descriptions of all activities, events, etc. that will be conducted to solicit donations for YOP tax credits. Rather than providing the agency-wide fundraising plan, your response should be specific to YOP fundraising and should not include other events or activities that are not associated with YOP credits. **Next**, you should identify the key individuals responsible for overseeing fundraising and those responsible for implementing specific activities. **Then**, provide a description of the type of donors to be targeted with YOP credits and resources committed to YOP fundraising. **Finally**, be sure to provide a detailed fundraising timeline to show approximate dates of fundraising activities. The fundraising timeline must include donation milestones.

| <b>Fundraising Timeline Example: Education/Employment Center Campaign</b>   |  |                               |
|---|--|-------------------------------|
| Board Members will contact at least 4 eligible contributors each  | 10 contacts made (40 total)                        | Quarterly during Year 1       |
| Development Director will meet with local businesses/Chamber of Commerce to discuss the project and the tax credits | At least 3 businesses; donation level \$5,000 each | Quarterly during Year 1       |
| Annual Charity Golf Event   | 10 businesses/teams \$2,500 per team               | April 2017                    |
| <b>YOP Donations raised as of April 30, 2017</b>  |  | <b>\$175,000</b>              |
| Direct mail campaign – new donors   | 1,000 letters                                      | June 2017                     |
| Contact accountants concerning availability of tax credits  | 20   | August 2017                   |
| Direct mail campaign to increase annual giving from existing donors   | 200 letters  | September 2017                |
| <b>YOP Donations raised as of September 2017</b>  |  | <b>\$300,000 (cumulative)</b> |
| Winter gala   | 50 attendees                                       | December 2017                 |
| <b>YOP Donations raised by December 2017</b>  |  | <b>\$377,496 (cumulative)</b> |

## **THE YOP BUDGET**

The budget page should include all expenses related to implementation of the YOP project. Expenses or portions of expenses to be funded with YOP fundraising dollars should be entered in the YOP column of the budget page and should be clearly tied to the activities and outcomes of this proposal. All other expenses associated with implementation should be entered in the “Other Sources” column.

The Department actively seeks to apply YOP funds to direct care and direct program expenses, while minimizing YOP funds used for administrative salaries and general overhead costs. **Administrative salaries and general overhead expenses should be prorated for the YOP portion of the project, and then limited to 30% or less of each prorated expense.**

### **Rules for Completing the Budget Form**

- Round to the nearest dollar using actual dollar amounts, not tax credit figures.
- Refer to pages 8 and 9, Restrictions on Contributions, to ensure budget item eligibility.
- The budget form must be typed.
- DED staff will screen expenses for eligibility and may adjust the proposed budget. Organizations will be notified of any changes that occur.

### **Example of how each line item relates/contributes to the project and its goals:**

Computers: Five computers at \$1,800 each to be used exclusively by the youth for structured educational activities such as homework, HS Equivalency practice testing, resume preparation, and job search activities.

**Other Sources of Funding:** Include on the budget page, in the Other Sources column, all expenses related to the implementation of the project that will be funded or reimbursed by non-YOP sources. (See Other Sources of Funding on page 20 for question 12.) When added, the YOP budget and the amount from Other Sources should equal the total cost of implementing the YOP project.

### **Budget Categories**

- **Salaries/Wages/Fringe** – Includes the full and part-time staff members involved in the implementation of the project. Primarily, YOP funds should be directed to the salaries of only those individuals integral to the project and providing direct services to youth, with administrative and support salaries funded by other sources. Salary amounts should be prorated to reflect the percentage of time devoted to YOP services and youth.
- **Contracts** - Paid services that are not compatible with the hiring of a staff person. Contract services may include: consulting, auditing, architectural, engineering, and other costs needed to implement your project. (Contracted fundraising expenses are not eligible.)
  - A YOP specific audit/agreed upon procedures is required if \$25,000 or more in tax credits are utilized. If completed as part of a larger organizational audit, **only the cost of the YOP project audit** may be included on the budget.

- **Travel** – Primarily costs associated with transportation of youth to program activities. You may also include a limited portion of the expenses required for staff to participate in professional training and workshops related to implementation of the YOP project; however, YOP funding of staff travel should be limited.
- **Equipment** - Equipment purchases or a portion of the lease/rental of equipment, furnishings, appliances and other items that will be needed for implementation of the proposed YOP project. Costs should be reasonable and current.
- **Supplies** – The materials/supplies necessary for implementation of the project, and utilized during the project period. Program supply costs should be separate from general office supply costs. General office supplies should be a reasonable per year use cost, of which the YOP portion should be limited to 30% of the expense. Use a separate figure for any unusually large supply needs related to the YOP project.
- **Building Space** - Includes a portion of the rent/lease of program space needed to implement the YOP project. These costs should be comparable to the prevailing space costs in the community or geographic area in which you are located. Mortgage expense is NOT eligible.
- **Construction** – Costs including new construction, expansion, and/or renovation of the project facility. Costs should be broken down into categories and should be reasonable and based on average costs in your geographic area. If construction costs are included on the budget, your application narrative **must** be related to construction as well as service delivery.
- **Property Acquisition** - Property Acquisition includes land and/or structures required to complete your YOP project, and costs should be based on current appraisals or the best estimates of value available at the time your application is completed.
- **Other Costs** - Other costs include utilities, phones, building and vehicle maintenance, insurance, postage, etc. General overhead costs such as utilities and maintenance should be prorated for the YOP portion of the project and then limited to 30%.

Budget Page Example: **Education/Employment Center**

| Budget Category   | YOP Budget       | Other Sources    | Total Projected Cost* |
|---|------------------|------------------|-----------------------|
| <b>Salaries</b>   |                  |                  |                       |
| Executive Director \$48,000/year 2 yrs.   |                  | <b>\$96,000</b>  | <b>\$96,000</b>       |
| Program Coordinator/Life Skills Instructor<br>-\$40,566/yr - 5 months of operations at 50%  | <b>\$4,226</b>   | <b>\$4,226</b>   | <b>\$8,452</b>        |
| HS Equivalency Instructor (PT) \$1,200/month x 6 months <b>\$7,200</b>  | <b>\$7,200</b>   |                  | <b>\$7,200</b>        |
| Job Training Instructor \$1,000/month x 5 months <b>\$5,000</b>   | <b>\$5,000</b>   |                  | <b>\$5,000</b>        |
| <b>Contract</b>   |                  |                  |                       |
| One Time YOP Audit <b>\$3,500</b> ; Appraisals & Environmental Assessmt.  | <b>\$3,500</b>   | <b>\$10,000</b>  | <b>\$13,500</b>       |
| <b>Travel</b>   |                  |                  |                       |
| Youth transportation to classes - 100 bus passes <b>\$600</b> x 100% for YOP  | <b>\$600</b>     | <b>0</b>         | <b>\$600</b>          |
| <b>Equipment</b>  |                  |                  |                       |
| 5 Computers and printers for HS Equivalency study and<br>Employment activities \$1,800 each <b>\$9,000</b>  | <b>\$9,000</b>   |                  | <b>\$9,000</b>        |
| <b>Supplies</b>   |                  |                  |                       |
| Education Materials \$3,850/year –5 months (100% for YOP) <b>\$1,604</b>  |                  |                  |                       |
| Office Supplies \$1,200/year -5 months (30% for YOP) <b>\$150</b>   | <b>\$1,754</b>   | <b>\$350</b>     | <b>\$2,104</b>        |
| <b>Property Acquisition</b>   |                  |                  |                       |
| Land – 2 acres <b>\$40,406</b>  | <b>\$40,406</b>  |                  | <b>\$40,406</b>       |
| <b>Construction</b>   |                  |                  |                       |
| <u>Expansion of Program Space</u><br>Construction <b>\$305,000</b> for YOP<br>- Site preparation \$10,000; Foundation \$30,000;<br>Framing \$100,000; Electrical, plumbing, HVAC \$100,000;<br>Finish Work \$65,000 | <b>\$305,000</b> | <b>\$272,950</b> | <b>\$577,950</b>      |
| <b>Other Costs</b>  |                  |                  |                       |
| Insurance, utilities (new facility) \$540/mth x 5 mths <b>\$2,700</b> (30% YOP)   | <b>\$810</b>     | <b>\$1,890</b>   | <b>\$2,700</b>        |
| <b>TOTAL—(YOP BUDGET MAY NOT EXCEED \$400,000)</b>  | <b>\$377,496</b> | <b>\$385,416</b> | <b>\$762,912</b>      |
| <b># of Youth Targeted</b>  | <b>150</b>       |                  |                       |

**COST PER BENEFICIARY**

Cost per beneficiary is the amount of money it costs your organization to provide project services for one youth. The cost is calculated using the total annual cost of providing YOP services, divided by the unduplicated number of youth receiving consistent services each year. **For construction and/or renovation projects**, do not use construction or renovation expenses when calculating cost per beneficiary. For these capital projects, use the projected cost of providing services for the first year after completion of construction/renovation, divided by the annual number of youth that are expected to receive services upon completion of construction/renovation.

$$\text{Cost per Beneficiary Calculation} = \frac{\text{Total annual cost of implementing project services}}{\text{\# of unduplicated youth that will receive services annually}}$$

## RETURN ON INVESTMENT AND ECONOMIC IMPACT

Your application should discuss the costs associated with not providing services to the targeted youth, cost savings to the community and state as a result of providing services, and/or establish the return on investment and economic impact of the project.

To establish economic impact, make sure you have provided proof that the services provided enable youth to become more successful (question 3). You should research the services and outcomes, looking for reliable, accurate sources that quantify the impact of services/programs, such as: ROI ratios or \$ amount benefit per \$1 investment, \$ amounts saved by the community or state as a result of services, \$ amounts of potential increases to the community or state, etc. as a result of services.

For example, if programming is focused on crime and recidivism prevention, discuss the costs associated with juvenile crime in the community, costs to the state to care for a juvenile offender, etc. Be sure to cite sources, as well as discuss details of research or studies as necessary.

## OTHER SOURCES OF FUNDING

Other sources of funding should be identified to show how the difference between total project cost and the requested YOP budget will be funded. Applicants should:

- Identify all non-YOP funding sources for the project. Other sources should equal or exceed the dollar amount listed for Other Sources on the YOP budget. If other sources of funding exceed the dollar amount needed, explain why.
- Indicate the dollar amount expected from each source and whether or not the funding has been secured or is still pending. Indicate whether or not the funds are restricted or unrestricted and the budget expenses to be funded by each source.
- Specifically identify any secured or pending state or federal grants, reimbursements, etc. and list estimated amounts from each award or contract.

### Other Sources of Funding Example

| Source Name/Amount Requested                             | Status  | Restricted or Unrestricted                | Comments  |
|--|---|---|---|
| CDBG -\$200,000  | Secured   | Restricted to construction                | There are more grant requests have been submitted than needed. Assumption that certain amounts/grants will not be approved. |
| Casey Grant - \$40,000;<br>Mathews Foundation - \$50,000 | Pending; Notifications expected June 2017 & December 2017 | Restricted to equipment                   |   |
| Donations/other \$50,000                                 | \$30,000 Secured;<br>\$20,000 Pending                     | For acquisition and construction expenses |   |
| City/County Gov. \$40,000                                | \$40,000 Secured  | Restricted to salaries                    |   |
| Rental Income \$10,000                                   | \$10,000 Pending  | Unrestricted use                          |   |

Total Project Cost: \$762,912  
 Less YOP request: \$377,496  
 Amount from Other Sources needed: \$385,416

Secured funding to date: \$270,000  
 Pending other sources: \$120,000

## PACKAGING AND SUBMITTING YOUR APPLICATION

### NARRATIVE

- Responses to application questions must be typed. Please use a font size of 11 or 12.
- Type the number and question above each of your responses.
- Application Narrative length – There is no page minimum for responses to YOP questions. Questions should be answered clearly and thoroughly, but responses should also be succinct and include only relevant information. The average response to a YOP question is about 1 page, though some questions will require a shorter response and others a lengthier response.
- Use 1 inch top margins and DO NOT print on front and back (should be one-sided).
- Attachments - Include all required documentation and attachments (a checklist has been provided for this purpose). Applications submitted without all of the required documentation may be denied.
- The application must contain original signatures. Faxed or emailed copies of applications will not be accepted.
- Submit only one, unbound copy of your entire application (including attachments).
- Please keep all pages in proper order.
- Keep a copy of the entire application, including all attachments, for your records.



### ATTACHMENTS

YOP questions must be accompanied by the following attachments. Applications that are missing one or more attachments at the time of submission may be disqualified.

#### **Attachment A - Current Members of the Board, Council, or Commission**

Using the form provided, list all current members of the Board of Directors, School Board, Neighborhood, Community or City Council, or Commission. For each member, include: Name, day phone, occupation, position on the board, and whether or not the individual is a resident of the project area. Make copies for additional pages as needed.

#### **Attachment B – Four (4) Letters of Support**

- 1) A letter of support from a local government authority, such as a city administrator or manager, mayor, presiding commissioner, or similar local government head, indicating the project is not in conflict with any existing city/county community plan is required.
- 2) A written letter of support from designated State Senator.
- 3) A written letter of support from designated Representative.

**Service Delivery projects** - If the project services are delivered at multiple locations, the Senator and Representative letters should be provided by the legislators representing the applicant's headquarters location.

If the project services will be provided at a single location separate from applicant's headquarters, the Senator and Representative letters should come from legislators representing the project location.

**Capital Projects** - Senator and Representative letters of support from the legislators representing the area where the new construction/renovation will occur must be provided.

- 4) One additional letter of support which may be provided from other agencies, organizations, or institutions whose cooperation is required to carry out the project, from the project's targeted youth, parents of targeted youth, and/or community leaders.

Letters of support must be dated within six months of submittal of proposal. Letters of support from members of the applicant's Board or staff will not meet this requirement.

#### **Attachment C--Site Control Document**

Construction, facility acquisition, improvement, and/or expansion projects are required to give written evidence showing the organization has sufficient control over the site where the proposed construction and/or renovation will take place (See pages 10-12 for additional information). A copy of Attachment C is required, along with a copy of supporting documentation.

Floor plans or architect's drawing should be included for new construction and for renovation projects.

#### **Attachment D--Map(s) of Project Area and Location**

The map should clearly show the boundaries of the service area, as well as the geographic location of the applicant's headquarters (street/road) and the location of specific project activities that will be undertaken. You may enclose actual marked city maps and/or excerpts from any other maps that would provide sufficient detail, depending upon the geographic scope of your project.

#### **Faith Based Organization Documentation**

If religious activities/services are offered by the applicant, or faith based view incorporated into a curriculum, provide an attachment describing activities and the extent to which these services are offered as part of the project. Then discuss alternative programming offered to youth who choose not to participate in religious services/activities (refer to pages 5, 6, and 28).

#### **Certification Page**

The YOP Certification addresses the correctness, truthfulness, and completeness of the information included in the application, employment of unauthorized aliens, understanding of the YOP guidelines, and federal and state laws. The form must be signed by the Executive Director or Corporate Officer/Member duly authorized to represent the applicant organization and notarized.

#### **E-Verify Documentation**

Conducted jointly by the U.S. Citizenship and Immigration Services (USCIS) Verification Division and the Social Security Administration (SSA), E-Verify is designed to provide employment status information to determine employment eligibility. E-Verify requires that participating employers use the automated Verification Information System (VIS) to check the SSA and the USCIS databases to verify the employment authorization of ALL newly hired employees.

All applicants **must**: 1) complete the online E-Verify enrollment, 2) check the box on the Certification confirming enrollment and participation in E-Verify, and 3) **provide a copy of the e-verification memorandum (MOU)** to be eligible for the program.

E-Verify is currently free. To access the E-Verify website, go to:  
<http://www.uscis.gov/e-verify/e-verify-enrollment-page>

Once you have successfully enrolled in the E-Verify program, you can retrieve a copy of your electronically signed MOU by: 1) signing in to your E-Verify account, 2) clicking on “Edit Company Profile” in the left menu, and 3) clicking on the green “View MOU” button at the bottom of the page. For additional assistance, contact E-Verify using the toll free help line number, 888-464-4218.

Proposals should be submitted to the following address:

Missouri Department of Economic Development  
Youth Opportunities Program  
301 W. High St., Room 770  
Jefferson City, MO 65101

## **APPLICATION HELP**

DED program staff are available by telephone and email for information about YOP and the application process. For assistance, please contact:

Kim Baughman  
(573) 526-5417

[kimberly.baughman@ded.mo.gov](mailto:kimberly.baughman@ded.mo.gov)

Zatuilla Nara  
(573) 526-0124

[zatuilla.nara@ded.mo.gov](mailto:zatuilla.nara@ded.mo.gov)

Ashley Jarrett  
(573) 751-4539

[ashley.jarrett@ded.mo.gov](mailto:ashley.jarrett@ded.mo.gov)

In addition, application workshops are held periodically to assist applicants in preparing an application. Workshop dates will be posted on the YOP website at [www.ded.mo.gov](http://www.ded.mo.gov)

## **APPLICATION REVIEW**

An initial screening of your YOP project will be conducted to determine basic eligibility. Once all basic eligibility requirements are met, a careful review of written responses is conducted. Proposals will be reviewed and rated for the following: program description and need for services, degree to which youth served are at-risk, clear and concise project goals and milestones, project impact, implementation and fundraising capacity, budget efficiency and cost effectiveness, the organization’s financial capacity to complete the project, and program sustainability.

Deficiency points will be subtracted from proposals when the applicant organization has a history of underutilization of tax credits, delinquent reporting, and/or failure to meet outcomes.

**Organizations must be in good standing with the Secretary of State** (if applicable\*). To find out if your organization is in good standing, call (573) 751-4153 or visit the Secretary of State Business Entity Database at: <https://www.sos.mo.gov/BusinessEntity/soskb/csearch.asp>

\*Please note that some charitable organizations, such as trusts, are not required to register and report to the Secretary of State in the same manner as non-profits and therefore cannot obtain “good standing” status. If your organization falls under this category, DED will require: (1) proof that your organization maintains an “active” registration with the Secretary of State and (2) certification from your executive director or board of directors that the formal organization of your trust (or

other such entity) expressly allows for the undertaking of the activities described in your application.

### **Review Criteria**

The Department of Economic Development will evaluate all proposals based on the following criteria, and may add or deduct points from the proposal score.

- Degree to which the targeted youth are disadvantaged and/or below the state poverty level.
- Degree to which the geographic area exhibits a high incidence of crime and violence.
- Extent to which the applicant possesses sufficient capacity to administer the project and achieve results.
- Degree to which the targeted youth need project services.
- Degree to which the project contributes to solving problems identified by the community.
- Degree to which the project impacts YOP outcomes, youth served, and the economy.
- Degree to which the organization has successfully completed past projects (if applicable), including outcome achievement, tax credit utilization, and timely reporting.

YOP is a discretionary program that continually receives more application requests than the funding available. Although eligible, projects that are primarily recreational in nature (and without structured programming) or for facility maintenance will not be given priority.

### **Recommendations and Notification**

Projects will be recommended to the Department Director for approval based on final score. Please allow **a minimum of 10 weeks** for review and approval. Any application that is incomplete, fails to answer any of the required items, and/or fails to submit required attachments will be disqualified from further consideration.

Organizations selected for approval will be notified via telephone and/or mail. An award letter and YOP Agreements will be mailed to approved organizations/projects explaining the terms of the award. Organizations/Projects not recommended for approval will receive notification in writing.

### **APPROVED PROJECT REQUIREMENTS**

Attendance at an Administrative Training workshop is required and will be scheduled after projects are approved. YOP tax credits are not officially awarded/issued to projects prior to completion of the YOP Agreement and attendance at a workshop.

### **YOP Reporting & Compliance**

If approved for YOP tax credits, your organization will be required to submit the following items to DED to remain in good standing and compliant with YOP Guidelines:

- Quarterly reports
- Requested changes in budget, outcomes, activities, etc.
- A Final Report and Final budget are due within thirty (30) days of the end of the project period.

- An independent audit must be completed within six (6) months of the end of the project period if \$25,000 in credits or more were utilized.

**Contractual Obligation and Noncompliance**

If your organization is approved and fails to complete the approved project as stipulated in the YOP contract, or is found to be noncompliant with YOP policies and regulations, your organization may be required to pay back to the State a monetary sum equal to the amount of tax credits that have been issued for the project.

**Tax Credit Payback – Capital Campaigns**

Project approval is based on the plans presented in your proposal and on any revisions agreed upon with DED during the approved YOP project period. If, at some point during the five (5) years following the facility’s operational date, your organization wishes to dispose of the facility, you may avoid a credit payback by selling it for at least 90% of fair market value, lump sum payment, with the proceeds applied either toward a replacement facility for your organization, or by carrying out some other project activity approved by the DED.

If YOP credits have been given for improvements on leased property, and the lease is terminated (for whatever reason) and property reverts to the owner within five (5) years after the operational date, a percentage of the credits approved for the building, including any furnishings or equipment that revert to the owner, must be repaid to the State of Missouri. Besides cash payment by the organization to the state, another acceptable method of settlement involves voluntary relinquishing of credits by contributors.

The amount of the settlement is based on:

| <b>Property Reverts During Year</b> | <b>% of YOP Tax Credits to be Repaid to the State</b> |
|-------------------------------------|---|
| 1                                   | 100%  |
| 2                                   | 80%   |
| 3                                   | 60%   |
| 4                                   | 40%   |
| 5                                   | 20%   |

## Tips for Writing a Successful YOP Application

- 1) We've made small adjustments to questions in an effort to make it easier to understand what YOP staff are looking for in the narrative section of the application. Make sure your numbered responses correspond to the correct question numbers and your responses align with any adjustments we've made to the questions.
- 2) **READ THE GUIDELINES** before you start working on the application. The guidelines contain examples, definitions, and details that should be helpful in preparing your application narrative.
- 3) Talk to us. Whether you have questions about eligibility, documentation requirements, or what we're looking for in response to a question, please feel free to email or call us.
- 4) Answer every question and follow directions. Some numbered questions consist of several questions or statements. Be sure to respond to each one.
- 5) Be clear, concise, and accurate. Make the case for your project in your own way, but include up to date, precise data and cite resources and studies as requested. Avoid technical jargon.
- 6) Proofread your application! Make sure numbers add up and are consistent, remove typos, and make sure the application flows and makes sense.
- 7) Include all attachments, make sure each attachment is completed in full, and completed by the appropriate person. If you have questions about who should sign the local government support letter or who your legislators are, please contact us.
- 8) If you hire a grant writer (not required), remember, you are in control and ultimately responsible for carrying out the project as proposed in your application. Be sure you review the completed application thoroughly.
- 9) After you finish writing your narrative, give it to a friend who doesn't know anything about your nonprofit. That person should be able to understand what you do and what you're proposing.



**2017 YOP Application**

**Business & Community Finance**

Truman State Office Building  
 PO Box 118  
 301 West High Street, Room 770  
 Jefferson City, MO 65101

E-mail: [YOP@ded.mo.gov](mailto:YOP@ded.mo.gov)  
 Website: [www.missouridevelopment.org](http://www.missouridevelopment.org)

|                       |
|-----------------------|
| <b>STATE USE ONLY</b> |
|-----------------------|

**2017 Youth Opportunities Application**

|  |  |   |  |                |
|--|--|---|--|----------------|
| Applicant (Official or Legal Name)   |  | NAICS*  | MITS/MO ID #   | 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)<br>(      )  |  | Fax Number<br>(      )                                      |  | E-mail Address |
| Agency Director (First Name, Middle Initial, Last Name)  |  |   | Date of Birth  |                |
| Title  |  |   | Day Phone (include extension)<br>(      )  |                |
| Proposed Project Period (Please check one)<br><input type="checkbox"/> 12 Months <input type="checkbox"/> 24 Months <input type="checkbox"/> 36 Months<br>The project period is the timeframe in which all activities, i.e. fundraising, service delivery, expenditures, and/or construction, related to the proposed project will be completed, excluding the required audit. |  |   | Project Type:<br><input type="checkbox"/> Service Delivery<br><input type="checkbox"/> Capital Campaign<br><input type="checkbox"/> Combined |                |
|  |  |   | # of Employees<br><input type="checkbox"/> 100 or fewer<br><input type="checkbox"/> 101-500<br><input type="checkbox"/> Over 500             |                |

**\*NAICS** – A North American Industry Classification System code is required if one has been assigned to the organization. Established by the Federal Office of Management and Budget (OMB), NAICS codes are used for classifying businesses to gather data related to productivity, unit labor costs, the capital intensity of production, employment, and other information. MO businesses are assigned a NAICS when the company files a “Report to Determine Liability Status” with the MO Department of Labor and Industrial Relations, Division of Employment Security to determine Unemployment Tax Liability. Generally, an employer becomes liable for the tax and responsible for providing unemployment insurance for its workers when it:

- 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.

If you don’t know your NAICS code, please call (573) 751-3340. If your organization is not required to have an unemployment insurance account, please indicate N/A.

**\*\*Provide 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 visiting: [www.usps.com](http://www.usps.com) and clicking on "Look up a Zip Code".**

**ORGANIZATION ELIGIBILITY CATEGORY (Choose only one.)**

- Not-for-profit (Federal designation of 501(c)(3) or MO Chapter 355, RSMo) \*\*
- Local Government
- Public School
- Missouri Business - Attach your Articles of Incorporation.

\*\*If the agency is incorporated as a nonprofit at the federal level, you **must** attach a copy of your tax exempt letter from the IRS and Articles of Incorporation.

\*\*If the agency is incorporated as a nonprofit at the state level only, you **must** attach a copy of Articles of Incorporation.

**PRIMARY PROJECT CATEGORY (Choose only one)**

- |  |   |
|--|---|
| <input type="checkbox"/> Adopt-a-school            | <input type="checkbox"/> Mentor/Role Model          |
| <input type="checkbox"/> Conflict Resolution       | <input type="checkbox"/> Substance Abuse Prevention |
| <input type="checkbox"/> Counseling                | <input type="checkbox"/> Violence Prevention        |
| <input type="checkbox"/> Degree Completion         | <input type="checkbox"/> Youth Activity Center      |
| <input type="checkbox"/> Employment                | <input type="checkbox"/> Youth Club or Association  |
| <input type="checkbox"/> Internship/Apprenticeship |   |

**FAITH BASED ORGANIZATIONS**

Yes  No Are services rendered to clients without discrimination?

Yes  No Does your agency conduct any religious activities or services?

**If yes**, attach a list and description of the activities/services offered. Discuss any non-religious alternatives that are offered for clients who do not wish to participate in religious activities/services.

**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.

- |  |  |
|--|--|
| <input type="checkbox"/> New jobs created                            | <input type="checkbox"/> Construction or renovation  |
| <input type="checkbox"/> Directly impacts YOP outcomes               | <input type="checkbox"/> Promote resilience  |
| <input type="checkbox"/> Local, community-based neighborhood project | <input type="checkbox"/> Project located in area with high rates of crime, poverty, and violence |

## LITIGATION HISTORY

### 1) Organization:

- a. Has the organization ever been convicted of a violation of any state and/or federal laws?  
 Yes  No
- b. **If yes**, provide the date, the Court, the charges at disposition and the case number. Attach as a separate sheet if additional space is required.

### 2) Principal (CEO, CFO, Principal, Managing partner, and Executive Director):

- a. Has the “principal” ever been convicted of a violation of any state or federal law?  
 Yes  No
- b. **If yes**, provide the date, the Court, the charges at disposition and the case number. Attach as a separate sheet if additional space is required.

### 3) Contact:

- a. Has the contact person or project administrator ever been convicted of a violation of any state or federal law?  
 Yes  No
- b. **If yes**, provide the date, the Court, the charges at disposition and the case number. Attach as a separate sheet if additional space is required.

**Instructions:** Provide responses for numbers 1 through 13 below. Responses should be numbered, with each question typed above the corresponding response. Refer to the Guidelines when preparing responses.

**SERVICES, YOUTH TARGETED, and NEED (30 points)**

1. **Describe**, in detail, the services the project will offer for the targeted youth through the proposed project. Services should specifically target at-risk youth and should be based on identified community needs. **Include** a description of all activities, classes, etc. that youth will participate in and **discuss** frequency of programming, intensity, and duration of services.

**Identify** the key features of the project, special curriculum or methods, unique qualification of staff, etc. **Discuss** the comparative advantages of the services provided by your organization over those provided by other agencies in your service area. Services should directly impact outcomes.

If proposing a capital campaign project, **provide** a detailed description of the construction, renovation, and/or property acquisition necessary to complete the project. Please **also provide** floor plans for construction and renovation projects. For projects where layout or space use will be changed, provide before and after floor plans.

(Refer to pages 12-13, "Project Services" for specific details.)

2. **Indicate** the number of at-risk youth to be served during the project period. If conducting a capital campaign, also **indicate** the number of youth to be served at the facility upon completion of the renovation/construction.

**Describe** how the youth served are at-risk and provide supporting data to establish multiple risk factors. **Cite** specific characteristics of the targeted youth to establish that they are significantly more at-risk than the average youth. Ensure that the characteristics are related to services and outcomes. (See page 13, "Characteristics of Youth" for examples and details.)

**Discuss** the geographical service area from which targeted clients will be drawn. Your discussion should be relevant to the services provided and may include census details, economic conditions, crime rates, and other neighborhood or environmental data. Data should be timely, with reference given to the source. (Refer to page 13, "Geographic Service Area".)

3. **Explain** why the targeted youth need the services your agency provides and how the youth will be persuaded to participate in these programs.

**Discuss** the need for services in the community and region, and **cite** research or other objective data to demonstrate that need. (Refer to pages 13-14, "Need" for specific details.) **Discuss** any surveys, community needs assessments, meetings or community plans, etc. that identify the need. Also, if the project is a capital campaign, **demonstrate** a growing need that necessitates physical expansion and/or **demonstrate** that the existing structure presents a threat to the health and well-being of clients.

**Establish the impact of services.** Using research or other measurable and objective data, provide proof that the activities of the project enable at-risk youth to become successful, more productive members of the community. You may also **discuss** negative outcomes youth are at greater risk for encountering without services.

**Discuss** ways in which the targeted youth are involved in planning, implementing, evaluating the project, and ongoing program change. To what extent will they be involved in generating ideas and implementing needed change with the project?

#### **GOALS, OUTCOMES, VERIFICATION, and MILESTONES** (24 points)

4. **Indicate** the goals your organization is committed to achieving as part of this project. Explain why you have chosen the goals and their relevance to the youth to be served. Generally, one to four goals should be provided.

For a construction, renovation or property acquisition project, provide one construction/renovation/acquisition goal and one to three goals related to the activities that will take place in the facility once construction, renovation, or acquisition is completed. (Refer to page 14, “Goals, Outcomes, & Verification”.)

5. For each goal, **list** a corresponding outcome to reflect the number of youth that will successfully attain the desired goal. **Discuss** why these outcomes have been chosen rather than setting higher or lower outcomes. Outcome numbers must be measureable and track-able and should reflect the number of youth that will successfully reach each outcome **out of** the number of youth receiving the outcome services. (Refer to page 14, “Goals, Outcomes, & Verification”.)

For a construction, renovation or property acquisition project, **provide** one outcome to reflect construction and an outcome corresponding to each goal to reflect the number of youth receiving services at the facility once construction, renovation, or acquisition is completed.

6. **Discuss** how your agency will verify the extent to which outcomes are achieved. **Identify and describe** each evaluation tool to be used and what information is collected, **discuss** how often the evaluation will take place, and **identify** who will be collecting and reporting the results. If proposing a construction, renovation or property acquisition project, **list and describe** the evaluation tools for the activities that will take place in the facility once construction, renovation, or acquisition is completed. Verification of results must be completed during the project period. (Refer to page 14, “Goals, Outcomes, & Verification”.)

7. **List and define** the critical milestones that your organization and the youth served must achieve to successfully accomplish the goals. **Discuss** the level of participation required from youth and staff and **provide** a timeline for services, testing and success.

If proposing a construction, renovation or property acquisition project, **provide** detailed milestones for construction, renovation or property acquisition. Be sure to include approximate dates for submission of the Funding Certification form, appraisal(s), Phase I Environmental Assessment (required for property acquisition using YOP donations or credits), and the Architect/Engineer Certification. (Refer to page 15, “Milestones” for details and an example.)

#### **CAPACITY** (28 points)

8. **Discuss** the agency’s history and the evolution of programming. **Identify** other services provided by the agency that are not included as part of this project.

**Identify and summarize** two of the agency’s recent past projects (completed in the last five years) that are similar to the proposed project. **Include** a description of the project, it’s

timeframe, fundraising goals and budgetary aspects of the projects, actual fundraising results, performance goals and outcomes, and the degree of success in achieving outcomes.

**Provide** a discussion of the fundraising and performance goals that were set for the similar projects and the extent to which you achieved specific results in the expected time frame.

You must **discuss** previous YOP or NAP projects if those projects ended (were completed) in the last 5 years and if they were unsuccessful in terms of outcome attainment, utilization of YOP/NAP credits, meeting reporting requirements, or completing the project during the project period. **Describe** the circumstances, goals, and what changes have been made to ensure future success.

If your agency has not implemented and completed any similar previous projects, you may discuss projects implemented and completed by those who will be key individuals in this project. Be sure to discuss their roles in the previous project(s).

9. **Identify and profile** the key individuals/positions who will have the most responsibility for recruiting participants, providing direct services, planning and overseeing the project, achieving outcomes, and reporting results. **Discuss** their day to day roles in the organization and in the implementation of the project. Focus on job duties and capacity.

For service projects, **discuss** all individuals whose salaries will be funded with YOP donations.

For capital campaigns, **indicate** who will oversee construction, as well as the individuals responsible for operational oversight and implementation of services, once construction/renovation is completed.

**Discuss** outside organizations or individuals you partner with for service delivery, referrals, etc. **Provide** a detailed description of their role in carrying out the project and services.

10. **Provide** a detailed fundraising plan that is specific to the project and YOP tax credit utilization. **Discuss** all events and activities that will be undertaken to market and utilize YOP tax credits. **Identify** individuals involved with, and ultimately responsible for, YOP fundraising.

**Identify** and discuss the donors you will target in your YOP marketing.

**Provide** a detailed timeline of fundraising events, which includes approximate dates of each YOP fundraising activity and the number of potential donors to be reached, as well as key fundraising milestones.

If you are proposing a capital campaign, be sure the fundraising timeline and milestones correspond to property acquisition and/or commencement of construction guidelines.

(Refer to page 16, “Fundraising” for specific details and an example.)

## **BUDGET/BUDGET EFFICIENCY (18 points)**

11. **Provide** a detailed breakdown of each line item on the proposed budget and explain how each relates to the project and its goals. (Refer to pages 17-19, “The YOP Budget” and page 20, “Other Sources of Funding”) **Reminder: Maximum NAP budget is now \$400,000.**

For capital campaigns, **attach** estimates or bids for capital campaign expenses. If you have not yet received estimates or bids, explain how you determined capital campaign costs.

**Identify** your agency’s cost per beneficiary for the proposed YOP services. If the proposed project is a capital campaign, what is the expected cost of services (provided at the facility) per beneficiary upon completion of construction/renovation?

- **Cost per beneficiary** should be calculated as: the total cost (YOP budget plus other sources) of implementing services divided by the unduplicated number of youth directly impacted by the services. **Discuss** what amounts and numbers were used to calculate the cost per beneficiary. If multiple programs are included in your application, with significant differences in cost per program, separately **identify** cost per beneficiary for each program. (Review page 19, “Cost per Beneficiary”.)

If available, **provide** state or national average cost of care data/statistics and indicate whether or not your agency is able to provide services at a lower cost. If not, **provide** a discussion to explain why. If average cost of care data is not available, **establish** that the costs for your agency’s delivery of services are reasonable and efficient. **Discuss** how YOP funding of your agency’s project ensures optimal use of limited state resources.

**Discuss** the economic impact of the project and return on investment for the state. Referencing the evidence showing the impact of services on individuals provided for question 3, **discuss and quantify** the costs associated with not providing services to the targeted youth or cost savings the state or other government entity will see as a result of services? Etc. (Review page 20, “ROI & Economic Impact” for specific details.)

12. **List and discuss** the other sources of funding that will be utilized to implement this project, such as United Way, foundation grants, revenues from service provision, city or county grants/funding, federal reimbursements/funding, and all other government funding your organization expects to receive for the project during the project period (state tax credits, state grants, reimbursement for contracted services, etc.).

**Indicate** which grants or monies are pending and which have been awarded to your agency for the project period. **Identify** the amount of funding to be received from each source, whether or not funds are restricted, and the expenses each of these sources will pay. (Refer to page 20, “Other Sources of Funding” for breakdown details.)

13. **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.

**Discuss** how your agency avoids making receipt of YOP tax credits a donor expectation. What steps are taken to ensure credits are used to expand the donor base and garner increased donations each year?

**YOP BUDGET PAGE (An Excel version of this form is available on the website.)**

| <b>Budget Category</b> – Provide a detailed breakdown of expenses, showing amounts to be funded by YOP and amounts to be funded by other sources. See pages 17- 19 for more information. | <b>YOP Budget</b>  | <b>Amount From Other Sources</b> | <b>Total Projected Cost*</b> |
|--|--------------------|----------------------------------|------------------------------|
| <b>Salaries</b>  |                    |                                  |                              |
| <b>Contract</b>  |                    |                                  |                              |
| <b>Travel</b>  |                    |                                  |                              |
| <b>Equipment</b>   |                    |                                  |                              |
| <b>Supplies</b>  |                    |                                  |                              |
| <b>Building Space</b>  |                    |                                  |                              |
| <b>Construction</b>  |                    |                                  |                              |
| <b>Property Acquisition</b>  |                    |                                  |                              |
| <b>Other Costs</b>   |                    |                                  |                              |
| <b>TOTAL</b> (YOP BUDGET COLUMN MAY NOT EXCEED \$400,000)  |                    |                                  |                              |
| Number of at-risk youth targeted:  | Tax Credit Amount: |                                  |                              |

\*The Total Project Cost column should reflect all budget expenses necessary to implement the project, listing the total cost of each line item.

For service delivery projects, the Department actively seeks to apply YOP funds to direct care and direct program expenses. YOP funding for administrative salaries and general overhead expenses should be limited.



**LETTERS OF SUPPORT**

Please be advised that YOP staff may contact one or more of the persons listed below to verify their support for this project. Letters of support will only be accepted as part of the application at the time of the submittal. Please do not ask persons writing support letters to send them to DED independent of the application.

1. A minimum of **four (4) support letters** must be submitted:
  - one (1) local government support letter (from City Administrator/Manager, Presiding Commissioner, Mayor, or similar local government head),
  - one (1) State Senator letter of support,
  - one (1) State Representative,
  - one (1) general letter of support.

See page 21 for specifics regarding Senator and Representative letters.

2. Letters of support from members of the applicant’s board members or staff will not meet this requirement. Acceptable letters can be from individuals, organizations or institutions identified in your proposal as supporting, participating or cooperating with you in any way to achieve your stated goals.
3. Support letters submitted by partner organizations should include the role of the organization and type and level of commitment provided in implementing the project. The letters must be dated within six (6) months of submittal.

| Name | Organization | Title or Position |
|------|--------------|-------------------|
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## SITE CONTROL

The applicant organization must be able to provide documentation showing that it currently has control, or will be able to secure control, of the site where the proposed building project will take place. Attach one of the following:

- Title or Warranty Deed** - Evidence that your organization owns the property and the property has not been leased to another party. (Original title not required).
- Lease Agreement** - A copy of an executed lease agreement. The lease term must extend for the project period plus an additional five years after the project period end date.
- Legal option to purchase or lease the property** – Notarized documentation, signed by both the owner and applicant, showing intent to purchase or lease, timeframe, price, and other relevant terms. Lease options must extend for a period of at least five years after the project period ends/facility becomes operational. Applicant acknowledges that should it purchase the property, it may not, in turn, rent out the site to another party.
- Notarized contingency contract** - Current owner stipulates that the property will either be contributed outright or sold to the organization at a discount if and when the project receives YOP approval. Letter/Contract from the owner must include: price, offer dates, and other relevant terms, and be signed by all parties and notarized.

### Building Usage

- Using the space below, please identify any other organizations that will use the facility and note if they are involved in the administration of the proposed project. Indicate what percentage of the space/time the occupant will utilize, and the services they will be providing. The nonprofit organization administering the YOP project must occupy at least 50% of the building space.

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For property acquisition using YOP donations or credits, 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 9.)
- A Phase I Environmental Site Assessment is required on all real estate contributed for YOP credit or purchased using YOP contributions.(See pages 10-11.)

## YOP ATTACHMENT E - CERTIFICATION

I, the undersigned, acting on behalf of the Applicant named below, hereby certify and agree to the following:

- The information submitted by the Applicant to DED in connection with the Project is true and correct and such information is consistent with documents provided to lenders, other government programs, or investors. The Applicant hereby authorizes DED to verify such information from any source;
- Neither the Applicant, nor any person actively engaged in the management of the Applicant:
  - a) Has committed a felony, is currently under indictment for a felony, or is currently on parole or probation;
  - b) Is delinquent with respect to any non-protested federal, state or local taxes or fees;
  - c) Has filed (or is about to file) for bankruptcy, unless otherwise disclosed to DED; or
  - d) Has failed to fulfill any material obligation under any other state or federal program;
- There are no pending or threatened liens, judgments, or material litigation against the Applicant or any person identified on the application which is likely to have a material impact on the Applicant's viability;
- Neither the operations of the Project itself nor the receipt of incentives for the Project would violate any existing agreement;
- The Applicant has obtained or is capable of obtaining all necessary federal, state and local permits and licenses for the Project;
- I certify that the applicant does NOT knowingly employ any person who is an unauthorized alien 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 each individual is not an unauthorized alien;
- I certify that the applicant is enrolled and will participate in a federal work authorization program as defined in Section 285.525(6), RSMo, with respect to employees working in connection with the activities that qualify applicant for this program. I certify that the applicant will maintain and, upon request, provide the Department of Economic Development documentation demonstrating applicant's participation in a federal work authorization program with respect to employees working in connection with the activities that qualify applicant for this program;
- I certify that the Applicant shall include in any contract it enters with a subcontractor in connection with the activities that qualify applicant for this program, an affirmative statement from the subcontractor that such subcontractor is not knowingly in violation of Section 285.530.1, RSMo, and shall not be in violation during the length of the contract. In addition the Applicant will receive a sworn affidavit from the subcontractor under the penalty of perjury, attesting that the subcontractor's employees are lawfully present in the United States. I certify that the Applicant will maintain and provide the Department of Economic Development and Department of Revenue access to documentation demonstrating compliance with this requirement
- I understand that, pursuant to section 285.530.5, RSMo, a general contractor or subcontractor of any tier shall not be liable under section 285.525 to 285.550 when such general contractor or subcontractor contracts with its direct subcontractor who violates section 285.530.1, if the contract binding the contractor and subcontractor affirmatively states that the direct subcontractor is not knowingly in violation of section 285.530.1 and shall not henceforth be in such violation and the contractor or subcontractor receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct subcontractor's employees are lawfully present in the United States;
- I understand that if the applicant is found to have employed an unauthorized alien, applicant maybe subject to penalties pursuant to Sections 135.815, 285.025, and 285.535, RSMo;
- I understand that if the applicant is found to have employed an unauthorized alien in Missouri and did not, for that employee, examine the document(s) required by federal law, 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 Program guidelines;
- I will inform DED if, at any time before project completion, there is any change to any of the certifications made herein;
- I hereby agree to allow representatives of the Department of Economic Development (DED), Department of Revenue, or either of their designated representatives, access to the property and applicable records as may be necessary for the administration of this program; and,
- I certify under penalties of perjury that the above statements and information contained in the application and attachments are complete, true, and correct to the best of my knowledge and belief.

I certify that I am a Corporate Officer/Member of the Applicant and have the proper authority to execute this document on behalf of the Applicant. I am authorized to make the statement of affirmation contained herein. I realize that failure to disclose material information regarding the Applicant, any owners or individuals engaged in the management of the Applicant, or other facts may result in criminal prosecution.

| Applicant Signature | Print Name | Title | Date |
|---------------------|------------|-------|------|
|---------------------|------------|-------|------|

STATE OF \_\_\_\_\_ )  
 COUNTY OF \_\_\_\_\_ )

ss.

On this \_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_ before me, \_\_\_\_\_, a Notary Public in and for said state, personally appeared \_\_\_\_\_ [name of Corporate Officer/ Member], \_\_\_\_\_ [Official Title], \_\_\_\_\_ [Name of Corporation/ Limited Liability Corporation], known to me to be the person who executed the within Agreement on behalf of said company and acknowledged to me that he or she executed the same for the purposes therein stated.

Notary Public

My commission expires \_\_\_\_\_

<sup>1</sup>If more than one representative signs use a copy of this page for each signatory.

**YOP APPLICATION CHECKLIST** Carefully check this list to ensure you have not overlooked any required items. Provide only one copy of each of the following:

**Application**

- Responses to questions 1-13
- YOP Budget Page
- Articles of Incorporation **and**, if a 501(c)(3) organization, tax exempt letter from the IRS

**Attachment A: Board, Council or Commission List**

- A copy of the completed form listing **all** Board members

**Attachment B: Four (4) Letters of Support**

- A copy of the form provided
- One (1) local government endorsement letter
- Two (2) Legislative letters of support - 1 State Senator letter and 1 State Representative letter (see instructions)
- One (1) letter of support from targeted youth, community organizations, businesses or others

**Attachment C: Site Control** (Only required for property acquisition, construction or renovation projects)

- A copy of the form provided
- Supporting documentation (lease agreement, deed, purchase option, etc.)
- Current and proposed floor plans

**Attachment D: Project Location**

- Map of project area

**Attachment F: Certification Page**

- Original Certification form - The application **must** contain the executive director's original signature and notary.

**Attachment F: E-Verify**

- Copy of the executed E-Verify Memorandum of Understanding with electronic signatures (see instructions)

**Litigation History**

- Completed form and any applicable attachments

**Faith Based Organizations**

- Attach a description of religious activities/services offered as part of the project and alternatives. (Refer to pages 5-6, 22, & 28.)
- Make sure you're in "Good Standing" with the Missouri Secretary of State's Office.** You do not have to order a copy of the document to submit with your application. Just check to ensure "Good Standing".

**KEEP A COPY OF THE ENTIRE, COMPLETE APPLICATION FOR YOUR OWN RECORDS.**

**\*\*Failure to submit all required documentation will result in the disqualification of your proposal\*\***