

**The 2022 New Hampshire Empower Youth Program (NHEYP)**  
**Managed by New Hampshire Health and Human Services**

**Part One – NH Empower Youth Program (NHEYP) Application Procedures**

**a. How applicants can receive information/assistance and a custom link to complete the application and clarify funding parameters**

1. An email with a custom link is being sent to all programs that were previously NHEYP funded. Custom links allow applicants to save and return to their applications up until the May 18 deadline along with automatically being sent a copy. Generic links are a “one and done” application and must be finished before the applicant can leave the site.
2. To request a custom link, email us at [eccp@dhhs.nh.gov](mailto:eccp@dhhs.nh.gov) . Please put “NHEYP custom link request” in the subject.
3. DHHS is providing several informational webinars to discuss the program and application a full recording will be available at <https://www.nh-connections.org/covid-19/financial-resources/> under the NHEYP tab

Use the links on <https://www.nh-connections.org/covid-19/financial-resources/> under the NHEYP tab to register for one of the **informational webinars** are being held on:

**Thursday, May 5, 12:30 to 1:30 PM**  
**Tuesday May 10, 6:30 to 7:30 PM**

Also **virtual office hours** (no registration required) are being held on:

**Friday, May 6, 1:00 to 2:00 PM**  
**Wednesday, May 11, 12:00 to 1:00 PM**  
**Monday, May 16, 1:00 to 2:00 PM**

See the call information on the <https://www.nh-connections.org/covid-19/financial-resources/> under the NHEYP tab

4. For other questions please email Dianne Chase, Assistant Bureau Chief, Bureau of Child Development and Head Start Collaboration, DEHS, NH DHHS at [eccp@dhhs.nh.gov](mailto:eccp@dhhs.nh.gov) or call 603-271-7190

5. An application template is available on the <https://www.nh-connections.org/covid-19/financial-resources/> for reference. All official applications must be submitted electronically through the survey monkey site, either by custom link (available by request) or by generic link at [2022 NH Empower Youth Funding Program Application](#)

#### **b. How programs can apply for the funding**

Providers have a three-part application process, which includes:

**1. NH Empower Youth Program Funding Application:** The application is available electronically through a Survey Monkey link. Applicants can complete the application and submit it directly from the site or request a custom link.

**2. Optional add-ons:** Applicants were invited to submit additional program information (via email, delivery or regular mail) due to the line restrictions in the online application. Each single program could submit two 8 ½ x 11 pages and multi-site applicants four pages. In addition, program promotional information or collateral materials such as a brochure, flyer, video, etc. can be submitted. This is not a requirement, only an option. There are no negative consequences for not submitting additional pages. These documents are placed in the electronic file for the reviewers.

**3. Financial documents:** To ensure programs are a viable business with the ability to accept, utilize and document funding they must submit one financial document for 2021. New programs must submit documentation of their financial viability. In addition, ***all programs must submit a full proposed operational budget*** including the NHEYP proposed expenses. Documents can be emailed to [eccp@dhhs.nh.gov](mailto:eccp@dhhs.nh.gov), mailed to Dianne Chase, NHEYP, DHHS/Bureau of Child Development and Head Start Collaboration, Brown Administration Building, 129 Pleasant Street, Concord, MA 03301 or dropped with the receptionist at the same address by Wednesday, May 18 at 4:00 PM.

#### **c. Who was eligible to apply for NHEYP funds**

The following programs are eligible to apply for the NHEYP fund:

- New Hampshire non-profit and for-profit summer and school-year youth programs that serve middle and high-school youths, with an emphasis on

vulnerable youth and children involved with the Division of Children, Youth and Families.

- Programs specifically offering activities involving gang-violence prevention, substance-misuse prevention, youth empowerment, dropout prevention, and safe havens are encouraged to apply.
- Programs that serve early-childhood or elementary school ages may apply only if they are also offering a program that include the targeted age group or allows youths within the targeted age group to serve as a counselor-in-training, program aide, specialty program presenter, academic tutor, playground coach, etc.
- If a school district or municipality applies it must not be seeking funding that were lost to budget cuts or reallocation.

In addition, applicants must meet the following requirements:

- Be eligible to receive a State of New Hampshire vendor number/S.A.M number;
- Have equitable enrollment policies as to race, income, gender, religion, and sexual orientation;
- Serve youths that meet the DCYF definition of vulnerable children\*;
- Serve youths, at least 75% of which are New Hampshire residents.

\* Vulnerable children are those children who are at-risk for abuse or neglect due to physical, psychological and/or environmental factors. They do not need to have an open DCYF to be considered vulnerable and may qualify due to their geographic location or household circumstances.

During the application process, the county distribution and population diversity are monitored. In cases where a sub-group of the youth population are under-represented, outreach will be done by DHHS staff persons (not involved in application reviews) to make prospective applicants aware of the funding opportunity.

**e. Procedure for reviewing applications and making recommendations for approval**

The application review and approval process had three stages, conducted on a rolling basis. These include:

**1. Administrative review for completeness** - Initially each application will be downloaded from the application website and reviewed for completeness by the NHEYP administrative team. This team consists of the BCDHSC Assistant Bureau Chief and Program Specialist, and the DHHS Administrative Assistant. A digital copy will be placed in the electronic file along with the financials and any other

materials that have been presented. A copy of the application, with a confirmation will be emailed to the applicant. This review includes checking that all required information has been entered in the application. Further, this same team will determine if the financials have been submitted and if they were complete and reflected an ongoing business operation.

In the case of incomplete or missing applications, programs will be contacted and resubmissions or corrections requested. In addition, programs are encouraged to send changes/additions to their application via email. This usually occurs when an applicant realizes, after the submission, but before the deadline, or because of the initial review, they had left out or incompletely answered a question(s). This process involves the DHHS Administrative Assistant and BCDHSC Assistant Bureau Chief.

**2. Review Committee full application review** – A team of nine DCYF field staff members with ongoing field experience have been selected by a key DCYF Field Administrator for their knowledge and expertise with the target population. Each staff person has extensive experience in one or more counties, is knowledgeable about the population’s needs, current program offerings and service gaps.

Applications will be reviewed on a rolling basis when the packet is deemed complete. The reviewers read and document each program’s application content and applicability on the NHEYF Review Tool. They will also read any of the add-on pages and collateral materials that had been supplied by the program. Some programs may need to be contacted for clarification via email or phone during the review process this will be done either by the reviewer or a member of the review team.

All award announcements will be made at the same time within one week of the application closing date. Awards are determined by two factors – the program’s content such as the target audience, potential impact, etc. Secondly, by the financial viability of the program through documentation and the proposed operational budget. Awards are based the amount requested coupled with the number of students being served, the length of the program (summer, school year) and the operational budget.

**e. Procedure for determination of award amounts**

DHHS will determine the funding awards based on a number of factors:

1. Funding requests are reasonable and well supported with a clear focus on the NHEYF stated goals;

2. Programs ability to launch or sustain programming with NHEYP funding;
3. Scope, variety and geographic coverage being offered to support the target population with a strong foundation now and with potential for longer term sustainability;
4. Reasonable overhead costs with a strong emphasis on program delivery.
5. Programming alternatives that considered the ongoing evolution of the target population's needs and the changing landscape.

## **Part Two- Award Notification and Responsibilities**

### **a. Applicant notifications**

All applicants will be notified within one week of the application closing date of Wednesday, May 18 by email regardless of whether they were funded or not.

### **b. NHEYP Award Notification and Agreement/Attestation Distribution**

Award letters are customized and will be sent to each awardee via email with a read receipt. Any program with incomplete documentation or had pending clarification issues will be contacted individually.

Each award notification packet (attached to the notification email) will include a customized award letter with award amount a Sub-Award Program Agreement with digital signature and the program attestation verifying the number of children and the fillable Award Invoice

The award letter clearly states the following:

- The award amount and program name
- The target number of youths to be served
- The allowable expenses
- The invoicing process.
- Accountability and documentation requirements
- Next step instructions including submission of signed documents and forms by email and the need to apply and receive a State of New Hampshire vendor number.
- In addition, specific information about whom to contact if the number of youths or the award was inaccurate.

Additionally, an attachment with Instructions for doing a digital signature, completing the agreement and applying for a vendor number will also be included.

Programs with incomplete files due to incorrect or missing information or incomplete financial documents were notified of their award amount, but were contacted by email

and phone for follow-up before they could move to the next phase of the funding process.

**c. Submission of Program Sub-Award Agreement.**

Once the award notification is made, each awardee was required to submit a signed Program Sub-Award Agreement no later than June 1st. In most cases, submission of the signed agreement is done digitally allowing for electronic exchange. In cases where this is not possible, mailed-in documents can be accepted.

Each received document is reviewed, signed and scanned into the program's electronic file. The agreement must include all program contact information, a signature, SAMS and vendor numbers, and initials on all pages.

After the program signs and submits their agreement, it will be signed by a representative of DHHS and a copy sent by email to the program representative.

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**d. Receipt of invoice blank**

A fillable invoice will also be attached to the email with the award letter, and program agreement.

The invoice includes specific instructions and a cover email. The instructions and the cover email clearly describe the electronic submission process for invoices, the need for a state-issued vendor number and the process for submission.

**e. Invoice processing**

As invoices are submitted they will be checked for accuracy of the award amount against the master funding list, completeness of the vendor information including the vendor number, name/address, verification signature and specific program. The designated DHHS Administrative Assistant processed the invoices within one business day of receipt. The processing, through Finance and Administrative Services can take up to two weeks.

**Part Three: Awardee Accountability**

**a. Recipient Monitoring**

DHHS monitors the awardees to ensure funds are used appropriately

The awardees will be given one-on one support as needed through the designated DHHS NHEYP Coordinator on how to spend the funds appropriately and documentation procedures. All documentation of how the funds are used within the program is the responsibility of the awardee.

**b. Reporting or accounting from the recipient to DHHS**

Awardees will be sent informational templates with quarterly and final progress reports and instructions for tracking required data (attendance, staffing, etc.)

Each recipient will complete quarterly reports through the end of their program cycle to verify the expenditures and activities align with their application and the parameters placed on the NHEYP/CARES Act funding. These will be submitted electronically through an online reporting application. Submissions are logged into the master spreadsheet.

Each awardee will complete a **final report** and submit by January 15, 2024 to give an overview of the expenditures, the impact of the funding on their program operation and future needs.