



Request for Continued Funding



FNL Mentoring

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Friday Night Live builds partnerships for positive youth development

www.fridaynightlive.org

California Friday Night Live Partnership
Request for Continued Funding
FNL Mentoring

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- Attachment A - Application Cover Page (1 page)
- Attachment B - Workplan for Implementation (3 pages)
- Attachment C - Project Budget and Narrative (1 page)
- Attachment D - Assurances Checklist (3 pages)

1.0 GENERAL INFORMATION

The California Friday Night Live Partnership (CFNLP) has entered into an agreement with the Department of Alcohol and Drug Programs (ADP) to administer performance-based contracts for FNL Mentoring. Contracts will be established with twenty-seven (27) FNL Mentoring counties if they choose to request continued funding.

Counties may re-apply for up to \$20,500 for 8 months ending on May 31, 2011. These funds are for counties who continue to meet contractual performance measures, meet the criteria outlined in this document, and are contingent upon availability of state and federal funds. Funding will be administered through contracts with the County Alcohol and Drug Program offices and/or Friday Night Live programs. If some counties choose not to apply for continued funding, it is possible that additional resources would be added above the \$20,500. This application should reflect a budget and workplan for the available \$20,500.

This contract is effective only if the CFNLP receives funding for this contract from ADP. If this funding is not received, there is no obligation created for the CFNLP to reimburse contractor for any services provided pursuant to this contract. No contractor invoices will be paid until funding authorization is received from ADP.

The funding for this contract will be concluding at the end of this agreement. As such, counties should be planning to find alternative fund sources should they wish to continue the FNL program after this agreement.

2.0 REQUEST FOR CONTINUED FUNDING SPECIFICATIONS

Award Amounts

Because the awards of this RFA are performance based, the California Friday Night Live Collaborative has recommended that each county award be \$20,500 per county. However, individual counties may negotiate an amount less than the total award if performance goals are to be lower than the options defined or if a different amount is required to achieve the stated goals.

Counties requesting continued funding will:

- Have an existing Friday Night Live program.
- Demonstrate how FNL Mentoring will address the needs of under served populations as demonstrated by county demographics. Discuss how staff hired through this project will reflect that population.
- Demonstrate that there is a continued commitment and support at the site level.
- Provide a letter of support from the County Alcohol and Drug Program Administrator.
- Implement the existing FNL Mentoring model that was piloted and tested by five Friday Night Live counties.
- Assist with training and technical assistance to the newly funded counties.

- Be in “Good Standing” with the California Friday Night Live Collaborative.
- Meet the criteria established for new counties.
- Adhere to the evaluation/data collections system.

Disbursement of Funds and Funding Period

Disbursement of Funds: Funding will be provided through the California Friday Night Live Partnership and distributed via the applicant entity.

Funding Period: This funding period will commence on October 1, 2010 and end May 31, 2010. Spending authority for this period will not begin until a signed contract is submitted by ADP. Counties shall submit final invoice no later than June 15, 2011.

3.0 SCOPE OF PROPOSED SERVICES AND DELIVERABLES:

1. Due to the reduction of funding the service hours have been reduced from 960 to 700 hours. Counties may propose a plan supported by proper justification. For your consideration, see the chart below with two examples of how the required hours could be reached:

Hrs. per session	# of Sessions per week	Weeks	Sites	#of Matches per site	Total hrs.
1.5	2	13	2	9	702
2	1	16	2	11	704

If the deliverable service hours are below the 700 hours the funding amount of the contract may be affected. Counties will propose how their combination of “Hours”, “Sessions”, “Weeks”, “Sites”, and “Matches” will meet the 700 hours requirement.

2. Complete the California Outcome Measurement Service for Prevention (CalOMS Pv), program data and all other evaluation data and requirements to the CFNLP which correspond to the contract requirements. Failing to satisfactorily meet the contract requirements may be cause for withholding the quarterly reimbursement and jeopardize the grant award. Quarterly reports are due no later than 15 days following the last day of the reporting period.
3. Provide quarterly expense reports that will become the basis for reimbursement.
4. Attend Regional Conference calls and Webinar trainings.

5. Attending training workshops in person will be required if additional resources become available to off set the cost of the meeting.
6. Adhere to all other terms and provision stated in the existing contract with the California Friday Night Live Partnership (a revision to the contract will be added upon receipt of required documents to receive continued funding).

4.0 INSTRUCTIONS FOR CONTINUED FUNDING AND TIME SCHEDULE

For submission of continued funding, all of the following documents must be postmarked by **June 7, 2010**:

1. Application Cover Page (Attachment A)
2. A new workplan beginning (Attachment B)
3. A new budget beginning (Attachment C)
4. Signed Assurances Checklist (Attachment D)
5. Letter of support from the County Alcohol and Drug Administrator or County Alcohol and Drug Administrator's signature at the bottom of the application page

Submit your Request for Continued Funding to:

California Friday Night Live Partnership
Attn: Margaret Moholt
2637 W. Burrel Avenue
P.O. Box 5091
Visalia, CA 93279-5091

Estimated Timelines:

- a. **September 1, 2010**: Signed agreement must returned to the CFNLP
- b. **October 1, 2010**: Project commences
- c. **October 22, 2010**: Mentors trained and begin sessions
- d. **November 10, 2010**: Mentors and protégés matched in one on one relationship
- e. **May 31, 2011**: Have contracted number of mentor hours completed
- f. **June 15, 2011**: all claims must submitted and CalOMS data entries completed

APPLICATION COVER PAGE

APPLICANT ENTITY: (County Friday Night Live program office or County Alcohol and Drug Program office):

NAME: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____ E-MAIL: _____

CONTACT PERSON:

NAME: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____ E-MAIL: _____

PROPOSED PROGRAM OUTCOMES:

_____ # of sites _____ # of advisors _____ # of mentors
_____ # of protégés _____ # of mentoring hours/session

AMOUNT OF CONTINUED FUNDS:

_____ Applying for the full amount of the award, \$20,500 per year
_____ Applying for a reduced amount to reflect a reduction in the proposed program outcomes; amounts to \$_____.

CHECKLIST OF REQUIRED ATTACHMENTS:

- _____ Application Cover Page
- _____ Project Workplan
- _____ Project Budget and Narrative
- _____ Assurances Checklist
- _____ Letter of Support from County Alcohol and Drug Administrator or acknowledgement signature below

Signature of individual authorized to sign this proposal:

Printed Name

Date

Signature

Date

Printed Name of County Drug and Alcohol Program Administrator

Date

Signature of County Drug and Alcohol Program Administrator*

Date

***Note: Acknowledgement of AOD Administrator regarding implementation of this project in their county**

WORKPLAN FOR IMPLEMENTATION

Respond to each of the deliverables listed below for FNL Mentoring. Describe the steps you will take to meet each deliverable including numbers and timelines. Also, complete the table (#1) which will outline how your county will implement.

1. Our county will implement the FNL Mentoring model and complete the service hours indicated in the table below:

	Site #1	Site #2	Site #3	Total
Site selection - name of preliminary sites				
# of high school advisors to be selected and trained				
# of middle school advisors to be selected and trained				
# of mentors to be selected and trained				
# of protégés to be selected, oriented and matched with a mentor				
Number of mentor hours per site				
Ethnicity of under served population addressed at each site				

2. Describe the process which will result in preliminary sites selected by September 1, 2010 which will serve the needs of the identified under-served and targeted populations pursuant to NCLB.
3. Describe the method of recruiting, identifying and training FNL Mentoring advisors (high school and middle school) by October 1, 2010.
4. Describe the method of recruiting, identifying and screening high school mentors (10th, 11th and/or 12th grade youth) by October 1, 2010.
5. Describe the process that will result in training high school mentors by October 15, 2010.
6. Describe the method of recruiting, identifying and orienting middle school protégés (7th and/or 8th grade youth) by October 15, 2010.
7. Describe the process to begin mentor and protégé sessions by October 22, 2010.
8. Describe how the mentors and protégés will be matched and one-on-one relationships established by November 10, 2010.
9. Describe how the contracted amount of mentor hours will be provided by May 31, 2011
10. Describe the process of how the county will support, recognize and retain advisors, mentors and protégés throughout the project.
11. Describe the process of how the county will meaningfully engage parents/guardians of the programs' participants.
12. Describe the process of how a safe and meaningful closure will be provided between mentors and protégés at the conclusion of the program year.

ATTACHMENT C

California Friday Night Live Partnership
REQUEST FOR CONTINUED FUNDING
FNL Mentoring Project

Project Budget and Narrative

The budget section of the application shall present how the funds will be expended to achieve the elements of FNL Mentoring (see below for a sample). Include travel and per diem expenses for attending required travel, e.g., trainings, meetings, FNL Consortium Training Institutes, site visits. **Administrative costs not exceeding 5% of the award must be identified, and indirect charges are not allowable.**

Please note that SDFSC monies cannot be used toward capital improvements or equipment except for the purchase/lease of a computer, should one not be available for the program.

SAMPLE BUDGET

ITEM	YEAR 2
List personnel expenses. Identify FTE and list benefits separately.	
List operating expenses, e.g., office supplies, printing, etc.	
List travel and per diem expenses for attending trainings and meetings.	
TOTAL	\$20,500

A DETAILED BUDGET JUSTIFICATION **MUST** BE ATTACHED FOR EACH LINE ITEM LISTED IN YOUR BUDGET.

IF YOU ARE INCLUDING ADMINISTRATIVE COSTS **(not to exceed 5% in the amount of \$977)**, PLEASE BE SPECIFIC AND DETAIL COSTS, e.g., .05 to fiscal officer for invoice, etc.

ATTACHMENT D

California Friday Night Live Partnership REQUEST FOR CONTINUED FUNDING FNL Mentoring

ASSURANCES CHECKLIST

The applicant assures that the county will comply with all objectives outlined in Section 3.0 Scope of Work and Deliverables, and all activities, trainings and the FNL Quality Assurance Standard listed below:

1. Will hire FNL Mentoring staff which reflect the under served population based on a counties demographics.
2. Will attend all conference calls, Webinar trainings, and complete Mentoring Survey.
3. May be asked to attend a site visit of an existing FNL Mentoring county and host and arrange a site visit within the contract year (depending on the evaluation plan for next year)..
4. Will adhere to the FNL Mentoring model that was piloted and tested by the original five pilot counties.
5. Will comply with the data collection, youth survey administration and evaluation process that was development by ADP, CFNLP, EMT and YLI.
6. Will complete California Outcome Measurement Service for Prevention (CalOMS Pv) data entry prior to submitting quarterly invoice. Maintain auditable written monthly program data, activity logs and all other required data on site.
7. Will provide quarterly expense reports/invoices that will become the basis for reimbursement.
8. Will have the capacity to submit reports to the CFNLP electronically and to have internet and e-mail access.

As part of the California Governor's Partnership, FNL Mentoring adheres to standards that have been identified as elements of effective mentoring. All FNL Mentoring counties, schools and other community staffs must ensure that their programs include the following:

1. A STATEMENT OF PURPOSE AND A LONG RANGE PLAN THAT INCLUDES:
 - X Who, what, where, why, and how activities will be performed.
 - X Input from originators, staff, funders, potential volunteers, and participants.
 - X Assessment of needs if new sites are selected.
 - X Realistic, attainable, and easy-to-understand operational plan.
 - X Goals, objectives and time lines for all aspects of the plan.
 - X Funding and resource development plan.
2. A RECRUITMENT PLAN FOR BOTH MENTORS AND PROTÉGÉS THAT INCLUDES:
 - X Strategies that portray accurate expectations and benefits.
 - X Year-round marketing and public relations.

- X Targeted outreach based on participant's needs.
 - X Volunteer opportunities beyond mentoring.
 - X A basis in your program's statement of purpose and long range plan.
3. AN ORIENTATION FOR MENTORS AND PROTÉGÉS THAT INCLUDES:
- X Program Overview.
 - X Description of eligibility, screening process, and suitability requirements.
 - X Level of commitment expected (time, energy, and flexibility).
 - X Expectations and restrictions (accountability).
 - X Benefits and rewards that they can expect.
 - X A separate focus for potential mentors and protégés.
 - X A summary of program policies.
4. ELIGIBILITY SCREENING FOR MENTORS AND PROTÉGÉS THAT INCLUDES:
- X An application process which must include a parent/guardian consent form.
 - X Face-to-face interview.
 - X Reference checks of at least two personally known, non-related adults.
 - X Successful completion of a pre-match training and orientation.
5. A READINESS AND TRAINING CURRICULUM FOR ALL MENTORS AND PROTÉGÉS THAT INCLUDES:
- X Trained staff trainers.
 - X Orientation to program and resource network, including information and referral.
 - X Skills development as appropriate.
 - X Cultural/heritage sensitivity and appreciation training.
 - X Guidelines for participants on how to get the most out of the mentoring relationship.
 - X Do's and Don't's of relationship management.
 - X Job and role descriptions.
 - X Confidentiality and liability information.
 - X Crisis management/problem solving resources.
 - X Communication skills development.
 - X Ongoing sessions.
6. A MATCHING STRATEGY THAT INCLUDES:
- X A link with the program's statement of purpose.
 - X A commitment to consistency.
 - X A grounding for the program's eligibility criteria.
 - X A rationale for the selection of this particular matching strategy.
 - X Appropriate criteria for matches including some or all of the following: gender, age, language, requirements, availability, needs, interests, preferences, life experiences, and temperament.
 - X The program may have pre-match social activities between mentors and protégés.
 - X Team building activities to reduce the anxiety of the first meeting.

7. A MONITORING PROCESS THAT INCLUDES:
- X Consistent scheduled meetings with staff, mentors, and protégés.
 - X A tracking system for ongoing assessment.
 - X Written records.
 - X Input from family and school or other community partners.
 - X A process for managing grievances, praise, rematching, interpersonal problem solving, and premature relationship closure.
8. A SUPPORT, RECOGNITION AND RETENTION COMPONENT THAT MAY INCLUDE:
- X A formal kick-off event.
 - X Ongoing peer support groups for mentors and advisors.
 - X Ongoing training and development.
 - X Relevant issue discussion and information dissemination.
 - X Networking with appropriate organizations.
 - X Social gatherings of different groups as needed.
 - X Annual recognition and appreciation event.
 - X Newsletters or other mailings to mentors, protégés, supporters and funders.
9. CLOSURE STEPS THAT INCLUDE:
- X Private and confidential exit interviews to de-brief the mentoring relationship as needed.
 - X Clearly stated policy for future contacts between the mentors and the protégés.
10. AN EVALUATION PROCESS BASED ON:
- X Outcome analysis of program and relationship.
 - X Program criteria and statement of purpose.
 - X Information needs of board, funders, community partners, and other supporters of the program.

As a duly authorized representative, I certify that the application will comply with this assurances checklist.

Authorized applicant signature:

Signature

Date

Printed Name

Date