

Request for Applications



Friday Night Live (FNL) Mentoring

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June 2009

Friday Night Live builds partnerships for positive youth development

www.fridaynightlive.org

California Friday Night Live Partnership
Request for Applications
FNL Mentoring

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California Friday Night Live Partnership Request for Application – FNL Mentoring

1.0 GENERAL INFORMATION

1.1 Summary

The California Friday Night Live Partnership (CFNLP), acting as an agent for the Department of Alcohol and Drug Programs (ADP), will administer performance-based agreements to twenty-nine (29) Friday Night Live programs to implement FNL Mentoring. The project is on a year to year basis with the opportunity for programs to request continued funding for up to two additional years if funding is available and programs meet their goals and objectives of the previous year. There is funding available for twenty-nine (29) programs. The top scoring programs will be offered the opportunity to implement FNL Mentoring. Other applicants will remain eligible in the rank order of their passing score should additional resources become available. The fiscal year will commence on October 1, 2009 and end September 30, 2010. Like all Friday Night Live programs, mentoring projects will reflect the unique and creative identity of each local community while using the FNL Mentoring model and the FNL Mentoring Quality Assurance Standards. Previously funded FNL Mentoring programs will share their learning and provide technical assistance to newly awarded programs.

Eligibility for these funds is based on prior performance on previous agreements, and is limited to programs who currently have Friday Night Live programs, are members in good standing with the California Friday Night Live Collaborative, have demonstrated a commitment towards mentoring, have a need for services as demonstrated by a county needs assessment, will implement FNL Mentoring and can articulate and serve the needs of underserved populations as demonstrated by county demographics and meet the requirements of the Elementary and Secondary Education Act (ESEA). Eligible Friday Night Live programs may apply for up to \$33,500 annually. These funds are intended to be available to awarded applicants for a total of three years if they continue to meet agreement performance measures and provided there are funds available. FNL Mentoring operates on the federal fiscal year of October 1 – September 30.

Funding is subject to availability of funds from the State of California Department of Alcohol and Drug Programs for the purpose of this project.

Agreements will be awarded following a review and ranking of applications submitted pursuant to this Request for Applications (RFA). Funding will be administered through agreements with the County Alcohol and Drug Program offices and/or Friday Night Live programs.

1.2 Background

Since 1995, the State of California has invested over \$50 million in the California Mentor Initiative (CMI) now Governor's Mentoring Partnership (GMP) through a combination of existing state and federal resources. The Governor and First Lady, were committed to the expansion of the GMP and announced the goal of obtaining one million quality mentor matches by the year 2005. In direct response to their proposal, the GMP will continue to support the collaboration of public organizations and private industry to combat destructive social problems faced by America's youth.

Mentoring has been shown through research and evaluation studies to be an effective approach to both reducing the complex problems that face our youth today and building assets in young people. The GMP was created to address the devastating effects of alcohol and drug abuse, teen pregnancy, academic failure, and violence with the youth population of California. This desired outcome has been expanded to encompass a holistic outlook of young people. Looking to and then beyond these major issues, GMP will encourage the development of positive behaviors by recruiting and training mentors to partner with young people in at-risk environments or who exhibit at-risk behaviors.

The CFNLP is committed to meeting the goals of the GMP and supports mentoring efforts and youth development as being consistent with the mission of Friday Night Live. The appeal of mentoring as a prevention strategy lies in its linkage with the core of resiliency efforts: the development and sustenance of a caring relationship between an older, more mature person and a young person. Mentoring clearly has the potential to constitute a set of relations between youth and their social world that enhances their life skills, provides opportunities for their making valued contributions to self and society, and that promotes positive youth development. Effective mentoring serves as an important, and perhaps even necessary, developmental asset in the lives of youth. Mentoring provides youth with opportunities to build life skills and can facilitate the development among young people of the several key indicators of positive youth development: competence, confidence, connection, character, caring and contribution to self and society. (Dubois, D.L., Holloway, B.E., Valentine, J.C., and Cooper, H., 2002)

Research literature is unequivocal regarding the role of peers as a critical influence on adolescent use or non-use (Safer & Harding 1993; Hansen 1993; Yates and Dowrick, 1991; Iso-Ahola & Crowley 1991; Dielman, Butchaart, Shope & Miller 1991; Nisjiwutz 1989; Klitzner, Vegega, Gruenewald 1988; Tobler 1986; Jessor & Jessor 1977). More specifically, perception of peer norms regarding the use of alcohol, tobacco and other drugs appears to be one of the strongest influences on use. Hansen and Graham (1991) theorize that the propensity of adolescents to overestimate the prevalence of substance use among their peers leads young people to expect use to be normative, when in fact, it is not. By directly addressing peer norms and influences, Friday Night Live potentially

represents a strategic means of countering pressures among teens to use alcohol, tobacco and other drugs. (*Joel Phillips, Evaluation Management Training (EMT), 1998*)

The Governor's Mentoring Partnership is designed to address the four most prevalent risk behaviors that California young people experience: alcohol and drug use; teen pregnancy; lack of academic competence; and gangs and violence. The use of Safe and Drug Free School Community Act (SDFSCA) funds to support the development of mentoring is consistent with federal statutes regarding youth problems is critical; however, it is not enough. The inclusion of broader goals to encompass supports and opportunities for young people, meaningful relationships, and targeting resources to a behavior without labeling a young person are also key (Pittman and Irby, 1996).

1.3 Use of Funds

The Elementary and Secondary Education Act (ESEA) which was reauthorized by the No Child Left Behind Act of 2001, codified in 20 U.S.C. Section 7111, et. seq. requires that these funds be used to serve: A) children and youth not normally served by state educational agencies and local educational agencies; or B) populations that need special services or additional resources (such as youth in juvenile detention facilities, runaway or homeless children or youth, pregnant and parenting teenagers and school dropouts). Programs shall focus on the needs of at-risk and under-served youth and their environments by creating and supporting programs that 1) prevent the illegal use of alcohol, tobacco, and other drugs (ATOD/AOD); 2) prevent violence in and around schools; and 3) involve parents and communities. Programs may be adapted to include services for youth with physical, emotional, developmental and significant learning disabilities. Mentoring relationships built under this RFA should supplement, but must not supplant, existing school-based efforts.

In 2003-2004 FNL Mentoring adopted the science-based proven effective curriculum Project ALERT! In FY 2009/2010, FNL is offering programs the opportunity to incorporate both the Lifeplan activities and the Character Counts curriculum to supplement and build upon the Project Alert Curriculum. These resources, coupled with our existing FNL Mentoring curriculum, will further enhance the efforts of our program statewide.

Although SDFSC authorizes a broad range of activities, the statutory provisions are not the only requirements governing expenditures of funds. For information on the use of SDFSC funds, potential applicants should review the following:

- The *Education Department General Administrative Regulations*, particularly Parts 74 and 80 (<http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>)
- Office of Management and Budget (OMB) Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments (www.whitehouse.gov/omb/circulars/a087/a087-all.html)

- OMB Circular A-122, Cost Principles for Non-Profit Organizations (www.whitehouse.gov/omb/circulars/a122/a122.html)

Additional information on allowable activities and expenses is included in the Terms and Conditions (Attachment J).

1.4 Agreement Requirements and Applicable Regulations

Applicable Regulations

This agreement is subject to the provisions of the Elementary and Secondary Education Act as amended and codified in 20 USC Section 7111 et seq., 20 USC Sections 7161-7165, and 20 USC Section 7801 et seq. This agreement is also subject to the Education Department General Administrative Regulations (EDGAR) in 34 CFR Parts 74, 76, 77, 79, 80, 81, 82, 85, 97, 98, 99, and 299.

Principles of Effectiveness

All applications must demonstrate how programs or services will meet the Principles of Effectiveness (POE).

1. IN GENERAL- For a program or activity developed pursuant to this subpart to meet the principles of effectiveness, such program or activity shall:
 - a. be based on an assessment of objective data regarding the incidence of violence and illegal drug use in the elementary schools and secondary schools and communities to be served, including an objective analysis of the current conditions and consequences regarding violence and illegal drug use, including delinquency and serious discipline problems, among students who attend such schools (including private school students who participate in the drug and violence prevention program) that is based on ongoing local assessment or evaluation activities;
 - b. be based on an established set of performance measures aimed at ensuring that the elementary schools and secondary schools and communities to be served by the program have a safe, orderly, and drug-free learning environment;
 - c. be based on scientifically based research¹ that provides evidence that the program to be used will reduce violence and illegal drug use;
 - d. be based on an analysis of the data reasonably available at the time, of the prevalence of risk factors, including high or increasing rates of reported cases of child abuse and domestic violence; protective factors, buffers, assets; or other variables in schools and communities in the state identified through scientifically based research; and

¹ The term scientifically based research means research that involves the application of rigorous, systematic, and objective procedures to obtain reliable and valid knowledge relevant to education activities and programs. For USDOE's full definition, see Appendix C.

- e. include meaningful and ongoing consultation with and input from parents in the development of the application and administration of the program or activity.
2. Periodic Evaluation:
- a. REQUIREMENT- The program or activity shall undergo a periodic evaluation to assess its progress toward reducing violence and illegal drug use in schools to be served based on performance measures described in 20 USC Section 7114 (d)(2)(B);
 - b. USE OF RESULTS- The results shall be used to refine, improve, and strengthen the program, and to refine the performance measures, and shall also be made available to the public upon request, with public notice of such availability provided.

1.5 Support Provided for the Project

Support provided for award recipient will include:

1. A series of FNL Mentoring manuals:
 - FNL Mentoring curriculum
 - Project ALERT! curriculum
 - FNL Mentoring Manual for Coordinators
2. Trainings on the FNL Mentoring model and one retreat to assist in implementation, such as guidance in meeting the GMP and FNL Mentoring standards, assistance with implementation issues, and resources on topics such as participant retention .
3. Monthly conference calls to share successes and challenges.
4. Monthly one on one check in calls with CFNLP staff.
5. An evaluation process, site visit and tools for data collection developed by the CFNLP, ADP, Youth Leadership Institute, and CARS (formerly EMT, Inc.) offices.

1.6 Project Goals and Objectives

The mission of the California Friday Night Live Partnership (CFNLP) is:
“Friday Night Live builds partnerships for positive and healthy youth development which engage youth as active leaders and resources in their communities.”

The mission of the FNL Mentoring project is:
“FNL Mentoring provides opportunities for young people to be in ongoing, mutually beneficial, caring relationships which strengthen a young person’s resiliency to the challenges they face in life.”

The CFNLP recognizes mentoring as an effective strategy consistent with its broader mission. Protective factors and resiliency measured through domains of social and personal competence, and social bonding; such as going to school, can mitigate the impact of the common social problems that youth experience. The goal of the FNL Mentoring project is to demonstrate that participants will increase their resiliency after involvement in the project.

FNL Mentoring is a mentoring approach matching FNL high school-aged youth (10th, 11th and 12th grades) with middle school-aged youth (7th and 8th grades), including individuals from Friday Night Live, Club Live and other non-FNL/CL student participants. A group of selected and trained high school-aged youth will be matched on a one-on-one basis with younger middle school-aged youth. Matches are intended to exist and remain the same throughout the required amount of sessions and for an entire school year. The county coordinator will identify staff and/or advisors to support and oversee the training of the mentor and protégé teams. Both the mentors and protégés will be trained in specific content areas according to the framework developed by the FNL Mentoring pilots. The benefits of FNL Mentoring are expected to accrue both to the mentors and to the protégés through their interactive relationship both as a group and in their one-on-one relationships.

Applying programs will be given three options to choose from which best reflect the needs of their county. The options and specific objectives of each for this RFA are as follows:

Option 1: 2 sites x 90 minute sessions x 2 sessions per week x 8 weeks x 10 (mentors & protégés per site) x 2 semesters = 960 mentor hours per year.

- Complete a local data review and complete a needs assessment for the 2009 - 2010 year.
- Use data and needs assessment to identify 2 project sites (high school and middle school feeder sites)
- Conduct one 90 minute session twice per week for 8 weeks x 2 semesters = 16 weeks
- Identify, screen and train 4 advisors (2 high school/2 middle school).
- Identify, screen and train 10 mentors at each of the 2 sites = 20 mentors.
- Identify, screen and orient 10 protégés at each of the 2 sites = 20 protégés.
- Have mentors and protégés matched and the relationships begin in Fall of 2009.
- Provide 2 ninety (90) minute sessions per week at each site
- Identify protégés using the FNL Mentoring Protégé Profile.
- Use FNL Mentoring and Project ALERT! Curriculums which focus on alcohol, tobacco, other drug and violence prevention and life skills.

Option #2: 3 sites x 2 hour sessions x 1 session per week x 8 weeks x 10 mentors & protégés per site x 2 semesters = 960 mentor hours.

- Complete a local data review and complete a needs assessment for the 2009 - 2010 year.
- Use data and needs assessment to identify 3 project sites (high school and middle school feeder sites)
- Conduct one two hour session once per week for 8 weeks x 2 semesters = 16 weeks
- Identify, screen and train 6 advisors (3high school/3middle school)
- Identify, screen and train 10 mentors at each of the 3 sites = 30 mentors.
- Identify, screen and orient 10 protégés at each of the 3 sites = 30 protégés
- Have mentors and protégés matched and the relationships begin in Spring of 2010
- Provide one, two-hour (120) minute session per week at each site
- Identify protégés using the FNL Mentoring Protégé Profile.
- Use FNL Mentoring and Project ALERT! Curriculums which focus on alcohol, tobacco, other drug and violence prevention and life skills.

Option #3: Programs with unique circumstances may propose an alternate plan if supported by proper justification. However, if the deliverable amounts are lowered the funding amount of the agreement may be affected.

1.7 Evaluation

Friday Night Live Mentoring began as a two year pilot project which tested a cross age mentoring model using a peer approach where high school students mentored middle school-aged students. This approach was built upon basic principles and structure of the Friday Night Live program.

Given the experimental nature of this endeavor, successes and challenges were documented. Feedback from the evaluation findings were provided at various stages of the project to allow program adjustments to be made.

The evaluation process and tools for the pilot process continue to be revised and strengthened. Programs funded under this RFA must agree to reflect evaluation findings in their program model and participate in evaluation efforts which consist of participation in a site visit at an existing FNL Mentoring county as a peer reviewer and also host a site visit in their county. They will also agree to participate in necessary data collection, youth survey administration and additional evaluation tools as requested.

The Youth Development Survey, developed by the Youth Leadership Institute, will measure outcomes among participants (mentors and protégés) to reflect youth development outcomes from a youth development perspective as well as

outcomes inclusive of the impact of the mentoring relationship. The survey will be administered once a year.

The information from the evaluation process will be used to inform participating mentor programs, your local community, ADP, state policy makers and researchers, and the CFNLP.

2.0 REQUEST FOR APPLICATION SPECIFICATIONS

2.1 Award Amounts

Because the awards of this RFA are performance based, the California Friday Night Live Partnership has recommended that each award be the same, i.e., \$33,500 annually, per program. However, individual programs may negotiate an amount less than the total award if performance goals are to be lower than the option defined in this RFA, or if a different amount is required to achieve the stated goals.

2.2 Eligibility Criteria

1. Applications will be accepted from the County Alcohol and Drug Program office, or from the Friday Night Live program. Friday Night Live programs are responsible for following their local protocol for the application process.
2. Minimum applicant standards. Programs **must meet all** of the following requirements to be considered for funding:
 - The application must be submitted to the CFNLP prior to 4:30 July 23, 2009.
 - The application must meet the Application Minimum Requirements (see Section 3.2).
 - The application must receive a minimum passing score of 75%.
3. All Friday Night Live Mentoring programs funded will:
 - Have an existing Friday Night Live program.
 - Be a member in good standing with the CFNLC.
 - Demonstrate in the application how the mentor program will address the needs of under-served populations as demonstrated by county needs assessment. Discuss how staff hired through this project will reflect that population.
 - Demonstrate in the application that there is a commitment of support at the site level.
 - Provide a letter of support from the County Alcohol and Drug Program Administrator.

- Have the capacity to submit reports to the CFNLP electronically, or have a plan to use these funds to develop electronic capacity.
- Meet Principles of Effectiveness (POE)
- Implement the existing FNL Mentoring model.

2.3 Disbursement of Funds and Funding Period

1. **Disbursement of Funds:** Funding will be provided through the California Friday Night Live Partnership and distributed via the applicant entity.
2. **Funding Period:** The project will commence on October 1, 2009 and will continue on a year to year basis for a total of three years provided the program continues to meet the performance deliverables and objectives and upon the availability of federal and state funds.

2.4 Scope of Proposed Services and Deliverables

Awardees will:

1. Implement FNL Mentoring using the FNL Mentoring training materials as a foundation for the program (refer to Attachment A). Each program will choose one option (1, 2 or 3) which are listed in Section 1.6 of this RFA.
2. Submit quarterly reporting via CalOMS Prevention (CalOMS Pv) which corresponds to the agreement requirements. Failing to satisfactorily meet the agreement requirements may be cause for withholding the quarterly reimbursement and jeopardize the agreement award. Quarterly reports are due no later than 15 days following the last day of the reporting period.
3. Mentor programs funded by this RFA must complete and submit the California Mentor Initiative Quality Assurance Survey (to be distributed to awardees) within nine months of execution of the agreement.
4. Provide quarterly expense reports that will become the basis for reimbursement.
5. Attend one FNL Mentoring retreat during the fiscal year where the coordinator will receive specialized training and information relative to the FNL Mentoring model.
6. May participate in a site visit as a peer reviewer at an existing FNL Mentoring program and may host a site visit in their own county in the Spring of 2010.

2.5 Specific Agreement Requirements

1. One copy of all products developed under this agreement such as reports, brochures, printed materials, posters, etc., shall be provided to the CFNLP.
2. Products and subject data developed under this agreement are property of the State of California. For additional information, see the Terms and Conditions, Attachment J.
3. This agreement is subject to the provisions of the Elementary and Secondary Education Act as amended and codified in 20 USC Section 7111 et seq., 20 USC Sections 7161-7165, and 20 USC Section 7801 et seq. This agreement is also subject to the Education Department General Administrative Regulations (EDGAR) in 34 CFR Parts 74, 76, 77, 79, 80, 81, 82, 85, 97, 98, 99, and 299. EDGAR guarantees that awarded funds will only be used for allowable costs under the appropriate Office of Management and Budget Circular, "General Principles for Determining Allowable Costs" (OMB Circular A-87, A-122), as they apply to state and local governments (A-87), and Non-Profit Organizations (A-122). To obtain a copy of the circular go to: www.whitehouse.gov/omb/circulars.

The authorized certifying official will sign the Certifications and Assurances of the Safe and Drug-Free Schools and Communities Governor's Program. A copy of the Certifications and Assurances is attached. (Attachments D and E)

4. It is mutually understood between the parties that funding is predicated upon the availability of federal and state funds.

3.0 APPLICATION INSTRUCTIONS AND TIME SCHEDULE

3.1 Instructions for Completing and Submitting the R.F.A.

1. The project Scope of Work and Deliverables portion (Section 4.1, 4.2 & 4.3) of the application **is limited to ten (10) single-sided, 8½ x 11 inch, double-spaced, typed pages. Page margins shall be no less than one inch and the document shall be produced in a font which will not create more characters per page than a 12-point Times New Roman font. Pages must be numbered.**
2. All required components of the proposal must be present and follow the sequence of the RFA. **The applicant's response to each item in this RFA must be identified in their proposal by the same numbers, titles and letters to which the response applies.** Applications which do not follow this format will be deemed non-responsive and will be returned.

3. Applications must be received prior to 4:30 p.m. on July 23, 2009. Postmarks will not be considered an acceptable means of meeting this deadline.

- Faxed copies of applications will not be accepted.
- Applicants must submit three (3) copies of the proposal.
- Proposals must be submitted to:

California Friday Night Live Partnership
P.O. Box 5091
Visalia, California 93278-5091
Attention: Carol Hodson, Operations Manager

- Costs for developing proposals are entirely the responsibility of the applicant and shall not be chargeable to the agreement, if funded.
- An applicant may withdraw his/her proposal by submitting written request for its withdrawal to the CFNLP. This request must be signed by the applicant.

The application must contain *all* of the following components *in this order*:

1. Application Cover Page (refer to Attachment F)
2. Table of Contents—provide a Table of Contents which lists each section responded to in this R.F.A. and its page number. List attachments.
3. Section 4.1-4.3—Project Application/Scope of Work and Deliverables
4. Section 4.4—Project Budget and Narrative
5. Signed Assurances and Certifications (Attachments D and E).
6. County Needs Assessment (refer to Attachment G) to include:
 - Introduction
 - County Profile
 - School Profiles (for each selected middle school)
 - Individual Risk Assessment
 - Reference of Data Sources
7. Letter of Support from the County Alcohol and Drug Administrator

3.2 Application Minimum Requirements

Applications will be considered non-responsive and ineligible for funding unless the applicant complies with the following requirements:

1. The applicant adheres to FNL Mentoring and addresses the need of under-served populations as demonstrated by applicant's County Needs Assessment.

2. The anticipated number of mentors to be trained, the number of protégés to be served and the number of additional mentor hours to be provided must be clearly stated in Section 4.3 of the application.
3. Award monies must be expended on youth in at-risk environments or exhibiting at-risk behaviors as described in Section 1.3 and as defined in Attachment B.
4. SDFSC funds available through this RFA must NOT be budgeted for capital improvements or equipment; however, a computer may be purchased (not to exceed \$2,500) or leased if the FNL program has no means to access the website, send e-mail and/or enter data.
5. The Safe and Drug Free Schools, Governor's Program, is administered under the restricted indirect cost rate (34 CFR part 76.563 through 76.569).

The restricted indirect cost rate is the lesser of the following two options:

- The rate determined by using the restricted indirect cost rate formula, or
- Eight percent.

For additional information on the restricted indirect cost rate, please see the Detailed Budget Estimate and Budget Justification in Attachment F.

6. The application must be completed and submitted according to the instructions in Section 3.1.

3.3 Scoring the Application

Maximum Score: The maximum score possible for the RFA is 100 points. The minimum standard for funding is a score of 75 points.

3.4 Estimated Timelines

1. June 10, 2009: RFA distributed to County AOD Program offices and County Friday Night Live Offices
2. June 23, 2009 All Questions Submitted to CFNLP
3. June 25, 2009 Responses to Questions Posted
2. July 23, 2009: Applications due to the CFNLP no later than 4:30 p.m.
3. July 28-31, 2009: RFA review team will meet to review applications
4. August 7, 2009: Awards will be announced
5. August 12, 2009: Agreements mailed to programs awarded 09-10 funding
6. September 30, 2009: Signed agreements returned to CFNLP
7. October 1, 2009: Project commences

(This timeline is contingent upon contract between ADP and agency to support FNL system)

3.5 Contact for Information

Any questions you may have concerning this RFA should be directed to the California Friday Night Live Partnership. The CFNLP will provide written answers to the questions from all potential bidders in a written summary. To submit a question or request a copy of the written summary of questions and answers, please contact:

Margaret Moholt msmoholt@tcoe.org
Elizabeth LaMar elizabethl@tcoe.org
California Friday Night Live Partnership
P.O. Box 5091
Visalia, California 93291-5091
Phone: 559.733.6496
Fax: 559.737.4231

4.0 APPLICATION

4.1 Statement of Purpose (15 points):

Provide a statement of purpose and a general program overview based on your understanding of the FNL Mentoring model (see Attachment A).

4.2 Demonstrated Readiness (15 points):

This project is intended to fund programs with a demonstrated readiness to implement FNL Mentoring. Describe what you have done to learn about mentoring and list the steps you have taken within your county to prepare for FNL Mentoring.

4.3 Scope of Work (50 points):

Describe the steps you will take to meet each deliverable including numbers and timelines. Complete the table which will outline the Option (1, 2 or 3) your program will implement.

1. Describe the process which will result in preliminary sites selected by September 1, 2009 and finalized by October 1, 2009.
2. Utilizing your County Needs Assessment, identify the under-served populations that FNL Mentoring will serve. Describe the process used to

select high school and middle school advisors that reflect the underserved population identified by October 15, 2009.

3. Describe the method of recruiting, identifying, and screening high school mentors (10th, 11th or 12th grade youth) by October 1, 2009.
4. Describe the process that will result in training high school mentors and advisors by October 15, 2009.
5. Describe the method of recruiting, identifying, and orienting middle school protégés (7th and 8th grade youth) by October 15, 2009.
6. Describe the process to begin mentor and protégé sessions by October 22, 2009.
7. Describe how the mentors and protégés will be matched and one-on-one relationships established by November 10, 2009.
8. Describe how the proposed amount of mentor hours will be provided by September 30, 2010.
9. Describe how the program will track participants and how the program will use a pre and post survey to evaluate program effectiveness.
10. Describe how information from the evaluation will be regularly analyzed, used to improve the program, and provided as feedback to participants, community members, parents or guardians, and target population groups.
11. Describe how the county will support, recognize, and retain advisors, mentors and protégés throughout the project.
12. Describe the process of how the program will meaningfully engage parents/guardians of the programs participants.
13. Describe the process of how a safe and meaningful closure will be provided between mentors and protégés at the conclusion of the program year.

- Our program will implement the FNL Mentoring model using Option _____ (indicate which Option 1, 2 or 3).

	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				

4.4 Project Budget and Narrative (20 points)

The budget section of the application shall present how the funds will be expended to achieve the elements of FNL Mentoring (see Attachment E for a sample). One budget needs to be created for the 2009 – 2010 fiscal year for an amount not to exceed \$33,500 and the scope of work should reflect your proposed budget. Include travel and per diem expenses for attending required travel, e.g., trainings, meetings, FNL Consortium Training Institutes, site visits. Indirect costs not to exceed 8% of the award must be identified. See Attachment F for additional information on calculating indirect costs. **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.**

References

Skager, Rodney and Austin, Gregory. *Fifth Annual California Student Substance Use Survey, Grades 7, 9, and 11, 1993-94*. Los Alamitos: Southwest Regional Educational Laboratory 1994.

Joel Phillips, EMT: *Friday Night Live Annual Evaluation*

Joel Phillips, EMT: *Framework for Integrating Mentoring into Friday Night Live*

Karen Pittman and Meritya Irby: *Preventing Problems or Promoting Development: Competing Priorities or Inseparable Goals?*

Attachment A

SAMPLE

FNL Mentoring Model

Listed below is brief overview of the FNL Mentoring model criteria. For more detailed information on selected items call the CFNLP for a copy of the “FNL Mentoring - A Manual for Coordinators”.

FNL Mentoring:

1. Has two lead staff which reflects the under-served population based on county demographics:
 - 1 FNL Coordinator, 1 FNL Mentoring Coordinator
2. Has an advisor at each site which reflects the under-served population based on county demographics
3. Achieve site buy-in, school or community based
4. Has a specific number of sites
5. Has a defined number of Mentors and Protégés (as negotiated with the CFNLP)
6. Has a recruitment, application, and screening process for Mentors
7. Has training for Mentors
8. Has selection process for Protégés
9. Has orientation for Protégés
10. Has an orientation for the parent(s)/guardian(s) of Protégés
11. Match Mentors & Protégés
12. Will use the science-based curriculum Project ALERT!
13. Has Mentor sessions that will include:
 - At least one 2 hour session per week
 - One rap session per week; ability to monitor match
 - Sessions will include: One-on-One & Group time (One-on-one relationships will begin during sessions #3 or 4. Sessions 1 and 2 will be used as a getting to know one another time)
14. Has a retention strategy
15. Has a clear closure process
16. Has an evaluation process
17. Meets performance deliverables/objectives and timelines

Attachment B

DEFINITIONS and ACRONYMS

For the purposes of this RFA, the following definitions apply:

ADP:	The Department of Alcohol and Drug Programs
AOD:	Alcohol and Other Drugs
ATOD:	Alcohol, Tobacco and Other Drugs
CFNLC:	California Friday Night Live Collaborative
CFNLP:	California Friday Night Live Partnership
CMI:	The California Mentor Initiative
SDFSC:	Safe and Drug-Free Schools and Communities
YLI:	Youth Leadership Institute

Advisor as Mentor hours: As a naturally occurring part of FNL Mentoring, advisors will spend time with mentors on an individual basis. When this relationship occurs outside of time the advisor is paid for work, those hours may be captured as “advisor as mentor hours.”

At-risk behaviors and/or environments for young people: For the purposes of this R.F.A., "at-risk behaviors and/or environments" is defined as the behaviors and/or settings or environments in which an individual under 19 years of age has an increased probability of becoming a teen parent, school dropout, gang member or user of alcohol and drugs. These individuals are not normally served by state or local educational agencies or are in need of special services or additional resources.

County Alcohol and Drug Program Office: The governmental entity responsible for administering alcohol and drug programs at the county level which receives an annual allocation from ADP in support of such services.

Mentoring: For the purposes of FNL Mentoring, mentoring is defined as “a relationship over a prolonged period of time between two or more people where wiser, more experienced individuals provide consistent support, guidance, and concrete help to younger individuals in at-risk environments, as they go through life.”

One-on-One Mentoring: An ongoing mentoring relationship between a high school-aged youth and a middle school-aged young person. One-on-one mentoring is required in the FNL model. One-on-one relationships are to begin by the third mentor session at each site. At least 20-30 minutes of one-on-one time is necessary for a quality relationship.

Attachment C

PROGRAM EXPECTATIONS

By applying for funding, the applicant assures that the program will comply with all objectives outlined in Section 4.0 Scope of Work and Deliverables, and all activities, trainings and the FNL Quality Assurance Standard listed below:

1. Will hire FNL Mentoring staff which reflects the under-served population based on county demographics by October 1, 2009.
2. Will attend a FNL Mentoring orientation/training, date and location to be determined.
3. Will attend a FNL Mentoring training/retreat, date and location to be determined.
4. Will attend a site visit of an existing FNL Mentoring program and will host and arrange a site visit in either the Fall of 2009 or the Spring of 2010.
5. Will submit to the California Friday Night Live Partnership a program mentor plan that will outline the goals, objectives and timelines by November 15, 2009.
6. Will adhere to the FNL Mentoring model that was piloted and tested by the original five pilot programs.
7. Will comply with the data collection, youth survey administration and evaluation process that was developed by ADP, CFNLP, and YLI.
8. Will submit written quarterly reports, monthly program data, activity logs and all other required data to the CFNLP which correspond to the agreement requirements.
9. Will provide quarterly expense reports/invoices that will become the basis for reimbursement.
10. Will sign the California Mentor Initiative Quality Assurance Survey and submit within nine months of execution of the agreement.
11. Will have the capacity to submit reports to the CFNLP electronically and to have internet and e-mail access.

As part of the California Mentoring Initiative, the FNL Mentoring project adheres to standards that have been identified as elements of effective mentoring. All FNL Mentoring programs, school and other community staff must ensure that their programs include the following:

1. A STATEMENT OF PURPOSE AND A LONG RANGE PLAN THAT INCLUDES:
 - Who, what, where, why, and how activities will be performed.
 - Input from originators, staff, funders, potential volunteers, and participants.
 - Assessment of needs.
 - Realistic, attainable, and easy-to-understand operational plan.
 - Goals, objectives and time lines for all aspects of the plan.
 - Funding and resource development plan.

2. A RECRUITMENT PLAN FOR BOTH MENTORS AND PROTÉGÉS THAT INCLUDES:
 - Strategies that portray accurate expectations and benefits. Year-round marketing and public relations. Targeted outreach based on participant's needs.
 - Volunteer opportunities beyond mentoring.
 - A basis in your program's statement of purpose and long range plan.

3. AN ORIENTATION FOR MENTORS AND PROTÉGÉS THAT INCLUDES:
 - Program Overview.
 - Description of eligibility, screening process, and suitability requirements.
 - Level of commitment expected (time, energy, and flexibility).
 - Expectations and restrictions (accountability).
 - Benefits and rewards that they can expect.
 - A separate focus for potential mentors and protégés.
 - A summary of program policies.

4. ELIGIBILITY SCREENING FOR MENTORS AND PROTÉGÉS THAT INCLUDES:
 - An application process which must include a parent/guardian consent form.
 - Face-to-face interview.
 - Reference checks of at least two personally known, non-related adults.
 - Successful completion of a pre-match training and orientation.

5. A READINESS AND TRAINING CURRICULUM FOR ALL MENTORS AND PROTÉGÉS THAT INCLUDES:
 - Trained staff trainers.
 - Orientation to program and resource network, including information and referral.
 - Skills development as appropriate.
 - Cultural/heritage sensitivity and appreciation training.
 - Guidelines for participants on how to get the most out of the mentoring relationship.
 - Do's and don't's of relationship management.
 - Job and role descriptions.
 - Confidentiality and liability information.
 - Crisis management/problem solving resources.
 - Communication skills development.
 - Ongoing sessions.

6. A MATCHING STRATEGY THAT INCLUDES:
 - A link with the program's statement of purpose.
 - A commitment to consistency.

- A grounding for the program's eligibility criteria.
 - A rationale for the selection of this particular matching strategy.
 - Appropriate criteria for matches including some or all of the following: gender, age, language, requirements, availability, needs, interests, preferences, life experiences, and temperament.
 - The program may have pre-match social activities between mentors and protégés.
 - Team building activities to reduce the anxiety of the first meeting.
7. A MONITORING PROCESS THAT INCLUDES:
- Consistent scheduled meetings with staff, mentors, and protégés.
 - A tracking system for ongoing assessment.
 - Written records.
 - Input from family and school or other community partners.
 - A process for managing grievances, praise, re-matching, interpersonal problem solving, and premature relationship closure.
8. A SUPPORT, RECOGNITION AND RETENTION COMPONENT THAT MAY INCLUDE:
- A formal kick-off event.
 - Ongoing peer support groups for mentors and advisors.
 - Ongoing training and development.
 - Relevant issue discussion and information dissemination.
 - Networking with appropriate organizations.
 - Social gatherings of different groups as needed.
 - Annual recognition and appreciation event.
 - Newsletters or other mailings to mentors, protégés, supporters and funders.
9. CLOSURE STEPS THAT INCLUDE:
- Private and confidential exit interviews to de-brief the mentoring relationship as needed.
 - Clearly stated policy for future contacts between the mentors and the protégés.
10. AN EVALUATION PROCESS BASED ON:
- Outcome analysis of program and relationship.
 - Program criteria and statement of purpose.
 - Information needs of board, funders, community partners, and other supporters of the program.

Attachment D

Certifications

Certification —Debarment, Suspension, and Other Responsibility Matters

The applicant and subrecipients must not make any award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs (34 CFR §85, App. B).

- A. As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:
- is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.
 - has, within a three-year period preceding this application, been convicted of, or had an adverse civil judgment entered in connection with, fraud or other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated above, and
 - has, within a three-year period preceding this application, had one or more public transactions (federal, state or local) terminated for cause or default;
- B. If you are unable to certify to any of the statements in this certification, you must attach an explanation to this application.
- C. The applicant agrees by submitting this proposal that it will include, without modification, the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions” in all lower tier covered transaction (i.e., subcontracts for financial assistance and subcontracts for goods and services) in accordance with 34 CFR §85 App. B. That clause reads: “(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.”

Certification –Drug-Free Workplace

This certification is required under the laws of the State of California implementing the Drug-Free Workplace Act of 1990 (California Government Code Section 8350 et seq.). The regulations require certification by subrecipients, prior to award, that they will maintain a drug-free workplace.

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant will provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the subrecipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- B. Establishing a drug-free awareness program to inform employees about—
 - the dangers of drug abuse in the workplace,
 - the subrecipient's policy of maintaining a drug-free workplace,
 - any available drug counseling, rehabilitation, and employee assistance programs, and
 - the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- C. Making it a requirement that each employee to be engaged in the performance of the agreement will—
 - receive a copy of the agency's drug-free workplace policy statement; and
 - agree to abide by the terms of the statement as a condition of employment under the agreement.

Failure to comply with these requirements may result in the suspension of payments under the agreement or termination of the agreement, or both, and subrecipient, subcontractor, or subcontractor may be ineligible for award of any future state agreements if the Department of Alcohol and Drug Programs determines that the subrecipient or subawardee has made a false certification, or violated the certification by failing to carry out the requirements as noted above.

Certification –Lobbying Activities

As required by 34 CFR Part 83, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- A. No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;
- B. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee

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of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

- C. The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

Certification –General Terms and Conditions

It is understood and agreed by the Project Director and the Authorizing Official that any agreement received as a result of this application is subject to the Safe and Drug Free Schools and Communities County Grant Program General Terms and Conditions, incorporated here by reference, and available on-line at: <http://www.fridaynightlive.org/Mentoring/Mentoring.htm>

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

Attachment E

Assurances

As the duly authorized representative of the applicant, I assure that the:

1. Applicant has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project described in this application.
2. Programs/activities will foster safe and drug-free learning environments.
3. Programs/activities will help individuals choose to forego or quit the use of alcohol, tobacco, and other drugs.
4. Drug and violence prevention programs supported under this program will convey a clear and consistent message that acts of violence and the illegal use of alcohol, tobacco, and other drugs are wrong and harmful.
5. Programs/activities, as implemented, will meet Principles of Effectiveness.
Programs/activities are:
 - a) Based on an assessment of objective data regarding the incidence of violence and illegal drug use in the communities to be served, including an objective analysis of the current conditions and consequences regarding violence and illegal drug use that is based on ongoing local assessment or evaluation activities;
 - b) Based on an established set of performance measures aimed at ensuring that the communities to be served by the program have a safe, orderly, and drug-free environment;
 - c) Based on scientifically based research that provides evidence that the program to be used will reduce violence and illegal drug use;
 - d) Based on an analysis of the data reasonably available at the time, of the prevalence of risk factors, protective factors, buffers, assets, or other variables in communities in the state identified through scientifically based research; and
 - e) Include meaningful and ongoing consultation with and input from parents in the development of the application and administration of the program or activity.
6. Programs/activities will undergo periodic evaluations to assess their progress toward reducing violence and illegal drug use. The results will be used to refine, improve, and strengthen the program, and to refine the performance measures, and will also be made available to the public.
7. Control of funds provided under this program and title to property acquired with program funds will be in a public agency, a nonprofit private agency, institution, or organization, or an Indian tribe.

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8. A public agency, nonprofit private agency, institution, organization, or Indian tribe will administer those funds and property to the extent required by authorizing law.
9. Applicant will adopt and use proper methods of administering the programs/activities including:
 - a) The enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program;
 - b) The correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation; and
 - c) The adoption of written procedures for the receipt and resolution of complaints alleging violations of law in the administration of programs.
10. Funds received under this program will be used to supplement, not supplant, non-federal funds.
11. Funds will not duplicate the efforts of the California Department of Education and local educational agencies with regard to provision of school-based drug and violence prevention activities.
12. Applicant will comply with all requirements imposed by the California Friday Night Live Partnership, on behalf of the Department of Alcohol and Drug Programs, concerning special requirements of law, program requirements, and other administrative requirements.
13. The program will be administered in accordance with all applicable statutes, regulations, program plans, and applications (20 USC § 7846 (a)(4) and 34 CFR §76.700). The applicant will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing this program.
14. Applicant will cooperate in carrying out evaluations of the program by or for the Secretary of the Department of Education or other federal officials (20 USC §7846 (a)(4) and 34 CFR §76.591).
15. Applicant will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, funds paid to the applicant under the program (34 CFR 76.702).
16. Applicant will submit such reports and will maintain such records as the California Friday Night Live Partnership, on behalf of the Department of Alcohol and Drug Programs, may require, including the amount of funds under the agreement, how the funds are used, the total cost of the project, the share of that cost provided from other sources, and any other records that demonstrate compliance with the program requirements (34 CFR Section 76.730.)
17. Applicant afforded a reasonable opportunity for public comment on the application and considered such comments (20 USC Section 7846 (a)(7)).
18. Applicant will give the United States Department of Education, the Comptroller General of the United States, the Department of Alcohol and Drug Programs, and if appropriate, the

State Auditor, through any authorized representative, access to and right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directive.

19. Applicant will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
20. Applicant will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
21. Applicant will comply with all state requirements relating to nondiscrimination: During the performance of this agreement, subrecipient and any subawardees shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave. Subrecipient and subawardees shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Subrecipient and subawardees shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990 (a-f) et seq.) and the applicable regulations promulgated there under (California Code of Regulations, Title 1, Section 7285 et seq.). The applicable regulations of the Fair Employment Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof, as if set forth in full. Subrecipient and its subawardees shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

Applicant will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title IV of the Civil Rights Act of 1964 (P.L. 88-352), which prohibits discrimination on the basis of race, color or national origin; (b) Title (X) of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age, (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to non-discrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provision in the specific statute(s) under which application for federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to this application.

Applicant shall include the nondiscrimination and compliance provisions of this clause in all subawards to provide services or perform work under this Agreement.

California Friday Night Live Partnership
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Applicant will post, and further will require its subawardees to post, in conspicuous places, notices available to all employees and applicants for employment setting forth the provisions of the Equal Opportunity Act [42 USC 2000(e)] in conformance with Federal Executive Order No. 11246.

Under the laws of the State of California that Applicant and its subawardees shall not unlawfully discriminate in the provision of services because of race, color, creed, national origin, sex, age, or physical or mental disability as provided by state and federal law and in accordance with Title VI of the Civil Rights Act of 1964 [42 USC 2000(d)]; Age Discrimination Act of 1975 (42 USC 6101); Rehabilitation Act of 1973 (29 USC 794); Education Amendments of 1972 (20 USC 1681); Americans with Disabilities Act of 1990 (42 USC 12132); Title 45, CFR, Part 84; provisions of the Fair Employment and Housing Act (Government Code Section 12900 et seq.); and regulations promulgated there under (Title 2, CCR, Section 7285.0 et seq.); Title 2, Division 3, Article 9.5 of the Government Code, commencing with Section 11135; and Title 9, Division 4, Chapter 6 of the CCR, commencing with Section 10800.

Applicant shall include nondiscrimination and compliance provisions in all subawards. Applicant shall establish written procedures under which service participants are informed of their rights including their right to file a complaint alleging discrimination or a violation of their civil rights. Participants in programs funded hereunder shall be provided a copy of their rights that shall include the right of appeal and the right to be free from sexual harassment and sexual contact by members of the treatment, recovery, advisory, or consultant staff.

22. Applicant will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.
23. Applicant will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO11738; (c) protection to wetland pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.) (f) conformity of Federal action to State (Clean Air) Implementation Plans under Section 176 (c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
24. Applicant will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance, as applicable.
25. Applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED

Attachment F

DETAILED BUDGET ESTIMATE and BUDGET JUSTIFICATION

The program budget includes a **Detailed Budget Estimate and Budget Justification Narrative**. Both must be prepared according to the instructions.

Indirect costs are allowable for direct service line items only (not contractual services) and cannot exceed 8 percent, consistent with EDGAR requirements.² (See Attachment I)

In completing the budget form and the accompanying budget narrative, the following will be considered in scoring:

- The completeness, appropriateness, relevance, and cost effectiveness of the budget relative to the information provided in the Technical Proposal.
- Whether the program services and costs are allowable under EDGAR, the statute, the non-regulatory guidance, and applicable OMB Circulars.
- Whether the accompanying narrative adequately explains and justifies the expenses provided in the budget.

Applicants **must submit a detailed** line item budget. Failure to supply budget information **will** result in rejection of application.

- These SDFSC prevention funds may NOT be used for substance abuse or mental health treatment services.
- The budget must provide travel for required Mentor Retreats, FNL Consortium Training Institute, site visits, and additional trainings.
- Construction and renovation costs are **not allowable** under this grant program.
- Indirect costs are allowable for direct service line items only (not contractual services) and cannot exceed 8 percent (see Attachment I).

Detailed Budget Estimate

1. Complete the Detailed Budget Estimate using the Budget Preparation Instructions.
2. Use the budget form provided. Costs are divided into five categories. List costs in only those categories that pertain to your project.

PLEASE USE WHOLE DOLLAR AMOUNTS. ROUND TO THE NEAREST DOLLAR. ROUND UP FOR AMOUNTS \$.50 AND ABOVE, AND DOWN FOR AMOUNTS \$.49 AND BELOW.

² EDGAR 76.563 through 76.569.

Cost categories and suggestions for applicable costs are:

- a) Personnel Costs—Enter titles of positions to be used, monthly or hourly salary and percentage applicable to the project. The budget narrative should include the yearly salary upon which this percentage is based. Reasonable cost of living increases or merit increases should be estimated and included on the form and explained in the budget narrative. Subtotal the salaries and add the amounts required to cover related employee benefits.
- b) Travel Expense—Enter estimated cost of employee travel related to the proposal. Cost items include transportation and per diem.
- c) Other Direct Costs—These costs include all other direct expenditures. They include, but are not limited to, office supplies, printing, computers, education and awareness materials, meeting room rental, training, registration fees, etc. Include a separate line item for each item of cost. Equipment purchases must be under \$5,000 per item.
- d) Indirect Costs—Costs which, by their nature, cannot be charged directly to a project. Programs may use their approved Indirect Cost Rate or the restricted Indirect Cost rate of eight percent, whichever is less. The rate cannot exceed eight percent, and applies only to the “Personnel,” “Travel,” and “Other Direct Costs” budget categories (see Attachment I).
- e) Contractual Services—Procurement contracts for goods and services must be competitively bid (Title 45, Part 92 Uniform Administrative Requirements for Grants and Cooperative Agreements, Section 36(b)). Grants/contracts for program implementation must be awarded competitively (Title 42 USC 7112 (a) (1)). Enter the estimated cost for each grant/contract. Use descriptive titles such as “Community Consortium,” “Evaluation.”

Note: Applicants should ensure that the budget totals add correctly on the Detailed Budget Estimate. The “Total Budget Estimate All Categories” line reported on the Detailed Budget Estimate must be the same as the “Funds Requested” section on Attachment F, Application Cover Page and shall not exceed \$33,500.

Budget Justification Narrative

1. All line item expenditures included in the Detailed Budget Estimate must be explained and justified in the budget narrative.
2. The budget narrative totals must correspond to the Total Budget Estimate All Categories line item using the Detailed Budget Estimate Form (see Appendix B Forms).
3. Narrative details should be easily mapped and matched to the budget summaries presented on the Detailed Budget Estimate.
4. Clearly explain how the cost estimates were arrived at and justify why the costs are needed.
5. Check calculations.

Cost categories and suggestions for applicable costs are:

- a) Personnel Costs—explain all personnel salaries that are identified in the budget, being sure to itemize employee fringe benefits and rates. Personnel requests must include the percentage of time to be charged to the grant for the requested position(s) (25%, 50%, etc.) and the monthly or hourly rate of pay for the requested positions (see Appendix B Forms, Sample Budget Estimate). Provide the percentage, rate, fee, amount, etc., for each fringe benefit individually. If benefits or rates differ between personnel, each must be itemized and totaled separately.
- b) Travel expense—identify proposed major project-related trips for employees to be funded under this project. Program employees may follow their agency travel and per diem guidelines. Subrecipient and contract staff will follow the grantee's written travel and per diem policy. If the program does not have a written travel and per diem policy, then state travel and per diem rates and guidelines apply. Use the budget narrative to explain the guidelines/policies used to develop travel costs.
- c) Other Direct Costs—provide a brief description of each item identified in this budget category, its intended use, and how costs were determined. Do not list brand names. Do not lump together items of cost. For example, list supplies on one line item and explain what they are in the narrative. List education and awareness materials in another line item, and use the narrative to explain what you anticipate the items will be, how they will be used, how you arrived at the cost, and so on.
- d) Indirect Costs—indicate the rate used and how it is applied in this project (see Attachment I).
- e) Contractual Services—provide a brief description of the effort of each subrecipient, or vendor will provide. Use the descriptive name(s) used on Detailed Budget form. Provide the hourly rate of pay for all requested consultant/contractual services positions. ADP reserves the right to limit the amount allowed for consultant/contractual services requests. Provide job descriptions for all contractual/consultant services positions that will be paid out of federal funds. If other than personnel costs are involved, include an itemized budget reflecting cost for each project year. A separate budget form and narrative must be provided for each subrecipient/vendor providing program implementation services. Subrecipients are limited to the 8 percent indirect cost rate.

Determining Allowable Costs

There are basic principles for determining allowable costs. The application of these principles is based on the fundamental premises that:

- a) Costs must be allowable, allocable, necessary, and reasonable.
- b) Costs must be consistent with the statute and the applicable federal requirements:
 - *Cost Principles for State, Local and Indian Tribal Governments* (OMB Circular A-87). If the subrecipient is a non-profit organization, OMB Circular A-122 applies to the subrecipient. If the subrecipient is an educational institution (i.e. college or university), OMB Circular A-21: *Cost Principles for Educational Institutions*

applies to the subrecipient. OMB Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations," applies to recipients and subrecipients.

- c) Applicants are responsible for the effective and efficient administration of the project through the application of sound management practices.
- d) Allowable costs and principles apply to this grant as well as subcontracts/subgrants to subrecipients.
- e) Only those budgeted costs included in the project agreement and supported by proper source documentation are eligible for reimbursement.
- f) Expenditures must be made within the period of availability of funds to be eligible for reimbursement.
- g) Costs incurred under one grant program shall not be shifted to another program.

SAMPLE BUDGET FORMAT
FNL Mentoring
October 1, 2009-September 30, 2010

BUDGET YEAR ESTIMATES	
COST CATEGORY	
PERSONNEL SERVICES	
Position Classification (1 FTE) Salary Range # of months/% of time	
Position Classification (.5 FTE) Salary Range # of months/% of time	
Subtotal Personnel	
Fringe Benefits (____%)	
Total Personnel Services	
OPERATING EXPENSES	
Printing, Postage & Office Supplies	
Program Activities	
Materials for mentor/protégé sessions	
Trainings/Meetings	
TOTAL OPERATING EXPENSES	
INDIRECT COSTS (____%)	
TOTAL BUDGET	

NOTE: Line items listed are samples only. Bidder is to list those personnel and operating expenses needed to support their proposal.

Additional Information

The following information is intended only to provide assistance in preparing project budgets. All program expenditures should be closely correlated to program activities and outcomes.

Child Care

Child care costs are allowable to the extent that the program can provide a justification for these costs and identify that they are necessary and reasonable for proper and efficient performance of the program.

Computer Purchase and Expenses

The purchase of computers, software, and peripherals (such as printers) is allowable. Need for such purchases must be justified and reasonable, and follow procurement procedures in 34 CFR 80.36 or 74.40-48. The computers must be used directly for the program funded by this agreement. If a computer will be shared by another program, that percentage of the cost must be charged to another source.

Conference and Other Training Expenses

The program must clearly identify the need for the conference or training and how it relates to the goals and objectives and outcomes of the program. Costs for speakers or other trainers are allowable for educational purposes.

Counseling/Intervention/Treatment

Counseling and intervention services are allowable to the point where a diagnosis occurs and a participant is referred to treatment. Prevention funds are not to be used for treatment.

Education and Awareness

Education and awareness items are items used to promote understanding and favorable relations with the community and are in keeping with the program goals and objectives (such as t-shirts that are imprinted with a message or logo identifiable to the program).

Entertainment

Costs of entertainment, including amusement, diversion, and social activities (such as tickets to shows or sports events, meals, lodging, rental, transportation, and gratuities) are not allowable.

Food

Expenses for food are allowable as long as they are reasonable and used for programmatic purposes. Costs must be consistent with state per diem guidelines.

Grant Writing

Using grant funds to write applications for other grants is not an allowable cost.

Incentives

Incentives such as raffles, prizes, or gifts to participate in the program are not allowable expenses.

Office Space

Any applicant requesting federal funds to pay direct costs for shared office space must justify the cost and distribute the costs proportionately to the various funding sources.

Participant Support Costs

Participant support costs are direct costs for items such as stipends (for participants in a leadership role), travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia, or training projects. These costs are allowable with prior approval of CFNLP on behalf of ADP.

Travel and per diem for non-county employees are listed as Participant Support Costs in the Other Direct Costs Category of the budget. Please justify purpose of training and how costs were determined. CFNLP will request information about the purpose and overall cost of travel that occurs within a given quarter through the quarterly report and claim form.

Prepaid Purchase Cards

Often referred to as “gift cards,” subrecipients may be allowed to purchase items in their approved budget with these pre-paid cards, such as grocery store pre-paid cards that are later used to purchase food for program activities or purchasing pre-paid cards to purchase supplies. *Note that the cards may **not** be used as gifts or incentives for program participants.* Subrecipients are required to keep all receipts and accurate records for the purchases made with the cards, and to liquidate all funds available on the card before the end of the project year.

Transportation Costs

Costs for transportation are allowable if considered a reasonable and necessary program expense. Purchasing vehicles such as vans or automobiles is not an allowable expense; however, leasing a vehicle may be allowable if an adequate justification is provided that clearly delineates the necessity for the program, the reasonableness of cost, and assures that the lease does not contain an option to buy. Fuel and maintenance costs are allowable only to the extent they relate to program use. If the vehicle will be shared by another program, that percentage of total costs (e.g. lease, fuel, maintenance, insurance) must be charged to another source. The cost of insurance is allowable with the following limitation pursuant to the appropriate OMB Cost Principles Circular.

Travel and Per Diem

Applicants must budget sufficient travel costs to attend all CFNLP required FNL Mentoring retreats, trainings, FNL Consortium Training Institutes, and a site visit.

Program employees may follow their agency travel and per diem guidelines. Subrecipient and contract staff will follow the program's travel and per diem policy. Travel must be necessary to the program, reasonable, adequately documented, and consistent with the Subrecipient's policies, regulations, and procedures that apply to both federal awards and other activities of the agreement. If the subrecipient does not have a written travel and per diem policy, then state travel and per diem rates and guidelines apply. Travel and per diem expenses may not be paid in advance and must be claimed in the project year that the travel takes place. Out-of-state travel must have prior written CFNLP approval.

Attachment G

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 DESIGN:

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

OPTION #1
OPTION #2
OPTION #3

AMOUNT OF APPLICATION:

___ Applying for the full amount of the award, \$33,500 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
- Table of Contents
- Project Scope of Work and Deliverables (Section 4.1 - 4.3 limited to 10 pages)
- Project Budget and Narrative (Section 4.4)
- Signed Assurances and Certifications (Attachments D and E)
- Letter of Support from a County Alcohol and Drug Administrator

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

Attachment H

Needs Assessment Template

The purpose of this document is to provide a sample outline for the FNL Mentoring County Coordinators to reference when reporting the needs assessment procedures and findings for their county to the California Friday Night Live Partnership (CFNLP). The outline does not represent a required reporting format; however, FNLM programs will need to address and report on the critical elements and may find the sample format helpful.

The recommended reporting outline includes the following five major sections:

1. Introduction
2. County Profile
3. School Profiles (for each selected middle school)
4. Individual Risk Assessment
5. Reference of Data Sources

The majority of information can be derived from the data already collected, the information summarized in the worksheets (distributed at the September 2002 FNLM Training for Coordinators), and from your personal knowledge and/or information you collected from school administrators or staff. A brief description of each section is provided along with suggested information to include. In addition, samples for each section are provided. The samples are not comprehensive and are only meant to provide a framework from which to approach the reporting requirements.

1. Introduction: The purpose of the introduction section is to identify the reason why a needs assessment was conducted and to describe the process or method of conducting the needs assessment. This section may also provide an overview of any limitations to conducting the assessment (e.g. lack of available data) and describe any efforts or attempts to overcome these obstacles (e.g. contacting county/school representatives to obtain data). This section should clearly link the needs assessment findings back to the "Principles of Effectiveness" and the "No Child Left Behind" guidelines. A clear focus on the collection of objective data on the incidence of violence and ATOD use should be outlined. It would be beneficial to include a listing of the data sources that were reviewed and taken into consideration. The introduction will probably range from a couple of paragraphs up to a page. Ideally, the introduction will also include a theoretical framework from which the needs assessment was approached.

2. County Profile: The funding is provided at the county level and thus a brief overview of the county demographics and risk and protective factors should be included. The goal of this section should be to highlight the general trends at the county level and to provide the rationale for honing in on a particular school district or particular set of schools to work with. This section will probably range from a few paragraphs up to 2 pages in length. A combination of text and data summary tables is recommended. This section should answer the following questions:

- What is the general demographic composition of the county?
 - Population size
 - Rural/Urban/Suburban
 - Ethnicity Breakdown
 - Identify pocket communities that may differ from general county characteristics
- What is the nature and extent of youth drug use and violence across the county?

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- Objective data can be derived from the Community Indicators of Alcohol and Drug Abuse Risk report (e.g. Liquor licenses, ATOD related arrests, juvenile crime rates).
- Additional objective data can be derived from the California Safe Schools Assessment (e.g. drug/alcohol offenses, possession of a weapon). This can be reported at the county or school district levels.
- This section can also include the California Healthy Kids survey results for the county or for specific school districts.
- This can also be supplemented with other county level surveys or information that you may have access to.
- The primary goals of this section should be to identify general trends and to identify pocket communities/schools that are more at risk than other areas within the county.
- What are the risk and protective factors associated with the county?
 - This can be accomplished by reporting on a few other indicators from the Community Indicators Report (e.g. unemployment rates, population growth, high school dropouts).
 - Additional resources may include census data and health statistics.
 - This section should include a balance of both challenges and strengths of the county.
- What are the existing efforts within the county to prevent drug use and violence?
 - This information can be collected from talking with/surveying county alcohol and drug representatives, county department of education representatives, and other prevention service providers.
- What are the service needs or gaps in the county?
 - The ultimate goal is to identify those pocket areas or communities within the county that are in need of FNL Mentoring services.

3. School Profiles: The goal of this section is to justify why you have chosen your selected school sites. This section should focus on the middle schools; however, providing information on the high schools could be beneficial if it helps to build your case for need. For example the target middle school may not have severe risk characteristics; however, the high school to which a number of youth will progress to has high drop-out rates and a high occurrence of gangs and/or gang violence. A school profile for each of the middle schools selected to receive services should be provided. This section will probably range from a few paragraphs up to 1 page in length for each school. The school profile should address each of the following questions:

- What is the general demographic composition of each target school?
 - Number of students enrolled
 - Rural/urban/suburban
 - Ethnicity breakdown---homogeneous/ level of diversity
 - Location--proximity/remoteness
- What is the nature and extent of youth ATOD use and violence at each target school?
 - The objective data for this piece would include actual rates of violence and ATOD use at the school. This data can be derived from the California Safe Schools Assessment Data. If the CSSA data is not available, a local school representative should be contacted and the data should be requested.
 - Subjective data for this section could include the California Healthy Kids Survey data and/or school administrators and school staff reports of violence and drug use on the campus.

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- If the middle school (or high school that the youth will eventually attend), has any violence associated with gang involvement it should be identified.
- Specific patterns or trends should be highlighted. For example, drug use may not be widespread but tobacco use may be prevalent in a specific sub-population of youth. There may not be many incidences of violence on the school campus, but there may be reports of bullying during after-school hours off campus as youth are on their way home from school.
- What are the risk and protective factors associated with each target school?
 - The objective data used for this section may include the number of expulsions, suspensions, absences, drop-out rates, academic performance index scores, free-reduced lunch rates, and/or Title I* status.
 - This section may also include any family characteristics or patterns that are prevalent at this school. For example, the parents/guardians may be very active in school activities or not, the students may tend to come from two parent or single parent/guardian homes, both parents/guardians or the single parent/guardian may tend to stay at home or go to work leaving youth alone during after school hours.
 - This section should be supplemented with information collected from the school administrators, teachers, or the school counselor as well as your personal knowledge of the school.
- What are the existing efforts at each school to prevent ATOD use and violence and what is the need or "gap" in services? (two-part question)
 - This section should include a list of any prevention and/or after-school services that are being provided at this school. Many FNL Coordinators will have this information first hand; however, others may have to contact the school administrators or other school staff to obtain this information (administering the School Administrator Survey distributed by the CFNLP on 9/12/02 should accomplish this goal).
 - Some schools may have a dearth of after-school and/or prevention programs making it easy to establish the need for services. Whereas, other schools may already have established prevention and/or after-school programs. For these schools, it will be critical to build a case for the specific need for a sub-population of youth for FNL Mentoring services. For example, the school counselor may identify a specific sub-population of youth that are socially isolated, not engaged in other after-school activities, and who are beginning to exhibit risk behaviors. The goal is to document that services are not being duplicated and that a student population in need of services is being reached.
 - What are the specific service needs and objectives for this school? Which youth will you target and why? A clear rationale for the specific need and desire for FNL Mentoring should be provided.

4. Individual Risk Assessment: This section should be brief and should outline the county efforts to reach under-served and at-risk youth. The specific screening procedures and instruments should be identified. This can be as simple as the county confirming the implementation of the protégé risk screening and recruitment criteria as outlined by CFNLP. If a specific sub-population of youth will be targeted, this should be discussed in this section. This section will not need to be more than a couple of paragraphs.

* * Title 1 – In brief, Title 1 is a program that provides additional funding to schools that have identified a low-income student population and a need to support school site free/reduced lunch programs in addition to the "Healthy Start" program on a school-site level.

5. Reference of Data Sources: This is a listing of the data sources that were utilized. A modified version of the sample table would be appropriate. An alternative strategy would be to clearly identify the data sources when referenced within the document. The objective is to document that a “comprehensive” needs assessment was conducted and that objective data sources were included.

Additional Guidelines/Recommendations:

- Provide specific data and data sources whenever possible
 - For example, “According to the California Department of Justice, there were a total of 733 deaths due to alcohol and drug use, which ranks the county 57th statewide.”
 - As compared to “there was a high incidence of alcohol and drug related deaths”
- In general, a combination of text and data tables is beneficial.
- A critical need for services must be established for each school selected or for a specific subpopulation within a school that is selected. It would be ideal to target the highest risk school in the community to work with; however, it may not be feasible. If it is not feasible, the reasons should be documented.

Examples of a completed needs assessment

Sample Introduction

According to the Principle’s of Effectiveness as outlined by the USDOE, SDFSC funded programs should:

“Be based on an assessment of objective data regarding the incidence of violence and illegal drug use in the schools and communities to be served. This should include an objective analysis of current conditions and consequences regarding violence and illegal drug use, including delinquency and serious discipline problems. This should be based on ongoing local assessments and evaluation activities.”

For the purposes of the current program initiative a needs assessment was conducted in order to answer the following questions:

- What is the nature and extent of youth drug use and violence in the target schools and community?
- What are the risk and protective factors associated with the target schools and communities?
- What are the existing efforts within the target schools and communities to prevent drug use and violence?
- What are the service needs in the target schools and communities?

A three tiered approach to identifying the risks and needs of the target community was employed—with a particular focus on ATOD and violence indicators. Data was collected and analyzed at the county and school levels. In order to identify risk and need on an individual level, a protégé risk assessment form will be utilized to identify students/participants that are demonstrating risk factors and who are not currently receiving services. (Please refer to Tables I, II, and III for a listing of the data sources).

The current needs assessment was based on a combination of objective and subjective data at the county, district, and school levels. First, existing data sources were identified and data was collected. In order to obtain data collected from other agencies personal contacts were

made. These interactions with school personnel, the County Department of Education, and other agency representatives, represent initial collaborative efforts. Secondly, surveys were developed for school administrators to more specifically identify the prevention service needs at their schools. Despite attempts, some data was not available at the school level and can only be reported at the county or district levels (e.g. California Healthy Kids Survey).

The primary goal of the needs assessment was to identify the middle schools that are in the most need to receive a peer mentoring ATOD/violence prevention program. A variety of factors were taken into consideration. Ideally, the schools with the most need and risk would be chosen for services; however, it was recognized that additional logistical factors could impact the decision.

A highly recognized classification system is a framework developed by Hawkins and Catalano based on extensive prevention research. This provides a logical and theoretical framework from which to approach the data collection and needs analysis process. The framework identifies four major domains of risk for substance abuse and related problems, including:

- Community Factors, such as the availability of substances, community laws and norms favorable to use, extreme economic deprivation, high rates of transition and mobility and social disorganization.
- Family Factors, such as family history of substance abuse, poor family management practices, parental drug use and favorable attitudes towards drug use, and family conflict.
- School Factors, such as academic failure, low commitment to school, school-related problem behaviors.
- Individual and Peer Factors, such as peer rejection, early and persistent problem behavior, alienation and rebelliousness, friends who use drugs, favorable attitudes toward drug use, and early initiation of drug use.

Sample County Profile

Demographic Characteristics: Target county is primarily (rural/urban/suburban) and has a total population of (# = insert number). The demographic characteristics (are diverse/homogeneous) and (vary/do not vary significantly) across school districts or communities. Target county has (#) school districts consisting of a total of (#) elementary, (#) middle, and (#) high schools.

According to data from the California Department of Education, Target county has the following ethnic representation:

American Indian or Alaska Native	%
Asian Pacific Islander	%
Hispanic or Latino	%
African American	%
Caucasian/White	%
Multiple or No Response	%

Specific Text Example: As a rural county, there is a lack of even distribution of resources and services throughout the region. Target County consists of several rural communities that are demographically isolated from one another. All of these communities are economically diverse, including families with very handsome incomes versus those who have meager financial means. The extremes are evidenced by sub areas of many gated residential villages to low income apartments and subsidized housing.

What is the nature and extent of youth drug use and violence across the county?

At the county level the following rates of ATOD and violence have been reported (INSERT). The following specific trends have been reported (INSERT). The major areas of concern for the county are (INSERT). These trends (vary/do not vary) across (communities/school districts).

Violence and Substance Abuse Indicators: California Safe Schools Assessment/California Healthy Kids Survey

	Drug/ Alcohol Offenses	Battery	Assault	Homicide	Robbery	Sex Offenses	Weapon Possession	Property Crimes	Lifetime Prevalence	30 Day ATOD	Harm Perception
t A											
t B											
t C											
t D											
ty											

What are the risk and protective factors associated with the county?

The following table represents a listing of substance abuse risk indicators for Target county which were derived from the "Community Indicators of Alcohol and Drug Abuse Risk" (Prepared for ADP, Prepared by EMT Group, Inc., 2001). The indicators were organized by level of severity as compared to other counties within the state and are based on a total of 58 counties. A higher rank is indicative of greater risk (e.g. 56th of 58). According to the report, the highest risk factors for Target county are (INSERT). According to three year rates, these trends are (increasing/decreasing/stable) over time.

TARGET COUNTY

Risk Indicator	Rank
Treatment Admissions Under 18 Years	
Adolescent Suicide	
School Alcohol and Drug Related Crime Incidents	
Population Growth	
Alcohol and Drug Treatment Admissions	
Retail Liquor Licenses	
Deaths Due to Alcohol and Other Drug Use	
Alcohol Involved Motor Vehicle Accidents	
Juvenile Arrests for Alcohol and Drug Related Offenses	
Domestic Violence Calls for Assistance	
Reported Runaways	
School Violence Incidents	
Adult Arrests for Driving Under the Influence	
Hospital Discharges Due to Alcohol and Other Drug Use	
Children in Foster Care	
Legal Foreign Immigration	
Adult Arrests for Alcohol Violations	
High School Dropouts	
Juvenile Law Enforcement Dispositions	
Unemployment	
HIV/AIDS Incidence	
Emergency Response Dispositions	
Adult Arrests for Drug Related Offenses	

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In addition to the above reported data, a survey was conducted with school administrators and staff. According to the school administrators, the following issues regarding ATOD/violence are of concern for Target Middle School, (INSERT DESCRIPTION).

What are the risk and protective factors associated with this school?

The following table provides an overview of some of the academic, behavioral, and socio-economic risk factors associated with Target Middle School. The school is (above/below) the county rates on the (INSERT) indicators.

	Academic Performance Index	# of Expulsions	# of Suspensions	Drop-Out Rates	Free\ Reduced Lunch	Cal Works
2001						
2000						
1999						
County Average						

In addition to the above data, information was collected from a number of school staff and local prevention agency representatives regarding the characteristics of the school population. The following risk areas were identified for Target Middle School, (INSERT). The following strengths were noted for the school, (INSERT).

Specific Text Example: Fifty-five percent of the children are on free or reduced lunch rates, 59% of the students in the 7th grade were below grade level in reading proficiency, and 159 school discipline referrals were reported this past year (considerably higher than other middle schools within the county) (INSERT site source reference). The school youth represent three small towns (LIST TOWNS), which together comprise an agricultural bedroom community for the larger city. The three towns (LIST TOWNS) have a combined population of 2,823. The (insert city) local chamber of commerce reported that the 2000 average income is between \$20,000-\$24,000 for all three communities. More than 80% of the residents commute to work outside of their communities. The school administrators and town halls estimate that the majority of homes have two parents working, so they believe that approximately 55-60% of students go home to empty homes after school. This creates a “latch key” situation with little adult supervision in the after-school hours. According to a recent survey (Site source) conducted by the school, the educational levels of the parents are as follows: 5% have college degrees, 60% high school diplomas, and 35% dropped out of high school. The youth in these communities do not have access to enrichment opportunities, (e.g. there are no public recreational facilities, movie theaters, or swimming pools) (site source of information).

What are the existing efforts at this school to prevent drug use and violence and what are the service needs? (Two-part question)

A survey was conducted with the school administrator and staff to identify the current prevention and after-school services that are being provided at (Target Middle School). The following programs are being offered: (INSERT LIST OF PROGRAMS). These programs are targeting the following groups of students: (INSERT). These programs are not meeting the needs of the following types of students: (INSERT). These programs are not reaching certain portions of students in need of services for the following reasons: (INSERT).

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Specific Text Example 1: The school administrator reports that the school does not currently have any prevention after school programs. When the school counselor was approached regarding the program, she was able to identify several youth that she felt were in need of mentoring services and for whom she was not able to refer to other services, due to a lack of prevention programming on the campus. This school is a feeder school to a nearby high school, making the high school pairing logistically feasible. In addition, both the high school and middle school administrators were interested in having a mentoring program on campus, feeling that this would help to fill a service void for the students.

Sample Individual Risk Assessment

Protégés will be selected based on need. In addition, gender, ethnicity, ability to participate, interest, and support of their parents will be taken into consideration. The middle school advisor, counselor and/or teacher will make referrals to the program. All students/participants will undergo a formal screening process to identify the need for services and appropriateness for the program. Special attention and effort will be given to identifying those youth that are underserved or those youth that are in need of prevention services but have not been previously identified and are not currently receiving other prevention services. The FNL Mentoring staff will make every effort to recruit youth who are usually overlooked by other programs, particularly those who are exhibiting early signs of engaging in at-risk behaviors or living in at-risk environments.

Protégés who would benefit from a mentor relationship are recommended for participation based on a range of selection criteria, including the need to build self-esteem, make friends, increase attachment to school or peers, improve attendance, and/or improve behavior or discipline. Information packets, applications, and permission slips will be sent home to each potential protégés parent/guardian.

Overview of School District Level Indicators Reviewed

Indicator	Data Source
Violence Indicators	
Drug/Alcohol Offenses	CA Department of Education, California Safe Schools Assessment (CSSA); http://www.cde.ca.gov
Battery	CA Department of Education, California Safe Schools Assessment (CSSA); http://www.cde.ca.gov
Assault	CA Department of Education, California Safe Schools Assessment (CSSA); http://www.cde.ca.gov
Homicide	CA Department of Education, California Safe Schools Assessment (CSSA); http://www.cde.ca.gov
Robbery/Extortion	CA Department of Education, California Safe Schools Assessment (CSSA); http://www.cde.ca.gov
Sex Offences	CA Department of Education, California Safe Schools Assessment (CSSA); http://www.cde.ca.gov
Possession of a Weapon	CA Department of Education, California Safe Schools Assessment (CSSA); http://www.cde.ca.gov
Property Crimes	CA Department of Education, California Safe Schools Assessment (CSSA); http://www.cde.ca.gov
Dollar loss to District	CA Department of Education, California Safe Schools Assessment (CSSA); http://www.cde.ca.gov
School Violence Incidents	Healthy Kids Survey (Self Report Data) Data is housed at the district level.
School Harassment	Healthy Kids Survey (Self Report Data) Data is housed at the

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Incidents	district level.
School Bullying Incidents	Healthy Kids Survey (Self Report Data) Data is housed at the district level.
Perception of School Safety	Healthy Kids Survey (Self Report Data) Data is housed at the district level.
Gang Involvement	Healthy Kids Survey (Self Report Data) Data is housed at the district level.
Substance Abuse Indicators	
Drug/Alcohol Offenses	CA Department of Education, California Safe Schools Assessment (CSSA); http://www.cde.ca.gov
Lifetime Prevalence ATOD Use	Healthy Kids Survey (Self Report Data) Data is housed at the district level.
30 Day ATOD Use	Healthy Kids Survey (Self Report Data). Data is housed at the district level.
30 Day ATOD Use (On School Property)	Healthy Kids Survey (Self Report Data). Data is housed at the district level.
ATOD Use Perception of Harm	Healthy Kids Survey (Self Report Data). Data is housed at the district level.
ATOD Availability	Healthy Kids Survey (Self Report Data). Data is housed at the district level.
ATOD Peer Use	Healthy Kids Survey (Self Report Data). Data is housed at the district level.

Additional Risk Indicators	
Academic Performance Index	CA Department of Education, California Basic Education Demographics (CBEDS); http://www.cde.ca.gov
Dropout/Graduation Rates	CA Department of Education, California Basic Education Demographics (CBEDS); http://www.cde.ca.gov
Free/Reduced Lunch Rates	CA Department of Education, California Basic Education Demographics (CBEDS); http://www.cde.ca.gov
Cal-Works/AFDC Enrollment	CA Department of Education, California Basic Education Demographics (CBEDS); http://www.cde.ca.gov
Absences	Collected and housed at the district and/or school level
Suspensions	Collected and housed at the district and/or school level
Expulsions	Collected and housed at the district and/or school level

Overview of County Level Indicators Reviewed

Indicator	Data Source
Community Domain	
Unemployment Rates	CA Health and Welfare Agency, Employment Development Department Labor Market Information Division; http://www.cahwnet.gov
Reported Crimes	CA Department of Justice, Criminal Justice Statistics Center; http://caag.state.ca.us/cjsc
Retail Liquor Licenses	CA Alcohol Beverage Control; http://www.abc.ca.gov
Adult Arrests for Alcohol Related Offenses	CA Department of Justice, Criminal Justice Statistics Center; http://caag.state.ca.us/cjsc
Deaths due to Alcohol and Other Drug Use	CA Health and Human Services Agency, CA Department of Alcohol and Drug Programs; http://www.cahwnet.gov
Family Domain	
AFDC	CA Health and Welfare Agency, Department of Social Services, Statistical Services Bureau; http://www.cahwnet.gov
Domestic Violence Calls for Assistance	CA Department of Justice, Criminal Justice Statistics Center; http://caag.state.ca.us/cjsc
Children in Foster Care	CA Health and Welfare Agency, Department of Social Services, Statistical Services Bureau; http://www.cahwnet.gov
Individual Domain	
Treatment Admissions under 18	CA Health and Human Services Agency, CA Department of Alcohol and Drug Programs; http://www.cahwnet.gov
Juvenile Arrests for Alcohol and other drug related offenses	CA Department of Justice, Criminal Justice Statistics Center; http://caag.state.ca.us/cjsc
Reported Runaways	CA Department of Justice, Law Enforcement Information Center; http://caag.state.ca.us/cjsc
Teen Births	CA Health and Human Services Agency, CA Department of Alcohol and Drug Programs; http://www.cahwnet.gov
Juvenile Law Enforcement Dispositions	CA Department of Justice, Law Enforcement Information Center; http://caag.state.ca.us/cjsc
Adolescent Suicide	CA Health and Human Services Agency, CA Department of Alcohol and Drug Programs; http://www.cahwnet.gov

Attachment I

Restricted Indirect Cost Rate

The Safe and Drug Free Schools, Governor's Program, is administered under the restricted indirect cost rate (34 CFR part 76.563 through 76.569).

The restricted indirect cost rate is the lesser of the following two options:

- The rate determined by using the restricted indirect cost rate formula, or
- Eight percent.

If the applicant uses the eight-percent indirect cost rate, direct costs charged to the program must be consistent with the following guidelines from the OMB Circular A-87 C.

1. They must:

- Be consistent with policies, regulations, and procedures that apply uniformly to both federal awards and other activities of the governmental unit.
- Be accorded consistent treatment. A cost may not be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the federal award as an indirect cost.

Records that show how the restricted indirect cost rate was established must be available for audit purposes (see 34 CFR Section 80.42).

Calculation of the restricted indirect cost rate =

$$\text{(General management costs + Fixed costs)} \div \text{(Other expenditures)}$$

1. “General Management Costs” – Restricted Rate

(a) “General management costs” are the costs of activities that are for the direction and control of the grantee’s affairs that are organization-wide. An activity is not organization-wide if it is limited to one activity, one component of the grantee, one subject, one phase of operations, or other single responsibility.

(b) “General management costs” include the costs of performing a service function, such as accounting, payroll preparation, or personnel management, that is normally at the grantee’s level, even if the function is physically located elsewhere for convenience or better management.

(c) “General management costs” include certain occupancy and space maintenance costs:

1. Building costs, whether owned or rented;
2. Janitorial services and supplies;
3. Building, grounds, and parking lot maintenance;
4. Guard services;
5. Light, heat, and power;
6. Depreciation, use allowances, and amortization, and
7. All other related space costs.

- Occupancy and space maintenance costs associated with organization-wide service functions (accounting, payroll, personnel) may be included as general

management costs if a space allocation or use study supports the allocation.

- Occupancy and space maintenance costs associated with functions that are not organization-wide must be included with “other expenditures” in the indirect cost formula.
- (d) “General management costs” does not include expenditures for:
1. Divisional administration that is limited to one component of the grantee;
 2. Governing body of the grantee;
 3. Compensation of the chief executive officer of the grantee;
 4. Compensation of the chief executive officer of any component of the grantee;
 5. Operation of the immediate offices of these officers.
- (e) For the purposes of determining the restricted indirect cost rate:
1. The chief executive officer of the grantee is the individual who is the head of the executive office of the grantee and exercises overall responsibility for the operation and management of the organization. The chief executive officer’s immediate office includes any deputy chief executive officer or similar officer along with immediate support staff of these individuals. The term does not include the governing body of the grantee, such as a board or a similar elected or appointed governing body, and
 2. Components of the grantee are those organization units supervised directly or indirectly by the chief executive officer. These organizational units generally exist one management level below the executive office of the grantee. The term does not include the office of the chief executive officer or a deputy chief executive officer or similar position.

2. **“Fixed Costs” – Restricted Rate**

“Fixed costs” are contributions of the grantee to fringe benefits and similar costs, but only those associated with salaries and wages that are charged as indirect costs, including:

1. Retirement, including state, county, or local retirement funds, Social Security, and pension payments;
2. Unemployment compensation payments, and
3. Property, employee, health, and liability insurance.

3. **“Other Expenditures” – Restricted Rate**

(a) “Other expenditures” are the grantee’s total expenditures for its federally- and non-federally-funded activities in the most recent year for which data are available. This also includes direct occupancy and space maintenance costs as determined under “General Management Costs,” and costs related to the grantee’s chief executive officer and components of the grantee and their offices [“General Management Costs,” (d) and (e).]

(b) The term does not include:

1. General management costs determined under number 1, above;
2. Fixed costs determined under number 2, above;
3. Subcontracts;
4. Capital outlay;
5. Debt service;
6. Fines and penalties;

7. Contingencies; and,
8. Election expenses.

4. Using the Restricted Indirect Cost Rate

The maximum amount of indirect costs under a grant is determined by the following formula:

- Indirect costs = (restricted indirect cost rate^{*3}) x (Total direct costs of the

³ The restricted indirect cost rate is the rate determined using the restricted indirect cost rate formula, or eight percent, whichever is less.

Attachment J

Safe and Drug Free Schools and Communities Friday Night Live (FNL) Mentoring Agreement Program

GENERAL TERMS AND CONDITIONS

These terms and conditions, when applicable, are to be incorporated by reference and made a part of, but not necessarily limited to, the following documents: program agreements, subgrants, contracts, subcontracts, interagency agreements, invitations for bid, and requests for proposal for goods and services for which Safe and Drug-Free Schools grant funding reimbursement is requested through the California Friday Night Live Partnership, acting as the agent for the California Department of Alcohol and Drug Programs.

I Grant Project Agreement Exhibits

- A. This Program Agreement (Agreement) between the California Friday Night Live Partnership (CFNLP), acting as the agent for the Department of Alcohol and Drug Programs (State), and the program named in the Agreement attached hereto (Subrecipient) consists of the Agreement; the approved application, which includes, but is not limited to the Project Budget, the Budget Justification, and the Scope of Work; Assurance and Certifications; Terms and Conditions; and the Request for Application and the Subrecipient's response, which is incorporated by reference. If there is any conflict between provisions in the various documents, the Terms and Conditions will control over other incorporated documents, e.g., the request for application or the application,
- B. This grant is governed by the Elementary and Secondary Education Act (ESEA) which was reauthorized by the No Child Left Behind Act of 2001, codified in 20 U.S.C. Section 7111, et. seq. implementing regulations, and the most recent information available from the U.S. Department of Education (USDOE). The State reserves the right to amend the terms and conditions of this agreement program based on future clarification by the USDOE.
- C. The Subrecipient will follow the program goals and objectives, tasks and time frames as agreed upon through its application, which are incorporated by reference.
- D. This Agreement is of no force or effect until signed by both parties. Subrecipient may not commence performance until such approval has been obtained.

II Agreement Term and Authority

- A. The term of this Agreement is from October 1, 2009 through September 30, 2010. This Agreement will be valid and enforceable for subsequent years past the first year of the Agreement only if sufficient funds are made available to the State by the United States Government for the purposes of the program, and the Subrecipient satisfactorily complies with all requirements of the Agreement.
- B. The source of funds is Safe and Drug Free Schools and Communities Governor's Program (SDFSC), (20 USC §7111 et seq.) The federal funds identified in this Agreement are time limited. In order for the Subrecipient to receive payment from the federal funds identified in this Agreement, the Subrecipient must expend funds in the timeframes identified in the project budget estimate and submit financial claims and progress reports within the timeframes specified in this Agreement. Failure to submit the quarterly claim form, and reports within the specified timeframes will result in such claims not being paid if the time for which such funds are available has expired.
- C. The Agreement will be subject to any additional restrictions, limitations, or conditions enacted by Congress or conditions that may affect the provision, terms, or funding of the Agreement in any manner. If funds are not appropriated for this program, the Agreement will be terminated and have no further force and effect.
- D. It is mutually understood between the parties that this Agreement was written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds, to avoid program and fiscal delays that would occur if the Agreement were executed after that determination was made.
- E. The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, the State has the option to void the Agreement or to amend the Agreement to reflect any reduction in funds.

III Use of Funds

- A. Subrecipient is legally and financially responsible for all aspects of this grant, including subawards.
- B. Agreement funds provided cannot be used for construction, or to provide medical services, drug treatment, or rehabilitation.
- C. Agreement funds may not be used for religious worship, instruction, proselytization, or for equipment and supplies to be used for any of these

activities.

- D. Agreement funds must be used to supplement the level of state, local, and other non-Federal funds and not to replace funds that would have been available to conduct activities if SDFSC funds had not been available.
- E. Subrecipient or subawardees who apply or bid for an award of \$100,000 or more shall file the required anti-lobbying certification. Each tier certifies to the tier above it that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of an agency or any officer, employee or member of Congress in connection with the awarding, modifying, renewing or extending of any federal contract, grant, loan, cooperative agreement, or any other award covered by 31 USC 1352. Each tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier.
- F. Subrecipient is responsible for assuring that the use of funds from this grant will comply with the relevant portions of the Elementary and Secondary Education Act (ESEA) which was reauthorized by the No Child Left Behind Act of 2001, codified in 20 U.S.C. Section 7111, et. seq. and the Education Department General Administrative Regulations (EDGAR). Further, the funds will only be used for allowable costs under the appropriate Office of Management and Budget Circular, "General Principles for Determining Allowable Costs" (OMB Circular A-87, A-122, or A-21).
- G. Subrecipient agrees that it has no ongoing or completed projects under agreement with other federal funding sources that duplicate or overlap any work contemplated or described in this project. It is further agreed that any pending or proposed request for other federal grant funds that would duplicate or overlap work under this project will be revised to exclude any such duplication of grant fund expenditures. It is understood that any such duplication of federal fund expenditures subsequently determined by audit will be subject to recovery.

IV Program Implementation

Subrecipient must implement the Mentoring program or be substantively involved in the Mentoring program. Substantive involvement means "the primary project activities for which support is provided and/or a significant portion of the activities to be conducted under the program." In no instance may the Subrecipient act solely as a pass-through entity for SDFSC funding.

V Program and Agreement Revisions

- A. Both Subrecipient and the CFNLP, on behalf of the State, must agree in order to revise the project. Subrecipient shall contact the CFNLP before making any changes to the budget, goals, objectives, or design of the project plan to determine if changes 1) can be made without written approval of the State, 2) require written approval of the State, or 3) require a formal agreement revision. Changes requiring written approval will not be valid unless such approval is given. Changes requiring a formal agreement revision shall not be valid unless made in writing, signed by the parties, and approved as required. Project modifications made prior to obtaining written approval as required are subject to denial from the CFNLP, and may result in denial of payment for all charges related to the modification(s) made.
- B. The proposed revisions that affect the program budget shall include a revised Budget Estimate and Budget Justification, and a statement of the reason and basis for the proposed change.
- C. In the event of changes in law that affect provisions of this Agreement, the parties agree to revise the affected provisions to conform to the changes in law retroactive to the effective date of such changes in law. The parties further agree that the terms of this Agreement are severable and in the event of changes in law as described above, the unaffected provisions and obligations of this Agreement will remain in full force and effect.
- D. This Agreement is not assignable by the Subrecipient, either in whole or in part, without the consent of the State. If the State approves the assignment, the assignee and the State must enter into a formal written revision of the Agreement.

VI Reimbursement Claims

- A. The Subrecipient will be reimbursed in arrears for actual allowable costs incurred under this agreement program.
- B. The Subrecipient must seek reimbursement from the State by submitting a complete quarterly claim form to CFNLP, which is incorporated by this reference. The claim shall include all agreement-related costs for the billing period, and be submitted no more and no less frequently than once each quarter of the project year. Claims are to be received by the CFNLP no later than 15 days after the close of each calendar quarter (i.e., receipt not later than January 15, April 15, July 15, and October 15).
- C. Claims are to be submitted to the CFNLP Analyst. Subrecipient will be notified of address to submit claims. Subrecipient is responsible for assuring that the CFNLP analyst receives claims.
- D. The CFNLP Analyst will review the claim for allowability of costs. If costs are

- disallowed, State will recover those costs. Approval by the CFNLP does not preclude denial or recovery on further review or audit.
- D. Claims will be submitted by the CFNLP Analyst to the Accounting Section for payment only after the Analyst has reviewed and approved the quarterly/annual progress report for the billing period covered by the claim.
 - E. The CFNLP, on behalf of the State, may withhold or disallow agreement payments, reduce or terminate agreement funds, and/or deny future agreement funding anytime a Subrecipient fails to comply with any term or condition of the Agreement or program guidelines. Failure to comply may include, but is not limited to, the failure to submit acceptable and timely reimbursement claims, quarterly, or annual comprehensive reports.

VII Reporting Requirements

- A. Subrecipient is required to submit quarterly progress reports and claims for each calendar quarter, or portion thereof, during which the grant is in effect. Reports and claims are to be received by the CFNLP no later than 15 days after the close of each calendar quarter (i.e., receipt not later than January 15, April 15, July 15, and October 15).
- B. Quarterly reports must include the following: a comparison of the actual accomplishments to the goals and objectives established for the period; the reasons for any variance if objectives were not met and the plans to address the variance; a fiscal report of expended agreement funds; and additional pertinent information including, when appropriate, analysis and explanation of costing problems.
- C. Subrecipient is required to submit a comprehensive report at the end of each 12-month program year. Annual reports are due 60 days after the end of the program year.
- D. Subrecipient is required to submit a final performance report. The final report is due 90 days after the end of the program period.

VIII Subcontracts/Subgrants

Subrecipient may subgrant/subcontract for elements of program implementation. Nothing contained in this Agreement or otherwise, shall create any contractual relation between the State and any subawardees, and no subagreements shall relieve the Subrecipient of its responsibilities and obligations hereunder. The Subrecipient agrees to pass down to subawardees all applicable federal and state requirements. The Subrecipient agrees to be as fully responsible to the State for the acts and omissions of its subawardees and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of

persons directly employed by the Subrecipient. The Subrecipient's obligation to pay its subawardees is an independent obligation from the State's obligation to make payments to the Subrecipient. As a result, the State shall have no obligation to pay or to enforce the payment of any moneys to any subawardee.

IX Audits

- A. Subrecipient shall comply, and shall require that subawardees comply, with all terms and conditions of this Agreement and all pertinent state and federal statutes and regulations. The State, the Comptroller General of the United States, or other authorized federal and state agencies and representatives, will be allowed to evaluate the quality, appropriateness, and timeliness of services performed under this agreement.
- B. By accepting these agreement funds, Subrecipient is agreeing to participate in audits as requested by the State, or authorized federal agencies and representatives, and as required by Office of Management and Budget (OMB) Circular A-133. Audits may be requested for the purpose of programmatic and/or fiscal review. Subrecipient will assure that entities expending subawards under this Agreement participate in audits, as required by OMB Circular A-133.

X Retention and Access Requirements for Records

- A. Any and all financial and programmatic records, supporting documents, statistical records of the Subrecipient or subawardees shall be maintained by the Subrecipient and subawardees as required by 34 CFR 74.53 or 34 CFR 80.42, as applicable. The U.S. Department of Education, the Comptroller General of the United States, the State, or any of their authorized representatives, shall have the right to timely and unrestricted access to any pertinent books, documents, papers, or other record of Subrecipient or subawardees which are pertinent to the agreement, in order to make audits, examinations, excerpts, transcripts, and copies of such documents. These records may be inspected and copied at any time during normal business hours. Unannounced visits may be made at the discretion of the State. Employees who might reasonably have information related to such records may be interviewed. Further, Subrecipient agrees to include a similar right of access to records of the State and authorized federal agencies and representatives, in any subawards related to performance of this Agreement.
- B. If this Agreement is terminated for convenience or for cause, the records will be retained by the State, or by the Subrecipient upon approval of a written plan submitted by the Subrecipient that assures appropriate retention periods as specified in 34 CFR 80.42, and assures access by the State or authorized federal agencies and representatives as stated in clause X.A.

XI Copyright

All the rights to copyright established in Title 34 Code of Federal Regulations Section 80.34 also apply to the California Department of Alcohol and Drug Programs.

XII Compliance Review

- A. The CFNLP, on behalf of the State, will monitor programs for compliance with the requirements of the Agreement and will review strategic plans and performance reports. The Agreement will be monitored to ensure quality programs, coordination of efforts, and compliance with the statutes, regulations, and the Principles of Effectiveness. If programs are not meeting the requirements of the Agreement, a plan for corrective action will be required and the State may provide technical assistance to achieve compliance or reduce or terminate the funding under the Agreement.
- B. Site visits to the Subrecipient and/or subawardee may be as frequent as deemed necessary by the CFNLP, on behalf of the State, but shall be at least once during the agreement period. Site visits may be requested for the purpose of programmatic and/or fiscal review. Appointments will usually be made in advance of site visits.

XIII Disadvantaged business enterprise/small business affirmative steps

Subrecipient will take all necessary affirmative steps to assure that disadvantaged business enterprises (DBE), as defined in 49 Code of Federal Regulations 26.5, are used as vendors when possible. Affirmative steps shall include:

- Placing qualified DBEs and small businesses on solicitation lists.
- Assuring that DBEs and small businesses are solicited whenever they are potential sources.
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small businesses and DBEs.
- Establishing delivery schedules, where the requirement permits, which encourage the participation by DBEs and small businesses.
- Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.
- Requiring the prime recipient, if subagreements are to be let, to take the affirmative steps listed above.

XIV Child Support Compliance Act

For any agreement in excess of \$100,000, the Subrecipient and subawardees must acknowledge that they:

- 1) Recognize the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the California Family Code; and
 - a. To the best of their knowledge, are fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

XV Confidentiality of Information

- A. Subrecipient and its subawardees that provide services covered by this Agreement shall comply with all applicable state and federal statutes and regulations regarding confidentiality, including, but not limited to, the confidentiality of information requirements in 42 USC Section 290 dd-z; Part 2, Title 42, CFR; Section 11845.5 of the Health and Safety Code; and the Health Insurance Portability and Accountability Act of 1996, as applicable.
- B. Subrecipient and its subawardees shall ensure that the identity of persons receiving services under this Agreement is not published, disclosed, or used for any purpose except for the direct administration of this program or other uses authorized by law.
- C. Subrecipient shall monitor compliance with the above provisions and shall include them in all subawardees.

XVI Nondiscrimination in Services

- A. For the purpose of this Agreement, discriminations on the basis of race, color, creed, national origin, sex, age, or physical or mental disability include, but are not limited to, the following: denying an otherwise eligible individual any service or providing a benefit which is different, or is provided in a different manner or at a different time, from that provided to others under this Agreement; subjecting any individual to segregation or separate treatment in any matter related to the receipt of any service; restricting an otherwise eligible individual in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or benefit; and/or treating any individual differently from others in determining whether such individual satisfied any admission, enrollment, eligibility, membership or other requirement or condition which individuals must meet in order to be provided any service or benefit.

- B. Subrecipient shall, on a cycle of at least every three years, assess, monitor, and document each subawardee's compliance with the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990 to ensure that recipients/beneficiaries and intended recipients/beneficiaries of services are provided services without regard to physical or mental disability. Subrecipient shall also monitor to ensure that beneficiaries and intended beneficiaries of service are provided services without regard to race, color, creed, national origin, sex, or age.
- C. Noncompliance shall constitute grounds for the State to withhold payments under this Agreement or terminate all, or any type, of funding provided hereunder.

XVII Conflict of Interest

Subrecipient agrees it is aware of the following provisions regarding current or former state employees. If Subrecipient has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification. Other conflict of interest rules may also apply.

Current State Employees (California Public Contracts Code Section 10410)

- 1) No officer or employee shall engage in any employment, activity, or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity, or enterprise is required as a condition of regular state employment.
- 2) No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (California Public Contracts Code Section 10411)

- 1) For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements, or any part of the decision-making process relevant to the agreement while employed in any capacity by any state agency.
- 2) For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the twelve-month period prior to his or her leaving state service.

If Subrecipient violates any provisions of above paragraphs, such action by Subrecipient, contractor, or subcontractor shall render this Agreement void. (California Public Contracts Code Section 10420)

Members of boards or commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. [California Public Contracts Code Section 10430(e)]

XVIII Resolution

Upon request, Subrecipient must provide the State with a copy of the resolution, order, motion, or ordinance of the local governing body that by law has authority to enter into an Agreement, authorizing execution of the Agreement.

XIX No Unlawful Use, or Unlawful Use Messages, Regarding Drugs and/or Alcohol

Subrecipient agrees that information produced through these funds, and which pertains to drug- and alcohol-related programs, shall contain a clearly written statement that there shall be no unlawful use of drugs or alcohol associated with the program. Additionally, no aspect of a drug- or alcohol-related program shall include any message on the responsible use, if the use is unlawful, of drugs or alcohol (Health and Safety Code Section 11999). By signing this Agreement, Subrecipient agrees that it and its subawardees will enforce these requirements.

XX Smoking Prohibition Requirements

Subrecipient shall comply, and require that subawardees comply, with Public Law 103-227, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education, or library services to children under the age of 18 if the services are funded by federal programs either directly or through state or local governments, by federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable federal funds is Medicare or Medicaid; or facilities where Women, Infants, and Children (WIC) coupons are redeemed.

XXI Hazardous Activities

Subrecipient shall have liability insurance sufficient to cover hazardous activities pursuant to Section 7.40 of the *State Contracting Manual* (Document 1S), incorporated by this reference. To the extent Subrecipient contracts or subcontracts for the provision of transportation services, Subrecipient is liable to determine that the contractor or subcontractor has sufficient liability insurance to meet the requirements of Section 7.40 of the *State Contracting Manual*.

XXII Disputes

If the Subrecipient believes that there is a dispute or grievance between the Subrecipient and the CFNLP, acting on behalf of the State, arising out of or relating to this Agreement, the Subrecipient shall first discuss and attempt to resolve the issue informally with the CFNLP, the State's representative. If the issue cannot be resolved at this level, the Subrecipient shall follow the following procedures:

If the issue cannot be resolved informally with the CFNLP, the Subrecipient may submit, in writing, a grievance report together with any evidence to the California Department of Alcohol and Drug Programs, Program Services Division Project Coordinator. The Project Coordinator will work with the CFNLP to resolve any grievances or will elevate the matter within the Department of Alcohol and Drug Programs, as necessary.

XXIII Indemnification

Subrecipient agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subgrantees, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Subrecipient in the performance of this agreement.

XXIV Independent Contractor

Subrecipient, and the agents and employees of Subrecipient, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.

grant minus capital outlays, subcontracts, and other distorting or unallowable expenses).

The general management and fixed costs covered by the indirect cost rate must be excluded by the grantee from the direct costs it charges to the grant.

XXV Right to Terminate

- A. The State reserves the right to terminate this Agreement subject to 30 days written notice to the Subrecipient.
- B. However, the State can terminate the Agreement immediately for cause. The term “for cause” shall mean that the Subrecipient fails to meet the terms, conditions, and/or responsibilities of the Agreement. In this instance, the termination of the Agreement shall be effective as of the date indicated on the State’s notification to the Subrecipient. The notice shall state the effective date of and reason for the termination.
- C. This Agreement may be suspended or cancelled without notice, at the option of the Subrecipient, if the Subrecipient or the State’s premises or equipment are destroyed by fire or other catastrophe, or so substantially damaged that it is impractical to continue service, or in the event the Subrecipient is unable to render service as a result of any action by any governmental entity.

XXVI Governing Law

This Agreement is governed by and shall be interpreted in accordance with the laws of the State of California.
