

Bidder Conference

OJJDP Mentoring Opportunities for Youth Initiative



Wednesday, Sept. 16th

Chad Butt and Elizabeth Ewan



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Set Up for Call



RFP Overview & Submission Instructions





Key Dates & Historical Context

- **RFP Questions Deadline:** Friday, September 18, 2020
- **Proposal Deadline:** Thursday, October 1, 2020: 4:30PM
- **Grant Term:** October 15, 2020 – August 31, 2022

- Awarded by OJJDP -> Vermont DCF -> MENTOR Vermont

Purpose

- Increase the number of active adult-to-youth mentor matches by 200
- Evidence informed mentoring services
- Match support to NEW adult-to-youth matches
- Enhance mentor training
- Increase family engagement
- Implement organizational improvements to increase the number of youth served inordinately impacted by the opioid epidemic

Eligibility & Requirements

Respondents must meet the following criteria:

- Existing adult-to-youth one-to-one mentoring program
- Meet best practices as outlined in the [Elements of Effective Practice for Mentoring \(EEP\)](#)
- Have successfully completed the [Quality Mentoring System \(QMS\)](#) review process with MENTOR Vermont within the last three years or will do so within one year of receipt of the agreement
- Provide mentoring services in one or more of the following counties: Bennington, Caledonia, Essex, Franklin, Grand Isle, Orleans, Rutland, Windham, and Windsor.

Respondents must demonstrate or agree to:

- Ability and willingness to measure required performance measurements.
- Confidence in ability to achieve desired measurement results.
- Commitment to timely and thorough, regular reporting to MENTOR Vermont.
- Collaboration with VT DCF and district offices, the Department of Health, and other agencies for youth referrals, resources for families, and mentor training.
- Screen all mentors funded by this grant with **FBI-fingerprint based background checks.**

Proposals that demonstrate the following aspects will be prioritized

- Special care and attention to how agencies will sustain and ensure success of matches once funding expires, especially considering the pandemic
- a close affiliation with substance abuse prevention programs
- Partnered with MENTOR VT and have proven track record of meeting grant goals and reporting requirements
- Ability to handle Federal funding

Statement of Work *(Highlights)*

■ Matching

- Adult to youth
- Direct, one-on-one, mentoring services to the at-risk youth population
- In-person or remote
- A half hour of engagement once a week
- Commitment of one school or calendar year (based on program model)

■ Training

- Pre-match training must include education on prevention and how to best support youth impacted by opiates in their community.
- Offer at least three (3) one to two hour, post-match trainings (remote or in-person) each year of the grant

Statement of Work (*Highlights*)

■ Monitoring & Support

- Communicate with mentors and mentees monthly (twice per month for the first month of the match). **Documentation required.**
- Collect match engagement documentation from mentors
- Communicate monthly with *all* parents or guardians of mentees
- Formally thank all parents/guardians AND mentors for their engagement during each program year
- Host at least two small group activities for matches (remotely or in-person), per grant year.

■ Professional Development

- One program staff member to attend (remotely or in-person):
 - National Mentoring Summit
 - Vermont Mentoring Symposium
 - Twice yearly gatherings of agency training and peer-learning
- Agencies must increase the amount of staff time spent on match support to accommodate *new* matches funded through this grant (rate of 40 matches = 1.0 FTE)

Statement of Work (*Highlights*)

■ Evaluation

- Annual administration of the Youth Strength Relationship Scale and Mentor Strength of Relationship Scale
- Annual administration of parent/guardian satisfaction survey (created by MVT)

■ Meeting Best Practices

- Programs should follow all local, state, and CDC guidelines surrounding the COVID-19 pandemic on social distancing and in-person gatherings
- Programs are expected to resume best practices outlined in the EEP fully as soon as it is reasonably safe to do so

Reporting & Performance Measures

- Reports are always due on the 10th, and align with MVT reports to DCF
- Bi-Annual
- Quarterly
- Monthly Financial
- MENTOR Vermont
 - Total number of active mentor matches served
 - Match retention rate
 - Needs of youth and families during the month
 - Progress report on programmatic/organizational goals as outlined from sub-grantees' approved proposal

Reporting & Performance Measures

OJJDP Required Performance

- Increase in youth enrolled since the beginning of the reporting period
- Number and percent of program youth matched with a mentor during the reporting period
- Percent of program youth in matches meeting mentoring program requirements
- Increase in the number of program mentors recruited
- Number and percent of program mentors successfully completing training
- Number and percent of trained program mentors with increased knowledge of the program area
- Mentor retention
- Percent of mentoring programs with active partners

OJJDP Required Performance

- Number and percent of youth with whom an evidence-based program or practice was used
- Number and percent of program youth completing program requirements
- Number and percent of program youth who offend (short term)
- Number and percent of program youth who offend (long term)
- Percent of program youth exhibiting a desired change in the targeted behavior (short and long term)
- Number and percent of program youth who are victimized (short term)
- Number and percent of program youth who are victimized (long term)
- Perception of social support

Reporting & Performance Measures

GOAL 1: Provide evidence-informed mentoring services to youth at-risk of opioid abuse to reduce risk and build protective factors	1	Match Retention	90% of matches continue for at least one program year
	2	Match Engagement	Minimum of a half hour of total engagement each week
	3	Training	Minimum of 3 post-match trainings per grant year
		75% of mentors will participate in at least 2 trainings per grant year	
		Of those who attend, 85% will indicate a high level of satisfaction with the training received	
	4	Small Group Activities	85% of matches participate in at least one small group activity per grant year
	5	Evaluation	Mentor & Mentee responses to Strength of Relationship Survey
		85% of mentee survey respondents indicate a positive perception of their mentoring relationship	
		85% of mentee survey respondents report high interest in continuing to see their mentor	
		85% of mentor survey respondents indicate a positive perception of their mentoring relationship	
85% of mentor survey respondents report high interest in continuing to see their mentee			
GOAL 2: Engage mentee families in the mentoring process so that they will be better able to reduce youth risk by increasing protective factors	1	Match Support	Program staff communicate monthly with 100% of parents or guardians of mentees
	2	Recognition	Each grant year, program staff formally thank 100% of parents or guardians to recognize their contributions in supporting the mentee's engagement in mentoring
	3	Evaluation	Parent/guardian response to satisfaction survey
		85% of parent/guardian respondents indicate a high level of satisfaction with their child's mentoring experience	
		85% of parent/guardian respondents respond affirmatively to the statement: mentoring has had a positive impact on my child	
		85% of parent/guardian respondents respond affirmatively to the statement: I would recommend mentoring to my friends (having a mentor for their child)	
		85% of parent/guardian respondents respond affirmatively to the statement: I agree that mentoring has improved our home dynamic and my relationship with my child	

Funding Timeline/Availably & Submission

■ Timeline

- **RFP Questions**
Deadline: Friday, September 18, 2020
- **Proposal Deadline:** Thursday, October 1, 2020: 4:30PM
- **Grant Term:** October 15, 2020
– August 31, 2022
- **Award Decisions:** Expected the second week of October, ideally before the 15th

■ Award Payment Terms

- **Minimum 20** new matches funded
- **Up to \$4,000** per new match
- Reimbursement Grant
- Net 30 from DCF & 7 days from MVT

Expenses

■ Allowable

- staff time/travel
- recruitment
- local marketing expenses
- professional development
- Training or event expenses (food and beverage excluded)
- hardware and software needed to build organizational capacity and develop organizational improvements

■ Unallowable

- Fundraising
- Lobbying
- Food and beverage
- Non-programmatic entertainment
- Bonuses or commissions
- Home office workspaces and related utilities
- Costs incurred outside the project period
- Other Federal funds and supplementing as opposed to supplanting (replacing)

Submission Instructions

- Complete proposals must be emailed to Elizabeth Ewan (liz@mentorvt.org) by **Thursday, October 1, 2020: 4:30 PM (EDT)**.
- All Materials in **PDF** format (*financials/budget may be submitted in Excel*)
- Please compile in as few attachments as possible
- Please adhere to page restrictions per section (*if specified*)
- Cover page
 - Agency letterhead with contact person and contact details
 - IRS Employer Identification Number (EIN)
 - Total amount of request (\$) and Per match request (\$)
 - Total match goal (#) and Match goal by target region (#) - *Northeast, Northwest, Southeast, Southwest*
- Please address the detailed request for RFP content in all five parts.

Evaluation & Selection

CRITERIA FOR SCORING	Total Possible Points
A. Quality of Bidder's Experience	20%
<ul style="list-style-type: none"> • Bidder demonstrates expertise in the formal adult-to-youth mentoring field. • Bidder demonstrates history of meeting best practices of mentoring. • Bidder demonstrates experience and ability to manage Federal funding and reporting requirements. • The bidder has a history of successfully working with MENTOR Vermont. • Bidder has a close affiliation with substance abuse prevention programs or demonstrated collaboration with DCF, the Department of Health or similar agencies for referrals, resources for families, and training. 	
B. Bidder's Capacity to Perform	15%
<ul style="list-style-type: none"> • Bidder demonstrates the existence of a structure that will support the objectives of the RFP. • Bidder demonstrates experience of meeting grant goals and reporting requirements. • Bidder demonstrates organizational quality. 	
C. Responsiveness to Specifications	45%
<ul style="list-style-type: none"> • Bidder's description of how they will respond to the statement of work contained in section IV of the RFP, with an emphasis on: <ul style="list-style-type: none"> ○ Matches – a detailed justification for match goal by region ○ Recruitment – a thorough plan for new matches, and a strategy for overcoming recruitment and retention challenges ○ Training – a compelling post-match training plan ○ Monitoring and Support – a detailed support and monitoring plan ○ Professional Development – an intentional strategy for meeting the FTE requirement ○ Evaluation – a plan for timely and consistent reporting on performance measures • Bidder gives significant attention to how agencies will sustain and ensure success of matches beyond the grant period. • Bidder's description of how they will ensure that they will continue to meet best practices during and beyond the COVID-19 pandemic. 	
D. Program Cost	20%
<ul style="list-style-type: none"> • Completeness and reasonableness of the Bidder's budget, which will include project costs, list of positions, % FTE, wages, fringe, travel/mileage expenses, and administrative fees. • Detailed and compelling match cost justification (up to \$4,000) budgeted throughout the length of the grant term. • Budget narrative is clear and contains complete explanations for all costs. 	
OVERALL TOTAL SCORE	100%

OJJDP Attachment K: Special Conditions



MENTOR
VERMONT

Clarifications



Matching

- At match initiation

- Adults (volunteer, out of high school, 18+)
- Youth (6-17)
- Matches must maintain a three-year age gap (e.g. a 19-year-old mentor may only mentor youth ages 16 and younger).

- Relationship

- If a match (not funded through this grant) ends for natural reasons, youth or mentors currently active in the program may be re-matched and counted toward this grant.
- Adults may maintain up to two match relationships that can count toward this grant, so long as each relationship and match engagement remains one-to-one.
- Half hour engagement may be once a week for 30 minutes or multiple engagements throughout one week, totaling a minimum of 30 minutes.

Reporting

- Quarterly reports with the same due date as the final or bi-annual reports may be submitted together as one collective report, giving special attention to the most recent quarter.
- Report templates will be provided
- Performance measures “k. l. n. and o”
 - MVT recognizes the potential limitations, privacy considerations and sensitivity of collecting information on these performance measures.
 - Every effort will be taken by MVT and DCF to support agencies in collecting this information in a tactful, discreet and respectful way.
 - Specifics on the recommended collection methods for these items will be outlined in detail in the reporting form.

FBI-fingerprint based background checks

- All mentors matched with youth counted towards a subgrantee's match numbers for this funding must have a FBI-fingerprint based background check
- Results must be received and approved based on agency's policies and OJJDP requirements before mentor is matched
- Other items specified in Special Conditions #15c (<https://www.ojp.gov/funding/explore/interact-minors>)

Questions & Answers



Thank you!



Contact liz@mentorvt.org with any questions, by **Friday, Sept. 18th**

Proposals DUE: **Thursday, Oct. 1st** at 4:30pm (EDT)