



Questions, Comments and Clarifications on the RFP for the OJJDP – Mentoring Opportunities for Youth Initiative (2020 – 2022)

Posted: Monday, September 21st, 2020

Q: Is it permissible for matches that are meeting in person to have an every other week schedule or must there be at least 30 min. of engagement once a week? **(Clarification on Question answered during the Bidder Conference)**

A: *For matches meeting in person, agencies must follow best practice as established by EEP B.2.7:*

“Prospective mentors agree in writing to participate in face-to-face meetings with their mentees that average a minimum of once a week and a total of four or more hours per month over the course of the relationship, or at a minimum frequency and amount of hours that are required by their mentoring program.”

For remote mentor matches (those unable to meet in person), an average engagement of half an hour per week is required, to focus on the frequency of connection and ensure a minimum of one mentor to mentee interaction each week.

Q: We do not have forms that volunteers use to document their time. Are match support records that are collected during the match support process, sufficient for match engagement documentation? Match activities and the number of hours each match spends together are recorded.

A: *Agencies must document match engagement, as established by EEP B.5.8:*

“Program documents information about each mentor-mentee meeting including, at a minimum, the date, length, and description of activity completed.”

This may be done by asking mentors to document engagement activities and submit the details to the agency to keep on file. Alternatively, agencies may collect this information directly from the mentor during regular match support communication or the match monitoring process. Regardless of the method of collection, agencies must document: the date, duration, method of contact or engagement (e.g. Video call, in-person), and a description of the activity completed.



Q: Is there a cap on the amount of funding each bidder can/should request?

A: *There is no cap on the total amount of funding each program can/should request. However, there is a cap on the per match request - \$4,000.*

Q: How creative can we be in designing the program for this grant?

A: *By receiving this award, MENTOR Vermont has committed to providing evidence-informed mentoring services to youth at-risk of opioid abuse to reduce risk and build protective factors. MENTOR Vermont is approved by VT DCF to award funding to highly qualified agencies currently delivering mentoring programming to underserved rural communities in the four identified regions of the RFP (Northeast, Northwest, Southeast, Southwest), including the nine identified counties.*

We support agencies in designing creative and relevant mentoring programs to meet the needs of youth in their community. We especially understand how programming may require adjustments or creative solutions throughout the COVID-19 pandemic. However, this award is intended to increase the matches of existing mentoring programs, and not designed to support the implementation of a new mentoring program with an agency. If an agency modifies their program model such that it no longer resembles what they have demonstrated they can successfully implement or is an entirely new mentoring program model, that program's proposal requires a thorough and comprehensive justification for the new program. The proposal must detail how this new program will utilize the successes and best practices of their current program model to inform the new model, how it will meet the requirements and goals of the RFP, and how it will sustain itself beyond the award term.