



Youth Mentorship 2019

CBCR: Our Neighborhood – A Safe and Beautiful Place

Submit Application to: <mailto:cddapplications@cityofmadison.com>

Deadline: 12:00 pm CST (noon) on February 11th, 2019

Late applications will not be accepted

Please limit your proposal and responses spaces provided in this form. Any materials submitted in addition to this application form will not be considered in the evaluation of the proposal. *Do not attempt to unlock or alter this form.*

If you need assistance with this proposal or are unclear about how to respond to any questions listed below, please contact CDD staff at 266-6520.

Agency or Group:	B Virtual - Richard V Brown	Amount Requested:	\$45,000
Title of Proposal:	Building Hope in the City		
EIN and DUNS #			
Brief Project Description:	Employment training - community engagement - and parent help		
Program Type	Group <input checked="" type="checkbox"/> Individual <input type="checkbox"/>		
# of Participant youth to be served	9		
Contact Person:	Richard V Brown	Email	rvbrownsr@gmail.com
Address:	6501 Watts Road	Telephone:	608-609-1332
Fiscal Agent (if Applicable)	South Metropolitan Planning Council		
Contact Person:	Isadore Knox	Email	smpcmadison@gmail.com
Address:	Villager Mall	Telephone:	608-819-8549

All narrative answers allow for 2000 characters, which includes spaces.

- 1. Applicant Organization or Group:** Briefly describe the history and structure of your organization and board. Describe your administrative infrastructure and experience working with federal funds. Include information about recruitment and use of volunteers, and history providing youth mentoring services.

Administrative Infrastructure

B Virtual LLC is a virtual business incubator located at 6501 Watts Rd Suite 134A, Madison WI. Since 2015 B Virtual has been helping small businesses grow and working with youth employment. Our location consists of over 2,800 sq. ft. that includes private offices, cubic workstations, a training room, kitchenette, and conference room space. B Virtual is owned by Richard V Brown Sr., former 3 terms County Board Supervisor, in the RFP's targeted area.

Contact Us! CDD staff are committed to helping interested groups understand and work through program requirements. Call Hugh Wing or Laura Noel at 266-6520.

Working with Federal Funds

Richard Brown (owner) served 3 terms as Dane County Supervisor where he chaired Personnel and Finance. As Chairperson, he was required to have a full understanding of the ins and outs of federal funding and allowable cost. In addition, Richard was a Grant Accountant with the University of WI and a Title 1A Accountant with the Department of Public Instruction. Richard is currently the Systems Accountant for Dane County Government. Each of these positions required a comprehensive understanding of the laws and statutes governing federal funding and allowable cost.

Volunteers, working with youths

For eight (8) years, Richard coached Southside Raider Youth Football (4th to 8th grade). As head coach it was his responsibility to recruit parents, youth, and fans to help with the program. In addition, Richard coached high school football at Memorial High School in 2017 (the targeted area) and currently have been coaching football at East High School for the past 2 years.

In the summer of 2015, Richard started working with youth on Saturday mornings from 8 to 12. Cutting grass, cleaning basements and doing all sorts of odd jobs for people in the community. It started out by Richard helping a couple of kids (3) to earn a little money for the weekend. The next weekend they call him again and he found something for them to do. They kept calling and now after three years, over 9 kids have been rotating every week on Saturdays for four hours earning \$40 each per week

2. Project Description and Strategies:

- a. **Targeted neighborhoods and collaborations:** Describe the organizations experience working in the targeted west side neighborhoods; describe existing active partnerships and collaborations with community stakeholders on the West side of Madison.

Richard Brown (owner) served 3 terms as a Dane County Board Supervisor where he chaired Personnel and Finance, served on UW Extension, and served on Public Protection and Judiciary Committees. This combination has helped B Virtual form partnerships and collaborations that will help families. Currently Richard serves as treasurer of Dane Arts Mural Arts (DAMA). DAMA empowers artists, neighborhoods and youth to become change agents; collaborating on projects which physically and socially improve communities. (See below proposed collaboration) Richard formerly owned property on Russet Rd, Bettys Ln and Raymond Rd and have a clear understanding of the area and the area challenges. As a former landlord Richard has a great working relationship with the Madison Police Department. Furthermore, Richard have coached at Memorial High School and has formed partnerships in the school district. In addition, B Virtual has formed partnerships with Asset Builders. Asset Builders is a non-profit organization that has been teaching financial capability and economic empowerment to low and moderate income youth and families since 1999.

- b. **Recruitment, Engagement, Intake and Assessment:** Describe your plan to recruit, engage and address barriers to participation for the **mentees**; Explain the intake and assessment procedure you will use to ensure youth meet the eligibility criteria and are likely to benefit from and stay with the program.

Recruitment:- Madison Police Department - Richard Brown owned property in on Bettys Lane, Russet Rd, Raymond Rd, and Prairie Rd. during that time he worked very well with the MPD and have a very good relationship with them. Madison Memorial High School - Richard coached football at this high school and have a good relationship with the school. B Virtual is located within 2 miles of grown zero of the targeted area -B Virtual have an office manager that will be available to work with the neighborhood centers and community for mentorees. Barriers to participation - 1. Meeting as Scheduled - Failing to meet as scheduled or frequent postponements will quickly erode the foundation of our relationship. Strategies for overcoming this challenge: We block out the time in the calendar app—and schedule meetings a few weeks out at the very least. From a mental perspective, we treat the meetings as we was at a workplace meeting. We don't think of it as an extracurricular activity. 2. Unrealistic Expectations - Unrealistic expectations and assumptions can wreak havoc on a mentoring relationship. Overloading the mentoree with information and expecting the mentoree to become the mentor's clone are two examples of unrealistic expectations that can have a negative impact on

the relationship. Strategies for overcoming this challenge: We will set mentoring objectives and goals at the outset, ideally during the first one to two meetings. This way, everyone is in agreement regarding expectations.

- c. Recruitment, Engagement, Screening: Describe your plan to recruit, engage and retain **mentors** that have connections to the geographic area targeted by the RFP; Explain the screening and selection processes you will use for this program.

We have the following mentors: Jamaal Eubanks (Educator), Isadore Knox (Retired Equity Director with Dane County) Wayne Strong (retired Madison Police) Adam Smith (Former Memorial Head Coach. As a former head coach with the Southside Raider Youth program - I was required to do background checks on my assistance coaches. We would continue this process. Furthermore, I will work with organizations like Asset Builders (Bob Wynn) and DAMA artists who are in the schools now and have had background checks.

- d. Training: Describe program orientation and training that mentees and their families will receive.

Over the past 3 years we have been working with youth teaching them to work together as a team. They have learned painting, landscaping, and customer service. These youth have learned the meaning of success by earning money and taking pride in their work. At the same time they have gained a clear understanding of what it takes to run a small business. Our youth will learn how to be a good employee and how to behave on and off the job. By partnering with Assets Builders – they will learn what to do with the money. In addition we will add a community focus by partnering with DAMA to do a mural in the community where the kids can look at and take pride in the fact that they did it. Finally they will have access to a driver's education program where we will offer them scholarships to get their driver licenses. We will also work to explain to them the importance of education and good school behavior. We will help the parents with follow-up at school.

Describe curriculum and process for orienting and training mentors.

We will have our mentors complete an online course on youth mentors - (see Budget)

- e. Matching: Outline tools, processes and strategies that will be utilized to implement effective matching of mentees with their mentors.

see attached matching assessment

- f. Monitoring and Support: Describe system of ongoing training and support that will be utilized to support mentee /mentor relationships, and monitor and document movement toward desired outcomes.

online training for mentors

- g. Family Engagement and Support: How will the program facilitate the engagement of mentees families in the program? How will the program work with families to improve outcomes for the mentees?

We will work with the family - ensuring followup with schools on behavior, grades and attendance. We will meet with the parents to ensure that the mentee respects and adheres to the parents rules. We will work together in partnership in service of youths learning, healthy development, and wellbeing. With the parent in the driver's seat, families and B Virtual personnel share their unique knowledge of the individual youth they teach and care for, and the contexts and communities in which they live.

- h. Program Activities: Describe activities that will be provided to help build youth skill development and community connectedness for mentees and their families.

We will meet every Saturday morning from 9am to 1pm. The 1st hour will be classroom/training room time. Each youth will have its own workstation and will learn the basic of computers. They will meet with their mentors and will discuss the week and plan for the next week. Each week will be a different topic that the

mentor and the mentoree needs to address. The last three hours will be in the community providing services that will clean, strengthen and improve the neighborhood. Each Mentoree will receive a stipent after completion.

- i. Transitions/ Terminations: How will the program encourage positive connection and engagement during key transitional periods for youth? (for example 5th grade – 6th grade or 8th grade – 9th grade)

Youth will receive stipents and Driver Licences scholarships - earn high school credits for work

How will the mentees and mentors be supported around transitions/closure/termination phases of their relationships?

We hope to develop a life time mentoring relationship

3. Staffing and Scale:

- a. Proposed service numbers: Include number of unduplicated participants to be served, adult to youth ratio, number of services hours to be provided and/or number of activities or meetings.

We hope to serve 9 youths - with 3 mentors thus a 1 to three ratio. Each youth will meet 4 hours per week - every Saturday

- b. Personnel: List all paid staff that will be working on the proposed program/project.

Staff Position and Duties	F.T.E.* IN Program	Proposed Hourly Wage*
Office Manager/Mentor Coordinator	.25	\$15.00
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL	.25	\$

*FTE = Full Time Equivalent (1.00, .75, .50, etc.) 2080 hours = 1.00 FTE

- c. Staff: Describe staff training and experience that is relevant to this program.

Administrative Staff

- d. Volunteers: Describe how volunteers will be utilized in this program.

We will use volunteers to help with tutoring and field trips scheduled.

- e. Outcomes: Funded programs will be required to collect data and report on three outcome measures identified in the RFP guidelines. Programs are encouraged to identify an additional outcome measure of interest. In the box below, describe the outcome measure and measurement tools and data collection processes you might use to document and report the impact of your program.

Outcome Objective of Interest	To reduce crime - increase school attendance - improve school behavior and earn high school credits		
Performance Standard	Targeted Percent		Targeted Number
Measurement Tool(s) and Data Collection Plan:			

4. Cultural Relevance and Language Access

- a. Capacity and Strategies: Describe your organization’s capacity and strategies to ensure language access and cultural relevance for your target population.

I have worked with people of color and minorities and my agency is a minority agency.

- b. Staff Demographics: Does the staffing of the program reflect the racial and cultural diversity of the program participants? If not, what plans do you have to address this?

yes

5. Budget and Funding:

You may be asked to submit additional information on agency finances and/or your most recent audit statement.

- a. Project Budget:

BUDGET EXPENDITURES	TOTAL PROJECT COSTS	AMOUNT OF CITY \$ REQUESTED	AMOUNT OF NON-CITY REVENUES	SOURCE OF NON-CITY FUNDED PORTION
A. Personnel Costs (Complete Personnel chart below)				
1. Salaries/Wages (show detail above)	11,700	11,700		
2. Fringe Benefits and Payroll Taxes	895			
B. Program/Project Costs				
1. Program/Project supplies and equipment	25,780	18,780	7000	B Virtual
2. Office Supplies	2,500		1,025	B Virtual
3. Transportation		1,475		
4. Food		X		

BUDGET EXPENDITURES	TOTAL PROJECT COSTS	AMOUNT OF CITY \$ REQUESTED	AMOUNT OF NON-CITY REVENUES	SOURCE OF NON-CITY FUNDED PORTION
5. Other (explain)				
C. Space Costs				
1. Rent/Utilities/Telephone	12,150	12,150		
2. Other (explain)				
D. Special Costs				
1. Other (explain):				
2. Other (explain):				
D. TOTAL (A + B + C +D)	53,025	45,000	8,025	XXXXXX

b. Additional Information on Budget (if needed):

c. What percentage of your total Agency Budget is this project?

85%

d. Other Funding: What other funding do you anticipate pursuing if the project is expected to continue?

e. Proposed Timeline for Implementation

Activity	Estimated Start and Completion Dates
Work Program	04/01/19
DAMA Mural	06/01/19
Asset Builders	04/01/19
Mentors	04/01/19
Driver program	01/01/2020

-SIGNATURE PAGE-

Note: Potential applicants are required to attend a 2019 [Youth Mentoring RFP Application Workshop](#) or schedule a conversation with City Staff (Hugh Wing at 266-6520) on their proposal prior to 4:00 January 25, 2019 to be eligible to apply. Applications will not be accepted from entities that have not attended a workshop or consulted with staff on their proposals.

City of Madison Contracts:

The following information is provided in order to outline city requirements that will apply if your proposal is funded. All allocated funds will be administered through contracts with the City of Madison, Community Development Division. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected organization. If funded, applicants will be required to attend a **mandatory meeting** on contracting requirements in March 2019. City purchase of service contracts include requirements regarding non-discrimination, consideration of vulnerable populations along with specific requirements in the following three areas:

1. Affirmative Action:

If funded, applicant hereby agrees to comply with City of Madison Ordinance 39.02, an Affirmative Action Plan with the City Department of Civil Rights (DCR) or an exemption if allowed by City DCR. A model Affirmative Action Plan and instructions are available at:

<https://www.cityofmadison.com/civil-rights/contract-compliance/community-based-organizations/forms>

2. Insurance

If funded, applicant agrees to secure insurance coverage in the following areas to the extent required by the City Office of Risk Management:

- Commercial General Liability
- Automobile Liability
- Worker's Comp
- Professional Liability

The cost of this coverage can be considered in the request for funding. The Certificate of Insurance that will be required at the time of contracting is available on the City of [Madison Risk Management website](#).

A sample contract that includes standard provisions is available on the [CDD Funding Process website](#)

Reporting Requirements:

The source of funds for this RFP are federal Funds awarded through the US Department of Justice to the City of Madison and Common Wealth Development as part of the "CBCR: Our Neighborhood – A Safe and Beautiful Place" grant. There are federal regulations and requirements above and beyond the City's standard contract requirements that will apply to the administration of these funds both for the City and for organizations receiving funds under this grant. These requirements apply to multiple facets of grant administration for funded programs including access to funded activities, specific guidelines regarding cost allocations, employee management, budgeting and expense reporting, data collection and reporting on funded activities. It is expected that funded projects will work closely with city staff to develop systems and processes to address these requirements. These requirements can be found on our website under [Resources](#).

Signature:

Any applications submitted without a signature will be considered incomplete and will not be considered for funding.

Applicant Signature:

Enter Name: Richard V Brown

Date: 02/11/19

By entering your initials in the box,

RVB

You are electronically signing your name and agreeing to the terms above.