



# 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 11<sup>th</sup>, 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:	Boys and Girls Clubs of Dane County	Amount Requested:	\$60,000
Title of Proposal:	BGCDC Youth Mentorship Program		
EIN and DUNS #	39-192617 013150342		
Brief Project Description:	BGCDC will provide youth mentoring services as outlined in the RFP to young people within the required catchment area. The program will be located at our Allied Drive Club location.		
Program Type	Group <input checked="" type="checkbox"/> Individual <input type="checkbox"/>		
# of Participant youth to be served	15		
Contact Person:	Tiffany Loomis	Email	tloomis@bgcdc.org
Address:	1818 West Beltline Highway	Telephone:	608-661-4757
Fiscal Agent ( if Applicable)			
Contact Person:		Email	
Address:		Telephone:	

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.

The Boys & Girls Club of Dane County (BGCDC) is Madison’s premiere youth development organization. Our mission is to inspire and empower all young people to reach their full potential. BGCDC serves children ages 7 - 18, reaching over 7,500 primarily low-income children and teens per year. Since 1999, BGCDC has created a nurturing environment where they gain healthy life skills, learn educational discipline, and teamwork

**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.**

and form college and career goals. BG CDC offers a year-round combination of afterschool, weekend, and summer programs in Dane County in partnership with more than 100 local organizations, including two police departments; Madison Metro, Verona Area, Monona Grove, and Sun Prairie school districts; local businesses and nonprofits; and Dane County Department of Human Services. Our efforts focus on achieving positive outcomes for young people, families, and communities through: Academic/STEM Support; Art Works; Healthy Lifestyle/Life Skills; and other Club Programming. The mission of BG CDC is well-supported by our administrative infrastructure. There are educational, programming, finance, HR, administrative and development teams comprised of over 100 staff members. The cornerstone of our mentoring is the evidence-based Check and Connect model, which is employed daily at our clubs. Last year we had over 700 volunteers give their time to further our mission. Our volunteers are recruited through a variety of means - online, word of mouth, service learning, professional groups and past events. Many of our volunteers have developed long standing relationships with the clubs, from which we benefit.

## 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.

Our Allied club location is located at 4619 Jenewein Road, which is approximately 1.7 miles from the geographic center of the focus area's boundaries defined by the RFP. Our Allied Club currently serves children from Toki Middle School and provides transportation to the club and afterschool programming for those members. The two most relevant partnerships we have that serve the focus area are with the Madison Metropolitan School District, and with our Toki member parents. Other partnerships we can draw from are 100 Black Men, the Urban League, and all of the other partners in programming such as MyMind.

- 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.

In addition to recruiting from among our existing members with whom we have relationships, we will leverage our existing relationship with MMSD and Toki teachers and counselors to seek out the students who may benefit most from this program. Because transportation is one of if not the biggest barrier to participation in afterschool programming, the BG CDC long ago addressed this issue by ensuring all members have access to transportation via our fleet of Club vans. Members are picked up at their schools and transported to the clubs. We also have the option of dropping off participants if that's determined to be an additional barrier to participation in the mentorship program. Participants in the mentorship program will be screened via our Community Resource Specialist and club staff and via school staff, according to the guidelines outlined in Standard 2 - Screening (Elements fo Effectvie Practice for Mentoring). Potential mentees will be interviewed to determine eligibility, interest in the program, and for presence of barriers and to gauge their current support system. Additionally, potential participants will be analyzed for program success and level of program impact.

- 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.

BG CDC will use our staff as mentors. We currently have strong relationships within the target area - including with families and staff at Toki Middle School. Staff are recruited via a normal hiring process, vetted and trained according to vigorous national BGC standards and policies, as well as any relevant federal and

state requirements. All club staff must complete and pass criminal background checks and drug tests, and are also fingerprinted per licensing requirements.

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

Club members are provided with a general orientation to the club upon becoming a member. The mentoring program will include further orientation including a welcome meeting/workshop for youth and their familial support team. One deliverable of the workshop will be the generation of a good faith contract between the mentors, mentees and their support systems. The contract will contain expectations for both youth and the mentors and general guidelines for the engagement program. Further training will depend on the individual needs of the mentees. Two nationally developed BGCA program curriculum that we will draw from are SMART Girls - a program that provides health, fitness, prevention/education and self-esteem enhancement for girls, and Passport to Manhood, where boys are nurtured and encouraged to develop and mature into young men via a targeted effort to engage them via discussions and activities.

Describe curriculum and process for orienting and training mentors.

All BGDC staff are provided with onboarding and training according to our national standards and licensing requirements. Prior to the beginning of every academic year, programming staff participate in a 2.5 day staff retreat where a variety of topics are covered. These include CPR, rules and expectations, behavior management, programming planning, C3 tracking and program transition, and professional and customer service training among others. Specific mentoring program staff will also be trained on the Elements of Effective Practice for Mentoring and their specific mentees, and the goals and expectations of the program. Additionally, BGDC uses the evidence-based Check and Connect model of mentoring for all programming efforts.

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

Matching will be achieved via a variety of methods. BGDC staff will leverage our existing relationship with Toki staff to recruit mentees with the greatest need or those who may gain the greatest benefit from the program. Potential mentees will be required to complete a survey and general intake form and then interviewed to gauge interest and potential for program completion.

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.

Ongoing training and staff support is integral to the success of all BGDC programming. Mentors will hold bi-weekly meetings specific to this program and professional development/training opportunities will be provided quarterly. Participant data will be solicited from MMSD and MPD and compiled and examined to determine forward movement. The program will be fluid to allow for adjustments in individual needs of the mentees.

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 are fortunate enough to have existing relationships with our member families. Parents and guardians are welcome at any time in the club and are encouraged to participate in our community and parent functions. We are in the process of hiring a Community Development Specialist and the focus of this position is specifically to help our families engage with resources outside of the club that would be beneficial to their well-being and livelihood. Mentees and their families will be part of the focus of this position - as these are youth already determined to be in need of extra support. Specific to the mentorship program, there will be

events and gatherings geared toward family engagement. These events will be determined with input from the mentees once the program is underway.

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

The BGCDC has several programs and facilities currently in place at our clubs. Mentees will encouraged to participate in any/all of them. They include our Sports Academy, STEM activities, a recording studio, dance, arts, health and fitness training and academic support. We also have a Junior Staff program where youth are paid as club support, engaging in multiple jobs around the club. Mentees, with support and input from their families, will design and implement a community service project. We have found this to be a very successful way for youth to recognize and engage with the greater community that surrounds them. Descriptions and curriculum for all of the programs mentioned above can be provided upon request.

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

Graduation, celebrations and Junior staff are the current ways in which we help our members transition during key periods. The mentorship program will utilize these same methods. If there are additional options that are deemed beneficial during the development and implementation of the program, they will be employed. Again - we expect this program to be somewhat fluid in order for us to adjust to the individual needs of the mentees and we want to empower our participants to have some ownership of the program by being involved in decision-making.

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

The mentorship groups will be allowed to determine the level of continuing support/closure in which they wish to participate. Many of our members who have long since moved on from our clubs are still in contact with our staff. Additionally, many of our staff are former club members indicating the level of impact we are able to achieve.

**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 plan to engage 15 youth in the mentorship program, with a 1:4 mentor/mentee ratio. Mentorship meetings will be held bi-weekly for at least two hours, but we hope to see mentees much more frequently as they engage in other club programming.

- 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*
Teen Specialist	3	\$16-18
Sports Specialist	1	\$16
Community Specialist	1	\$20
		\$

Staff Position and Duties	F.T.E.* IN Program	Proposed Hourly Wage*
		\$
		\$
		\$
		\$
		\$
<b>TOTAL</b>	<b>5</b>	<del>          </del>

\*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.

BGCDC uses the evidence-based Check and Connect mentorship model. All staff are trained according to national BGC standards and policies as well as any federal or state licensing requirements for programming. The staff specific to the mentorship program will develop the curriculum for the program at a staff retreat prior to the commencement of the program.

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

Volunteers will be solicited based on interest and relevance to the program. We anticipate using their expertise as guest speakers, site-visit hosts and event participants. We will draw from community members, board members, former club members and older youth as appropriate.

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.

<b>Outcome Objective of Interest</b>	Social and emotional skill development Improved family communication No further municipal violations or juvenile justice involvement during program participation ADDITIONAL: completion of community service project			
<b>Performance Standard</b>	<b>Targeted Percent</b>	85	<b>Targeted Number</b>	12
<b>Measurement Tool(s) and Data Collection Plan:</b>				
Pre and post surveys - create and conduct pre and post surveys for both mentors and mentees Monthly check in with teacher/counselors at school - email, phone call, check-list Monthly check in with families - email, face to face, check list bi-monthly check in with MPD - email, data solicitation Completion of community service project - schedule progress and check list				

**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.

We have bi-lingual staff program staff.

- 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 - we employ a large number of staff who are representative of the youth we serve.

**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
<b>A. Personnel Costs (Complete Personnel chart below)</b>				
1. Salaries/Wages (show detail above)	\$95,970	\$56,500	\$39,470	grants and donations
2. Fringe Benefits and Payroll Taxes	\$6,000		\$6,000	grants and donations
<b>B. Program/Project Costs</b>				
1. Program/Project supplies and equipment	\$1,000		\$1,000	grants and donations
2. Office Supplies	\$250		\$250	grants and donations
3. Transportation	\$3,500	\$3,500		
4. Food		<del>XXXXXX</del>		
5. Other (explain)				
<b>C. Space Costs</b>				
1. Rent/Utilities/Telephone				
2. Other (explain)				
<b>D. Special Costs</b>				
1. Other (explain): field trips	\$1,000		\$1,000	grants and donations
2. Other (explain): events, celebrations etc.	\$500		\$500	grants and donations
<b>D. TOTAL (A + B + C +D)</b>	\$108,220	\$60,000	\$48,220	<del>XXXXXX</del>

b. Additional Information on Budget (if needed):

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

2.2

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

We have a fully staffed development team that is charged with pursuing funding for all of our work. Income sources include private, foundational, and municipal grants, events and donations.

e. Proposed Timeline for Implementation

Activity	Estimated Start and Completion Dates
Program staff retreat and curriculum development	Spring 2019
Mentee recruitment	Spring 2019
Program implementation	Summer 2019
Program completion	December 2020
Data collection	Ongoing
Data analysis and evaluation	Spring 2021

**-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: Michael Johnson

Date: February  
11, 2019

By entering your initials  
in the box,

MJ

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