



# 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:	MSCR Meadowood Neighborhood Center	Amount Requested:	\$38,957.40
Title of Proposal:	MSCR Meadowood Group Mentoring Project		
EIN and DUNS #	396003202 020466561		
Brief Project Description:	A group mentoring project led by MSCR Meadowood staff in the form of separate boys and girls groups with a focus on social-emotional development, college prep, job readiness, service learning, and community engagement.		
Program Type	Group <input checked="" type="checkbox"/> Individual <input type="checkbox"/>		
# of Participant youth to be served	14		
Contact Person:	Molly Horton	Email	mehorton@madison.k12.wi.us
Address:	5740 Raymond Rd	Telephone:	(608) 229-6823
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.

MSCR is a department of the Madison Metropolitan School District. MSCR has been a major provider of after-school and community based care/recreation for the City of Madison, with over 85 years of experience and service. MMSD and MSCR are both governed by the Madison School Board. MSCR has managed and worked with several federally funded programs such as Americoprs/PASS and Community

**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.**

Learning Center Grants. MSCR has the experience and capacity to properly manage and oversee the use of federal funds.

MSCR utilizes thousands of volunteers every year. We have all of our volunteers screened through the the MMSD/MSCR process for new volunteers. This process includes an application, candidate disclosure form and a background check will be conducted. Volunteers are then placed at sites and given an orientation prior to starting service.

MSCR has provided the City of Madison youth ample mentoring services through the community and afterschool programming we have been doing. MSCR has programs and staff working at several elementary schools, 12 middle schools and 4 high schools in the city of Madison. By having staff on site, this allows MSCR to have access and provide people to serve as positive models and mentors during the school day and after-school. The MSCR-Meadowood Neighborhood Center has been operating for 10 years and has expanded its services and programming options. MNC (Meadowood Neighborhood Center) has been providing different club options and recreational activities that have created mentor and mentee relationships for participants in the programs. Being a part of MSCR allows MNC access to services and information previous sites have used to develop a strong mentoring program.

## **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.

The MSCR Meadowood Neighborhood Center (MNC) has been operating in the targeted community since 2009. MNC offers afterschool and summer programs for K-12 students in the Madison Metropolitan School District. In 2018 MNC served 183 youth in the Meadowood community. 50% of MNC staff working on this project either live in the neighborhood or have five plus years of experience working in the targeted community.

Because of MNC's longstanding presence in the community it has established many beneficial relationships with community partners. These partners include Joining Forces for Families (JFF), Toki Middle School, Orchard Ridge Elementary, MMSD, New Bridge Senior Coalition, First National Bank, University of Wisconsin-Madison, Intentional Mentoring, Tales with Big T, Girls Inc., St Maria Goretti Catholic Church, Orchard Ridge United Church of Christ, Good Shepard Lutheran Church, and Meadowridge Library. There are also several beneficial partnerships within MSCR including school based programming, experiential learning and team building programs, art and interest classes, and healthy lifestyle programs. These partnerships are crucial to the success of youth program because they provide resources and opportunities to support both program youth and their families.

- 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.

Mentees will be recruited from students currently, or within the past year, enrolled in center programming. Currently, the MNC youth program has 46 students registered for middle/high programming. Interest surveys will go out to students that describe the general structure and benefit of the program and whether or not the student would even be interested in participation. The survey will also collect data about students interests and self-thought. Surveys will also go out to families of the students interested in the program to gauge family support of student's involvement in program.

MNC staff will also meet with school day staff at Toki and Memorial, Meadowridge library staff, and the neighborhood police officer to receive input about potential mentees background and possible success in the program.

This information will be used by MNC staff, in addition to their knowledge of participants and their families, to determine who would be a good match for the program.

After students have been selected they will be invited to a mentee-family orientation meeting where they will learn more details about the program go about benefits of mentorship, program schedule, and participation expectations. This orientation will end with students and parents and/or guardians having gone over and signed a parent-child agreement that will serve as a contract of understanding and commitment to participation in the program.

- 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.

Mentors will be recruited using MNC youth program staff. MNC staff have a well established investment in the community and youth participants. They have already gone through the MSCR interview process and MMSD criminal background checks. MNC staff have extensive experience working with youth from the grants targeted population. 50% of the staff participating in the program have at least five years working in the targeted community, and 80% have at least two years working at the Meadowood Neighborhood Center. They have been trained on youth development, group management, appropriate relationships, communication with youth and families, team building, and program implementation. They already have a fundamental understanding of how to cultivate and maintain meaningful relationships with youth, and have already established long-term relationships with participants and the community. They

also have an understanding of challenges youth face in the community and are versed on Trauma Informed Care. The staff's skills and experience align with program goals. The MNC staff selected to participate in this program also reflect the race and demographics of targeted participants and families. Staff are well trained in MSCR/MMSD policies and procedures. Staff will be expected to sign a contract of commitment stating that they are committed to program goals and to working for the duration of the program. This contract will also state that staff understand the expectation of tracking program's progress through detailed and accurate records.

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

The program will begin with an orientation meeting with mentees and their families/guardians. This meeting agenda will include discussing program goals, benefits of participation, expectations of all involved (mentors, mentees, and families), program schedule, and overview of MNC and MSCR policies and procedures. During this meeting we will discuss the expectations for attendance, parent meetings, family education opportunities, and procedures for withdrawal from the program.

Both students and their families/ guardians will be given a survey to fill out that will collect data about what they want to gain from the experience, their feelings about communication with each other, where they see themselves in the future, how they cope, what they see as areas they need support, and their feelings of connectedness and self-confidence. The meeting will also include an interactive opportunity for the mentees, mentors, and families to get to know one another. The meeting will end with mentees and their families signing a contract of understanding stating that they will actively participate in the program, attend required meetings, and follow through on expectations set out by program guide.

Describe curriculum and process for orienting and training mentors.

Prior to the first meeting with the mentees MNC staff will meet to go over program goals and schedule. They will also begin to plan lessons and activities relevant to program goals. Staff will also have bi-weekly meetings where they will go over lesson plans, schedule, student profiles, questions and concerns. They are also already required, through their position with MSCR, to complete at least fifteen hours of professional development training each year. These trainings are conducted by both experienced presenters and through online curriculum. The staff will be expected to complete at least one hour of training each month that specifically relates to the mentoring experience.

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

MNC staff will use their experiences and knowledge of students registered in MNC programming to create a list of potential participants. Staff will meet to give their input about possible student candidates. The following will be considered: will students be able to participate in a meaningful way in a group structure? Would a group setting work for them? How does the student interact with the other students? Has the student had any contact with the police? How is the home life for the participant? How do they perform in school? Do they consistently attend class?

After this surveys will be sent out to potential mentees to determine if they would even want to participate in such a program, if they know the benefits of participation, and if what they would want to get out of a mentoring program. Staff will use the answers provided on these surveys to determine if the student would be a good fit for the program. After the students have completed their surveys staff will reach out to school staff and parents/guardians to receive their input on whether or not the student is a good fit for the program. Parents will also be surveyed on their interest in participating in such a program. The surveys will include similar questions to the student survey including a brief description of the program, the benefits of participation, if parents open to participation, and what they see and/or want for the future of their student. MNC staff will meet with school day staff to receive input about the student's ability to participate and benefit from the program. MNC staff through meeting notes will document these meetings.

After considering all of this data MNC staff will determine who will move forward with program participation. After mentees are selected MNC staff will move forward with program implementation by inviting mentees and families to an orientation meeting. Attendance at this meeting will be mandatory for mentee to be a part of the program.

- 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.

Staff will meet for one hour on a bi-weekly basis to discuss program implementation and student progress. These meetings will include program planning, student portfolio review, and discussions about progress towards program goals. Staff will also be required to complete one hour of training each month. These trainings will include both in person trainings and online trainings focusing on topics including positive youth development, social-emotional learning, and Trauma Informed Care.

Mentees will also be surveyed at the beginning, middle, and end of programming to track their feelings about the mentoring program.

- 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?

Parents will be expected to participate in a monthly check in with program staff. This meeting can happen in person or over the phone and will be documented using a parent-communication log. During these check-ins mentors and families will discuss student progress, questions or concerns, and program goals. Because of the MNC staff's relationship with school day staff this will help facilitate communication between the school and families. There will also be five parent/ guardian meetings throughout the course of the program. During these meetings parents will meet at the center to participate in parent education opportunities including supporting youth development, healthy living, supporting education outside of school time, and communication. These meetings will use a variety of communication pathways to create a diverse programming model including guest speakers, discussion panels, and interactive trainings. In addition, there will be three family events that will include activities that students and families can participate in together to facilitate relationship building and communication. These will include a family paint night, a family dinner at the midway point of the program, and a graduation celebration at the end of the program. At these events mentees, parents, and guardians will have the opportunity to discuss and review student progress, program goals, and program outcomes.

Mentees and their families will be expected to fill out three surveys throughout the course of the program as a way to collect data about the success of program goals. The surveys will include questions about what they want to gain from the program, where they see themselves or participants in the future, and feelings of belonging and connectedness. It will also track feelings about communication between mentees and families, in addition to how mentees feel about communicating with mentors and/or other adults.

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

The mentee/mentor groups will be divided into a boy's group and a girl's group. Each group will consist of 7 participants and three mentors. There will be a total of 14 mentees and 6 mentors. Mentees and mentors will meet at least two hours each week. Programming will be held after regular afterschool hours from 6:00 pm-8:00 pm to ensure there is limited scheduling conflicts due to sports and/or other extracurricular activities. The majority of meetings will be held at the MSCR Meadowood Neighborhood Center. Center staff mentors will work collaboratively to plan and implement group activities. A program facilitator will help lead lesson planning, and will have significant experience and education in culturally relevant and best practice teaching. Staff will attend bi-weekly meetings throughout the duration of the program to discuss plans and schedule.

Program Activities will focus on themes important to youth development. These themes are intended to teach participants important life skills to facilitate social-emotional growth. These skills include decision-making, coping, developing and maintaining healthy relationships, communication and goal setting. Other

topics covered over the course of the program include college preparation, job readiness, financial education, service learning, and exploring hobbies and interests.

Activities will use a variety of teaching methods including guest speakers, hands on learning, interactive workshops, individual reflection time, and group discussion. Each session will also include scheduled time for “Real Talk” which gives participants the opportunity to bring up questions, concerns, and/or relevant events in their lives or in the public and discuss them as a group. This provides students with the opportunity to express themselves.

Field trips will be used as a way to promote active engagement in program and to reward mentee and mentor participation in a fun and healthy way. Field trips will be held on a monthly basis.

- 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)

The program will encourage positive transitional periods for youth through celebrations and lesson plans geared toward preparing for these transitional periods. For example, a lesson plan may include fifth graders going to visit middle school teachers or shadowing a sixth grader for a day. It might also include having a sixth grader come in and giving the fifth graders an opportunity to ask them questions about their experiences in sixth grade. Celebrations will be held to acknowledge student's successes and next steps.

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

The ending of the program will be celebrated with a graduation celebration. All the mentees, families, and mentors will be invited to a party to celebrate the accomplishments of the program.

If a mentoring relationship ends before the program end date certain protocols will be followed. For example, the mentee, family member, and mentors will be given the chance to partake in an exit interview to discuss benefits and gains of program. It will also give the mentees and families an opportunity to discuss and questions or concerns they might have. In addition to this, it will be addressed during group time to give the other mentees a chance to expression their ideas and concerns about an early withdrawl from the program.

**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.

The number of unduplicated participants to be served are 14 youth. There will be a 1:2 adult to youth ratio.

The program will meet weekly for two hours in addition to special events and trips for a total of 180 programming hours. Family engagement hours including parent education and meetings will total 45 hours.

Staff will meet bi-weekly for one and a half hours in addition to completing one hour of training per month totalling 170 hours.

- 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*
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Staff Position and Duties	F.T.E.* IN Program	Proposed Hourly Wage*
Program Coordinator- oversee operation and management of program and budget, ensure accurate records are being kept and maintained. Report program data to appropriate people. Book field trips and special guests.	.10	\$19.48
Program Facilitator (1)- oversee lesson planning and implementation of programming, and that program follows targeted schedule. Ensure that programming targets specific goals laid out by grant. Ensure that appropriate records and data are being tracked.	.50	\$13.00
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>TOTAL</b>	.60	X

\*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.

Staff need to have an understanding of challenges youth face in the community and be versed on Trauma Informed Care. Staff should also be trained in effective group management, youth development, and communication with youth and families. Restorative justice practices are also an important part of staff training.

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

Volunteers will be used to enhance program content. The majority of volunteers will be used as guest speakers and to lead staff trainings and parent education classes. Volunteers will also be used for special events to help serve, decorate, and facilitate activities.

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>	Positive Youth Development		
<b>Performance Standard</b>	<b>Targeted Percent</b>	85%	<b>Targeted Number</b> 12
<b>Measurement Tool(s) and Data Collection Plan:</b>			
Student interest survey taken at beginning, middle, and end of programming. The survey will specifically ask students where they see themselves in five-six years. It will also ask student about feelings of connectedness and to list those areas of and people they feel connected to. Students will also be able to list several more community partners on survey by end of programming. Students will also set SMART goals for themselves and will revisit those goals on a monthly basis.			

**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.

Yes, staff and organization support cultural competency and MMSD strategic framework. MNC also has significant experience working directly with community members and organizations.

- 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, the staff are representative of the population the community center serves in terms of both racial and cultural demographics.

**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)	18,600	18,000	600	MSCR
2.	Fringe Benefits and Payroll Taxes	1,757.40	1,757.40	0	
<b>B. Program/Project Costs</b>					
1.	Program/Project supplies and equipment	6,000.00	6,000	0	
2.	Office Supplies	200.00	200.00	0	
3.	Transportation	3,000.00	3,000.00	0	
4.	Food	2,000.00	<del>2,000.00</del>	2,000.00	MSCR
5.	Other (explain) Field trips, special guests, community engagement activities	10,000.00	10,000.00	0	
<b>C. Space Costs</b>					
1.	Rent/Utilities/Telephone	0	0		
2.	Other (explain)	0	0		
<b>D. Special Costs</b>					
1.	Other (explain):	0	0		
2.	Other (explain):	0	0		
<b>D. TOTAL (A + B + C +D)</b>		41,557.40	38,957.40	2,600	<del> </del>



b. Additional Information on Budget (if needed):

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

12%

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

Friends of MSCR grants, MSCR, partnership with Meadowridge library, outreach to other community partners.

e. Proposed Timeline for Implementation

Activity	Estimated Start and Completion Dates
Initial staff meeting to begin mentee selection process	April 1, 2019
Student and parent surveys go out	April 15, 2019
Orientation meeting	April 29, 2019
First program meeting	May 6, 2019
Mid-term surveys go out	February 2020
Graduation and final surveys	September 25, 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: Molly Horton

Date: February 10, 2019

By entering your initials in the box,

MH

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