



Disability Mentoring Initiative Request for Proposals

Funded from an award from U.S. Department of Justice Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, Award Number: 2016-JU-FX-0013

General Information about Disability Mentoring Initiative

Partners for Youth with Disabilities, Inc. (PYD), www.pyd.org, a Massachusetts-based nonprofit organization with national impact, requests proposals from non-profit organizations to become a collaborator within the Disability Mentoring Initiative (DMI). One or two new collaborators will be chosen to participate in DMI for a period of one year and nine months (January 1, 2018-September 30, 2019) and will receive training and support. The selected collaborator(s) will enter into a subcontract with PYD that will not exceed \$100,000 per year (\$100,000 during Year One and \$100,000 during Year Two) for a total that will not exceed \$200,000. Services will be provided on a cost reimbursement basis for full and satisfactory performance. Collaborator selection as well as the continuation and renewal of the subcontract shall be subject to approval by the Office of Juvenile Justice & Delinquency Prevention, and subject to sufficient appropriated funds being received to administer and support the program.

Youth with disabilities are at extremely high risk for involvement in the juvenile justice system. A critical need exists for youth with disabilities to have access to positive role models. Mentoring continues to be regarded as a highly successful program model for improving the lives of at-risk youth. Partners for Youth with Disabilities (PYD) seeks to add 1-2 new collaborators to the Disability Mentoring Initiative, a collaborative mentoring partnership led by PYD in collaboration with the Viscardi Center in New York and MentorABILITY in Wyoming, to improve outcomes for at-risk youth with disabilities through expanded, high quality, and evidence-based mentoring programming.

Collaborators will implement program enhancements involving the provision of ongoing training and structured activities focused on career exploration and job readiness. Through targeted recruitment of mentees and mentors, the project's collaborators will create at least 290 matches over three years across all collaborators. All youth will have a disability and be age 17 or younger, and the majority will have Learning Disabilities, Attention Deficit/Hyperactivity Disorder, Emotional Disturbance, Oppositional Defiant Disorder, Conduct Disorder, Traumatic Brain Injury, or disabilities resulting from criminal involvement/ victimization. Staff will engage youth with histories of involvement with the juvenile justice system or truancy, absences or suspensions; low

achievement in school; high alcohol/drug use; association with delinquent peers, or family history of criminal involvement/problem behavior.

Programming will adhere to all standards of the Elements of Effective Practice for Mentoring. Staff will focus on specialized recruitment, mentor screening, trainings, matching, monitoring and progress toward goals through regular evaluations of mentoring relationships using evidence-based tools, including National Mentoring Center's Mentee Satisfaction Scale, the Arc Self-Determination Scale, and the Strength of Relationship Scale to scientifically gauge program satisfaction and mentees' improvement. Boston University researchers are participating in the project to provide assistance on program evaluation (conducted solely to comply with OJJDP requirements for performance measures).

Mentoring programs participating in this collaboration will be enhanced through ongoing mentor and staff trainings focused on disability mentoring conducted on a monthly basis through PYD's National Center for Mentoring Youth with Disabilities and through the provision of structured activities focused on youth mentees' job skills and career-path related activities. This project will significantly extend the impact of well-supported, inclusive mentoring for youth with disabilities most at risk for juvenile delinquency.

About Partners for Youth with Disabilities (www.pyd.org)

Since its founding in 1985, Partners for Youth with Disabilities has pioneered the development and delivery of unique mentoring services. PYD's innovative programs serve youth with all types of disabilities between the ages of 6 and 24 throughout Massachusetts. PYD's mission is to empower youth with disabilities to reach their full potential by providing transformative programs focused on health, creative expression, independent living, motivation and self-esteem, relationship-building, education and employment and/or community involvement. This is accomplished through a number of means, but most notably via high quality one-to-one and group mentoring programs where caring adults act as positive role models and provide support, understanding and guidance for youth with disabilities as they strive to reach their personal, educational and career goals.

In 2005, PYD founded The National Center for Mentoring Youth with Disabilities, in response to resounding demand from organizations interested in replicating PYD's time-tested programming and in better serving youth with disabilities within their own existing programs. Ten years later, the National Center has grown to provide training, advocacy, and customized technical assistance to hundreds of organizations working to become more inclusive of those with disabilities and those seeking to replicate PYD's direct service programs. The National Center offers a range of inclusion services and products including trainings, a job readiness curriculum, and an e-mentoring platform. The National Center is also involved in advocacy efforts on both a national and an international scale. Most notably, PYD serves as the lead organization for the National Disability Mentoring Coalition (<http://www.pyd.org/national-disability-mentoring-coalition.php>) and the Co-Chair for the Leadership and Mentoring Task Force of the Global Partnership on Children with Disabilities (<http://www.gpcwd.org/leadership-and->

[mentoring.html](#)). PYD is a sought after presenter at regional and national conferences, and presented at its first international conference, International Mentoring Conference, in December 2015.

Funding Priorities

The basic objective of this grant program is to empower faith-based and community-based organizations to better meet the needs of at-risk or high-risk youth with disabilities by developing effective mentoring programs. PYD will consider the following priorities when making its sub-award funding decisions:

- Mentoring activities must serve youth with disabilities ages 11- 17. Mentoring activities must serve youth with disabilities who are considered at-risk or high-risk. OJJDP defines at-risk and high-risk youth as those youth who are most likely to become involved in the juvenile justice system because they possess certain predictive/correlative characteristics, are already involved in the juvenile justice system, and/or reside in environments that have high rates of parental incarceration, community violence, drug markets, gang concentration, and failing schools. Risk factors for juvenile delinquency are multidimensional across individual, family, community, peer, and school factors.
- Mentoring activities must be a one-to-one community-based model which follows MENTOR's Elements of Effective Practice (<http://www.mentoring.org/program-resources/elements-of-effective-practice-for-mentoring/>). Mentoring program designs must include plans for recruiting, screening, training and matching participants in mentoring relationships. Screening procedures must be thorough and include a Criminal History Background Check. PYD will provide extensive training to sub-awardees on recruiting, screening and training processes, and will assist sub-awardees as they develop their mentoring programs.

Eligibility Requirements

The primary applicant for a Disability Mentoring Initiative sub-award must be a non-profit organization that:

- Is tax-exempt with a 501(c)(3) classification from the Internal Revenue Service.
- Is located within the United States
- Is proposing to use grant funds to serve youth not located in Long Island, New York; Boston, Massachusetts; or Evanston, Wyoming (since those areas are already served through the DMI collaboration).
- Conducts appropriate background checks on all staff and volunteers directly serving youth.
- Commits to adhering to a one-to-one community-based mentoring model, mirroring PYD's Mentor Match mentoring model.
- Must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes, including the Uniform Guidance CFR, Part 200. <https://ojp.gov/funding/UniformGuidance.htm> Applicants should reference this information to review expenses that are typically allowable and unallowable with federal funds, since the selected collaborator(s) will be held to these standards. Pertinent restrictions, including from various "general provisions" in the

Consolidated Appropriations Act, 2016, are set out at the following link:
<http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm>

National social service organizations are not eligible to apply.

Appropriate Use of Funds

Sub-award funds issued under the Disability Mentoring Initiative may be used for the following purposes:

- Hiring of mentoring coordinators and support staff
- Recruitment, screening and training of mentors
- Recruitment and assessment of mentees
- Purchase of materials or supplies to be used in carrying out the mentoring program
- Dissemination of outreach materials
- Reasonable accommodations necessary for youth with disabilities to participate

Review Procedures and Funding Decisions

The following timeline will be followed:

- October 6, 2017: Proposal released**
- November 15, 2017: Proposal due date**
- December 10, 2017: Decision announced**
- January 1, 2018: Collaboration begins**

Proposals must be emailed on or before **November 15, 2017 at 5:00 p.m. EST** to gthomas@pyd.org. PYD will notify applicants of their funding status by **December 1, 2017**.

Review Criteria

Below are the review criteria that the advisory panel and PYD's selection committee will use to evaluate proposals. Criteria will be weighted on a 100-point scale.

(1) Synergy with Funding Priorities 35 points

Proposal aligns with funding priorities outlined within the RFP

(2) Quality of program design 40 points

Program design aligns with the Elements of Effective Practice, is youth-focused, and considers the needs of the unique demographic being served

(3) Project sustainability 25 points

Applicant has a plan to sustain the project beyond the grant cycle, and has identified collaborators to assist with this effort. Applicant has the administrative capacity to manage a project of this scope.

Requirements of Sub-Awardees

The selected sub-awardee(s) will be required to do the following:

Recruitment, Orientation, and Training

1. Successfully recruit an adequate number of volunteer adults and interested youth ages 11-17 **to complete at least 65 total matches over the time period of January 1, 2018-September 30th, 2019.** Note: participating youth must be diagnosed with a Learning Disability, Attention Deficit/Hyperactivity Disorder, Oppositional Defiant Disorder or Conduct Disorder and/or a related emotional disturbance. In addition, the majority of participating youth must have a history of prior or current involvement with the juvenile justice system, or meet at least one of the following criteria: frequent truancy/ absences/ suspensions; low achievement in school/low academic aspirations; high alcohol or drug use, association with anti-social/aggressive/delinquent peers; high peer delinquency; or family history of criminal involvement or problem behavior.
2. Ensure and document youth are maintained in one match a minimum of one year in order to count toward total of 65 grant matches.
3. Solidify and maintain adequate community partners to ensure recruitment of adult volunteers and youth mentees.
4. Successfully orient and train all adult volunteer mentors and youth mentees and their parent(s)/guardian(s) families according to the specified training approach:
 - a. Mentor attends a minimum of 2-hour pre-match orientation and training session prior to first mentor and mentee outing;
 - b. Mentors attend a minimum of 2 hours additional training prior to being matched
 - c. Additional training opportunities provided quarterly in-person and monthly on-line.

Matching and Match Support

5. Use well-developed processes for matching youth and adult mentors.
6. Offer on-going match training designed by PYD to participating Mentors.
7. Provide support to matches to ensure 12+-month match length.
8. Monitor all matches to ensure:
 - a. No less than 4 hours of mentoring activity occurs each per month with all matches; and
 - b. There is monthly mentor-mentee contact documented for all matches.
9. Conduct monthly match support to each mentoring relationship to ensure optimal strength and endurance of the match.
10. Maintain case management records for mandatory audits) including, but not limited to: mentor/mentee applications (signed/dated) that include zip code of mentee; mentor background checks & screening records; mentor post-training evaluations; record of match start date; mentoring activity/contact logs; match support records; match closure records.

Data Collection and Reporting

11. Participate in all data collection training conducted by PYD evaluation staff and consultants.

12. Administer all evaluation tools in accordance with PYD evaluation plan to all mentors and mentees.
13. Maintain the confidentiality of all data and information obtained by all persons contacted by the project.
14. Compile and maintain data on youth served including, but not limited to, race/ethnicity, gender, age, geography, justice involvement, school enrollment and grade level, number of program youth with a new offense.
15. Maintain record keeping systems that comply with all PYD and OJJDP reporting requirements, including the aggregation/disaggregation of data on each match.
16. Maintain current and accurate data for the following measures:
17. Provide quarterly data reports in accordance with PYD requirements.

Administrative Activities

18. Participate in all training sessions held via conference call or webinar with all sites.
19. Participate in all scheduled team meetings (which will be held via conference call or webinar) with all sites.
20. Provide monthly program progress and financial reports to PYD by 15th of the following month.
21. Submit monthly invoices to PYD with staff-relevant timesheets and budget detail for reimbursable expenses.
22. Provide quarterly program progress report to PYD by the 15th of the following quarter end.
23. Provide semi-annual program progress report to PYD by the 15th of the following semi-annual end.
24. Host and/or coordinate match participation in service projects and activities throughout the year.

Application Instructions

Proposals must be emailed on or before **November 15, 2017 at 5:00 p.m. EST. Late proposals will not be accepted.** Proposals should be submitted to gthomas@pyd.org.

Application Checklist

Please include the following items in your proposal:

- Proposal Cover Page (use the format provided on last page of RFP)
- Proposal narrative, not to exceed 10 double-spaced pages in length
- Copy of IRS letter confirming 501 (c)(3) tax-exempt status
- An organizational budget for the current fiscal year
- A project budget, including a budget narrative
- Financial statements for the most recently completed fiscal year

Proposal Narrative

Please make certain that your proposal narrative contains all of the following information:

- 1) Brief summary of your organization's history, goals and key achievements.
- 2) Overview of your organization's structure and programs, including board, staff, and volunteer involvement.
- 3) A description of your organization's constituents.
- 4) A description of the community need (s) and/or challenges that this effort will address. What is the level and nature of involvement of the community-at-large?
- 5) A description of your specific grant request that includes goals and objectives. Provide a profile of your mentoring project, including a detailed description of how your organization will recruit and engage youth fitting the specified eligibility criteria.
- 6) Specific activities and timetable for meeting your stated objectives.
- 7) Future plan for sustaining your project and strategy for building your funding base.
- 8) A profile of staff who will work on this project and their qualifications.
- 9) If applicable, identify organizations that you do or will collaborate with to achieve the goals of your project.
- 10) Description of organization's history implementing mentoring programming as well as organizational experience providing services to at-risk youth with disabilities

Note: All applicants should carefully review the attached sub-contract template to fully understand project requirements and be prepared to immediately comply with all contract terms upon notification of being selected.

Please direct all questions to Genelle Thomas at gthomas@pyd.org. Questions must be received by October 20th, 2017. Answers to questions will be posted at the following link by November 1st, 2017:

<https://www.pyd.org/blog/uncategorized/qa-pyd-rfp-process/>

Disability Mentoring Initiative
SAMPLE Contract Template

VENDOR:	Vendor Name	Contract No:	Amount	TBD
Address:	Vendor Address	Contract Period:	01/01/2018 through 09/30/2019	
Business Contact:	Vendor Contact Info	Program:	Disability Mentoring Initiative	
		Funded through:	Department of Justice Office of Justice Programs Office of Juvenile Justice & Delinquency Prevention Contract Number: 2016-JU-FX-0013	
		CFDA No:	16.726	

This CONTRACT is entered into between Partners for Youth with Disabilities, Inc.(PYD) and _____ hereinafter called VENDOR.

- 1 **Term.** This Contract shall commence on 01/1/2018, and expire on the 9/30/2019. Contract will be reviewed yearly and will be amended based on the performance of the work provided according to the Scope of Work (Attachment A).
- 2 **Appropriated Funds.** The continuation and renewal of this Contract shall be subject to approval by the Office of Juvenile Justice & Delinquency Prevention, and subject to sufficient appropriated funds being received to administer and support the program. In the event sufficient funds are not available or are discontinued at any time, PYD may cancel the Contract by delivering a 10 day advance written notice to the other party according to the termination provisions of Section 9 below.
- 3 **Description of Services.** VENDOR hereby agrees to provide services in this contract on a cost reimbursement basis. Subcontractor will do, perform, and carry out in a good and professional manner the responsibilities and services set forth in Attachment A, Scope of Work.
- 4 **Compensation and Payment.** The maximum cost to PYD for full and satisfactory performance of this Subcontract shall not exceed \$_____ for a total to not exceed \$_____.
 - a. Compensation Adjustments. Adjustments to the total compensation amount will be only for compelling reasons and only with the prior written approval of both parties and the Department of Justice Office of Justice Program, Office of Juvenile Justice and Delinquency Prevention. Said modifications will be governed by all regulations and standards set by PYD and OJJDP.
 - b. Payment Requests. VENDOR shall submit monthly invoices, with VENDOR approval signature, to Partners for Youth with Disabilities, Inc. no later than the 15th of each month for the previous month's dates of service. Invoices shall be for allowable, approved costs incurred in accordance with the terms of this contract. The VENDOR is required to retain all corresponding records that reconcile the cost reimbursement invoice. All records are subject to inspection and audit at reasonable times by OJJDP and PYD to the extent that the books and records relate to the performance of the contract.
5. The **VENDOR** will be responsible for the following tasks:

- a. **Provide the following:**
 - A. Monthly progress report, invoice, timesheets, payroll records, and expense receipts
 - B. Quarterly reports
 - C. Semi Annual Report

b. **Deliverables and Schedule:**

The Following is a summary of scheduled deliverables to be provided to Partners for Youth with Disabilities, Inc.:

<u>Deliverable</u>	<u>Due No Later Than</u>
1. Monthly Progress Report	The 15 th of the following month
2. Monthly Invoice and backup Documentation	The 15 th of the following month
3. Quarterly Progress Report	The 15 th of the month following quarter end
4. Semi Annual Report	The 15 th of the month following semi-annual end

6 Budget and Accounting.

6.1 Budget. VENDOR will employ the necessary personnel to perform the Work specified in the contract (Section 3). All VENDOR costs will be consistent with the budget submitted to PYD. Minor re-budgeting between budget categories is allowable as long as the total amount re-budgeted does not exceed 10% (Ten Percent) of the total contract amount of \$_____ per year. Budget modifications over _____ must receive prior approval from PYD. VENDOR will adhere to all OJJDP rules and regulations regarding allowability of costs.

6.2 Audit. PYD, the Comptroller General of the United States of America, or their duly authorized representatives shall, until five years after final payment under this Contract, have access to any of VENDOR records related to this Contract, at the VENDOR'S regular place of business, for the purpose of conducting audits. The period of access for records relating to: a) appeals under a dispute, b) litigation or settlement of claims arising from the performance of this Contract, or c) costs and expenses of this Contract to which exception has been taken shall continue until such appeals, litigation, claims, or exceptions has been disposed.

6.3 Annual Audit. VENDOR may be subject to the Office of Management and Budget Circular A-133 if VENDOR had Federal Award expenditures in excess of \$500,000 during the VENDOR fiscal year. If VENDOR is subject to an A-133 audit, a copy of the A-133 audit must be submitted to PYD's authorized representative for business matters within 30 days of receipt of the audit. Audit must be received by PYD no later than 150 days after the end of the VENDOR fiscal year.

6.4 Separate Accounting. VENDOR shall establish and maintain such accounting records, procedures, standards and documentation of expenditures of VENDOR to satisfy the requirements of OJJDP, OMB Circulars A-122 and A-133.

7 **Independent Contractor.** Each party shall retain complete control and jurisdiction over such programs of its own that are outside of this Contract, and nothing in the execution of this Contract or in its performance shall be construed to establish a joint venture of the parties hereto. PYD staff participating in this program shall not be considered as employees of the VENDOR, and agents or employees of VENDOR shall not be considered employees of PYD. Accordingly, employees of one party shall not be entitled to employee benefits normally provided to bona fide employees of the other party. Nothing in this Contract or its performance shall be construed to result in any person being the officer, agent, employee, or servant of either party when such person, absent this Contract and the performance thereof, would not in law have such status.

8 **Authorized Representatives.**

8.1 **Program Matters:**

Contact Information:

Program Matters:

For Partners for Youth with Disabilities:

95 Berkeley Street, Suite 109
Boston MA 02116
Telephone: 617-556-4075

8.2 **Business Matters:**

Contact Information:

Business Matters:

For Partners for Youth with Disabilities:

- 9 **Assignment.** VENDOR may not assign, transfer or subcontract any part of this Contract, any interest herein or claims hereunder, without the prior, written approval of PYD.
- 10 **Termination.** Either party may at any time cancel this Contract or renewal thereof, with or without cause, by giving thirty (30) days advance written notice to the other party which shall commence on the date of mailing of the written notice by certified mail, fax, or federal express. Thereafter, this Contract shall become null and void except for the portion or portions of payment herein agreed upon for which expenses have been necessarily incurred in the performance of this Contract.
- 11 **General Release.** VENDOR's acceptance of payment of the final invoice under this Contract shall release PYD from all claims of the VENDOR, and from all liability to VENDOR concerning the Scope of Work (Attachment A), except where such claims or liabilities arise from any negligent act, error or omission of PYD.
- 12 **Use of Name.** Neither VENDOR nor PYD shall make use of this Contract, or use the other's name or that of any member of the other's staff for publicity or advertising purposes without prior written approval of the

other party. This restriction shall not include internal documents available to the public that identify the existence of the Contract.

- 13 **Modifications.** By mutual agreement, VENDOR and PYD may make modifications to the Scope of Work (Attachment A) and to the terms of this Contract. Any such modifications shall be in the form of a written amendment signed by authorized contractual representatives of VENDOR and PYD.
- 14 **Indemnification.** VENDOR agrees to indemnify and hold harmless PYD from all injuries to persons or property caused by acts or omissions of VENDOR, its officers, personnel, contractors, or volunteers, arising out of VENDOR activities under this Contract. PYD agrees to indemnify and hold harmless VENDOR from all injuries to persons or property caused by acts or omissions of PYD, its officers, personnel, contractors, or volunteers, arising out of PYD's activities under this Contract.
- 15 **Confidentiality.** Disclosure of information about participants in the *Disability Mentoring Initiative* shall be limited to the participant, or to persons and agencies subject to the same confidentiality restrictions and criteria established by state or federal law. In no event shall information be disclosed except as provided by express permission of participant or by law.
- 16 **Insurance Requirements.** By signing this Contract, VENDOR agrees to maintain in force for the duration of this Contract the following kinds and amounts of insurance (Required Insurance):
 - 16.1 Professional liability insurance with a single claim limit of \$1,000,000 and an aggregate limit of \$1,000,000.
 - 16.2 Worker's compensation insurance with statutory limits and employer's liability insurance with limits of at least \$100,000.00.
 - 16.3 Comprehensive general liability insurance coverage for bodily injury and property damage with a combined single limit of at least \$1,000,000.00 per occurrence and \$1,000,000.00 umbrella.
 - 16.4 Automobile liability insurance with limits of \$1,000,000.00 per occurrence of bodily injury, \$1,000,000.00 umbrella and \$500,000.00 per occurrence of property damage arising from the use of VENDOR owned, non-owned, and hired automobiles.

Partners for Youth with Disabilities, Inc. must be named as additionally insured under all such policies, and evidence of coverage in the form of insurance certificates must be provided to the PYD on signature of this agreement, and annually thereafter for the full term of this agreement.

VENDOR may fulfill its insurance obligations under this paragraph by Self-Insurance pursuant to an established plan operated in accordance with accepted insurance practices.

- 17 **Intellectual Property.** Vendor acknowledges that all documentation, curriculum, and training materials in print, electronic or any other media, supplied by Partners for Youth with Disabilities, Inc., are, unless otherwise noted, copyrighted materials of Partners for Youth with Disabilities, Inc. No reproduction or reuse of these materials, for purposes outside of this agreement will be permitted without the express written permission of Partners for Youth with Disabilities, Inc.
- 18 **Federal and State Background Checks.** Vendor shall ensure that all Vendor volunteers that have direct personal contact with program participants will successfully pass a criminal history background check as designated by PYD. A state background check (CORI) and federal background check through IntelliCorp (or similar background check service) will be issued to assist in determining the eligibility of VENDOR volunteers.
- 19 **Federal Audit and Monitoring:** Subawards are subject to Federal rule and will be monitored and subject to Federal audit. Subawards will be monitored according to a plan to be established by PYD.
- 20 **Grant Award Terms and Special Conditions:** VENDOR agrees to adhere to all terms and conditions applicable to sub-awards/subreipients from the U.S. Department of Justice Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, Award Number: 2016-JU-FX-0013

- 21 **Disputes:** The parties shall attempt to resolve disputes through good faith negotiations. Any dispute arising under or related to this Agreement shall be resolved to the maximum possible extent through informal dispute resolution.
- 22 **Governing Law:** This agreement shall be governed, construed and enforced for all purposes in accordance with the laws of the Commonwealth of Massachusetts.

This Contract is the complete agreement between the VENDOR and Partners for Youth with Disabilities, Inc. and supersedes all prior understandings regarding the Scope of Work (Attachment A).

IN WITNESS WHEREOF, the respective parties have executed this Contract on the dates indicated below:

Vendor

Partners for Youth with Disabilities, Inc.

Name:
Title:

Name: Regina Snowden, MSW
Title: Executive Director

Date

Date

Attachment A – Scope of Work

Year One: 01/01/18 – 9/30/18

Ceiling: \$100,000

Year Two: 10/1/18 – 9/30/19

Ceiling: \$100,000

During Year One through Year Two, the VENDOR will:

RECRUITMENT, ORIENTATION AND TRAINING

1. Successfully recruit an adequate number of volunteer adults and eligible youth ages 11-17 to complete **at least 65 total matches over the life of the project.**
2. Ensure and document youth are maintained in one match a minimum of one year in order to count toward total of 65 grant matches.
3. Solidify and maintain adequate community partners to ensure recruitment of adult volunteers and youth mentees.
4. Successfully orient and train all adult volunteer mentors and youth mentees and their parent(s)/guardian(s) families according to the specified training approach:
 - a. Mentor attends a minimum of 2-hour pre-match orientation and training session prior to first mentor and mentee outing;
 - b. Mentors attend a minimum of 2 hours additional training prior to being matched
 - c. Additional training opportunities provided quarterly in-person and monthly on-line.

MATCHING AND MATCH SUPPORT

5. Use well-developed processes for matching youth and adult mentors.
6. Offer on-going match training designed by PYD to participating Mentors.
7. Provide support to matches to ensure 12+-month match length.
8. Monitor all matches to ensure:
 - a. No less than 4 hours of mentoring activity occurs each per month with all matches; and
 - b. There is monthly mentor-mentee contact documented for all matches.
9. Conduct monthly match support to each mentoring relationship to ensure optimal strength and endurance of the match.
10. Maintain case management records for mandatory audits) including, but not limited to: mentor/mentee applications (signed/dated) that include zip code of mentee; mentor background checks & screening records; mentor post-training evaluations; record of match start date; mentoring activity/contact logs; match support records; match closure records.

DATA COLLECTION AND REPORTING

11. Participate in all data collection training conducted by PYD evaluation staff and consultants.
12. Administer all evaluation tools in accordance with PYD evaluation plan to all mentors and mentees.
13. Maintain the confidentiality of all data and information obtained by all persons contacted by the project.
14. Compile and maintain data on youth served including, but not limited to, race/ethnicity, gender, age, geography, justice involvement, school enrollment and grade level, number of program youth with a new offense.
15. Maintain record keeping systems that comply with all PYD and OJJDP reporting requirements, including the aggregation/disaggregation of data on each match.
16. Maintain current and accurate data for the following measures:
 - a. Number of youth enrolled
 - b. Number of mentors recruited
 - c. Number and percent of mentors trained, with percent of increased program knowledge
 - d. Number and percent of mentors attending monthly webinars
 - e. Number of matches meeting minimum length in months
 - f. Number of matches closed early
 - g. Percent of youth completing program requirements

- h. Percent of youth who offend or reoffend
- 17. Provide quarterly data reports in accordance with PYD requirements.

ADMINISTRATIVE ACTIVITIES

- 18. Participate in all training sessions held via conference call or webinar with all sites.
- 19. Participate in all scheduled team meetings (which will be held via conference call or webinar) with all sites.
- 20. Provide monthly program progress and financial reports to PYD by 15th of the following month.
- 21. Submit monthly invoices to PYD with staff-relevant timesheets and budget detail for reimbursable expenses.
- 22. Provide quarterly program progress report to PYD by the 15th of the following quarter end.
- 23. Provide semi-annual program progress report to PYD by the 15th of the following semi-annual end.
- 24. Host and/or coordinate match participation in service projects and activities throughout the year.
- 25. Comply with federal grant requirements detailed in the Standard Terms and Conditions issued by the Department of Justice – Office of Juvenile Justice and Delinquency Prevention