

# Tulare County Office of Education

*Committed to Students, Support & Service*

**Tim A. Hire**  
County  
Superintendent  
of Schools

P.O. Box 5091  
Visalia, California  
93278-5091

(559) 733-6300  
tcoe.org

**Administration**  
(559) 733-6301  
fax (559) 627-5219

**Business Services**  
(559) 733-6474  
fax (559) 737-4378

**Human Resources**  
(559) 733-6306  
fax (559) 627-4670

**Instructional Services**  
(559) 302-3633  
fax (559) 739-0310

**Special Services**  
(559) 730-2910  
fax (559) 730-2511

*Main Locations*

**Administration  
Building & Conference  
Center**  
6200 S. Mooney Blvd.  
Visalia

**Doe Avenue Complex**  
7000 Doe Ave.  
Visalia

**Liberty Center/  
Planetarium &  
Science Center**  
11535 Ave. 264  
Visalia

June 3, 2025

Nevada County Public Health  
500 Crown Poing Circle, Ste 110  
Grass Valley, CA 94945

Mr. Toby Guevin,

Attached is your two-year agreement (FY25-26 & FY26-27) for Friday Night Live (FNL) Substance Use Prevention, Treatment, and Recovery Services Block Grant (SUBG) funds from the Tulare County Office of Education/California Friday Night Live Partnership.

You were identified as your agency's primary contact through the opt-in form. Please facilitate the countersignature/full execution of the attached Agency Agreement. The signatory will need to sign, date, and provide their title on the signature block (page 4)

Once signed, please return either by e-mail or by mail to:

E-mail: [karla.doyer@tcoe.org](mailto:karla.doyer@tcoe.org)

**OR**

Mail: Tulare County Office of Education  
Attn: Karla Doyer, Purchasing & Agreements Manager  
P.O. Box 5091  
Visalia, Ca 93278-5091

Please contact Katelyn Williford ([Katelyn.Williford@tcoe.org](mailto:Katelyn.Williford@tcoe.org)) or 559-733-6496 ext. 1264) with any questions regarding this agreement.

Sincerely,

Karla Doyer

Karla Doyer

Purchasing & Agreements Manager | 559-302-3729 | [karla.doyer@tcoe.org](mailto:karla.doyer@tcoe.org)

## SCOPE OF SERVICES - EXHIBIT A

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### 1. RESPONSIBILITIES OF AGENCY:

(Please provide a detailed description of services and deliverables to be provided by Nevada County Public Health.)

See Exhibit A

### 2. RESPONSIBILITIES OF SUPERINTENDENT:

(Please provide a list of items The Tulare County Superintendent of Schools will furnish.)

See Exhibit A

### FEE SCHEDULE

The contract total for services to be provided are estimated to be

\$20,000.00 per year for a contract of \$40,000.00. Invoices will be submitted on an annual basis, no later than June 30, 2026 for FY25/26 and June 30, 2027 for FY26/27.

including travel or other expenses.

Payment will be by the job or day unless specified otherwise in a fee schedule attached to this document.

<b>Exhibit (A)</b>	FNL SUBG Exhibit A - Scope of Services 2025-2027.pdf	76.31KB
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<b>Exhibit (B)</b>	FNL SUBG Exhibit B.pdf	71.13KB
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**Exhibit (C)**

**Exhibit (D)**

# AGENCY AGREEMENT 260193

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**THIS AGREEMENT**, is entered into between the **Tulare County Superintendent of Schools**, referred to as **SUPERINTENDENT** and **Nevada County Public Health**, referred to as **AGENCY**.

**ACCORDINGLY, IT IS AGREED:**

## 1. TERM: This Agreement shall become

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**effective as**

7/1/2025

**and shall expire on .**

6/30/2027

2. **SERVICES:** AGENCY shall provide services as set forth: (See attached Scope of Services - Exhibit A for details. The Exhibit A is made part of this Agreement by reference.)
3. **COST OF SERVICES:** **SUPERINTENDENT** shall pay **AGENCY** for the actual cost of such services to the extent they are allowable not to exceed the sum of

sum of                      \$ 40,000.00

## 4. METHOD OF PAYMENT:

- a. **AGENCY must submit itemized invoices to SUPERINTENDENT** for the cost of the services.
- b. **AGENCY** is responsible for maintaining verifiable records for all expenditures.

5. **INDEMNIFICATION:** **SUPERINTENDENT** and **AGENCY** shall hold each other harmless, defend and indemnify their respective agents, officers and employees from and against any liability, claims, actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property, arising out of the activities of **SUPERINTENDENT** or **AGENCY** or their agents, officers and employees under this Agreement. This indemnification shall be provided by each party to the other party regarding its own activities undertaken pursuant to this Agreement, or as a result of the relationship thereby created, including any claims that may be made against either party by any taxing authority asserting that an employer-employee relationship exists by reason of this Agreement, or any claims made against either party alleging civil rights violations by such party under Government Code section 12920 et seq. (California Fair Employment and Housing Act). This indemnification obligation shall continue beyond the term of this Agreement as to any acts or omissions occurring under this Agreement or any extension of this Agreement.

6. **TERMINATION:** Either party may terminate this Agreement without cause by giving thirty (30) calendar days advance written notice to the other party.

**THE PARTIES**, having read and considered the above provisions indicate their agreement by their authorized signatures below.

### AGENCY

Nevada County Public Health  
500 Crown Point Circle, Ste 110  
, CA

### SUPERINTENDENT

Tim A. Hire, Superintendent  
Tulare County Superintendent of  
Schools  
Tulare County Office of Education  
P.O. Box 5091  
Visalia CA 93278-5091

**SUPERINTENDENT**

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**Signature**

*Tim A. Hire*

**Date**

5/28/2025

**AGENCY**

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**Signature**

Sign

**Date**

**TCOE Program Information**

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**Contact Person:**

Perla Estrada

**Telephone:**

5597336496 ext. 1265

**Department/Program:** California Friday Night Live Partnership

**Please return an original copy to:**

Tulare County Office of Education  
ATTN: Internal Business Services Secretary  
P.O. Box 5091  
Visalia, CA 93278-5091

# EXHIBIT A

## SCOPE OF SERVICES

### 1. RESPONSIBILITIES OF AGENCY:

- Implement a Friday Night Live (FNL) program by building partnerships for positive and healthy youth development which engage youth as active leaders and resources in their communities.
- Demonstrate efforts to meet FNL Program Integrity Review (PIR) standards. FNL PIR requirements include:
  - o Administrative requirements:
    - Submit an annual FNL County Profile.
    - Certify each FNL chapter annually.
    - Collect and submit data through the Department of Health Care Service's (DHCS) data collection system on a monthly basis.
    - Administer the Youth Development Survey annually.
    - Identify a PIR chapter; complete and submit a PIR chapter plan and summary on a bi-annual basis.
  - o Technical assistance requirements:
    - Attend monthly California Friday Night Live Collaborative (CFNLC) meetings (virtual and/or in-person).
    - Attend the annual Leadership Training Institute conference.
    - Participate in technical assistance meetings with the California Friday Night Live Partnership (CFNLP), as identified.
  - o Programming requirements:
    - Youth development – adhere to the FNL Standards of Practice and implement the FNL Core Components (*see EXHIBIT B*).
    - Alcohol, tobacco, and other drugs (ATOD) prevention – implement FNL chapters focused on the prevention of underage ATOD use and other topics as identified by youth partners.
    - Program promotion – ensure program fidelity and logo integrity through branding and promotional efforts.

### 2. RESPONSIBILITIES OF SUPERINTENDENT:

- The CFNLP/Superintendent will provide technical assistance (TA) to support the successful implementation of all contractor responsibilities.
- The CFNLP/Superintendent will maintain and provide access to the website (FNL CORE) where documents related to PIR will be uploaded/submitted.

# EXHIBIT A

## FEE SCHEDULE

The agreement total for services to be provided is estimated to be \$ 40,000.00.

AGENCY shall submit one invoice and narrative report per project year. The invoice and narrative report will be submitted in accordance with the dates below by one of the two following methods:

MAIL: Tulare County Office of Education  
California Friday Night Live Partnership  
Attn: Katelyn Williford  
PO Box 5091  
Visalia, CA 93278-5091

EMAIL: [katelyn.williford@tcoe.org](mailto:katelyn.williford@tcoe.org)

<u>Project Year</u>	<u>Invoice &amp; Report Narrative Due Date</u>	<u>Contract Amount</u>
July 1, 2025 – June 30, 2026	June 30, 2026	\$ 20,000.00
July 1, 2026 – June 30, 2027	June 30, 2027	\$ 20,000.00

Payment will be made at the conclusion of the project year. Funding for this agreement is dependent upon the CFNLP's grant award from the Department of Health Care Services, utilizing federal Substance Use Prevention, Treatment and Recovery Services Block Grant (SUBG) dollars.

## FRIDAY NIGHT LIVE STANDARDS OF PRACTICE

- **A Safe Environment**
  - Physical Safety – to feel safe physically, free from the risk of harm.
  - Emotional Safety – to feel safe emotionally, to feel like they can be who they are.
- **Opportunities for Community Engagement**
  - Knowledge of Community – to learn about their community and its resources.
  - Interaction / Interface with the Community – to interact and work with community members.
  - Communication with the Community – to communicate about the program or youth issues.
  - Contribution to the Community – to give back and serve the community.
- **Opportunities for Leadership & Advocacy**
  - Decision-Making and Governance – to participate in decision-making and occupy leadership roles, such as staff or board roles.
  - Youth Voice – to learn to express their opinions constructively and to hear those of others.
  - Action – to take action on issues or projects they care about outside of the program – in the community, at school.
- **Opportunities to Build Caring & Meaningful Relationships with Peers & Adults**
  - Peer Knowledge – to learn about their peers and build relationships with them.
  - Adult Knowledge / Guidance – to learn about the adult staff and build relationships with them.
  - Emotional Support – to feel supported emotionally by others in the program.
  - Practical Support – to feel like their practical needs are met by adult staff.
  - Sense of Belonging – to feel like they belong, like they matter to the group and its success.
- **Opportunities to Engage in Interesting & Relevant Skill Development Activities**
  - Specific Skills – to develop and build specific skills through program activities.
  - Challenging and Interesting Activities – to engage in interesting and challenging activities.

## FRIDAY NIGHT LIVE CORE COMPONENTS

The components characterize elements within all Friday Night Live Programs and how they implement prevention programming that reflects youth development best practices. The components define how FNL groups are formed, what services we provide, and how we connect to the community.

- **Chapters**  
Chapters describe a group of committed young people and at least one adult ally working together. Chapters provide Skill Development, Opportunities, and Outreach through ongoing partnerships at local sites.
- **Opportunities**  
Opportunities are any safe environment or avenue in which youth and adults accomplish a project or task in partnership, with shared power and ownership.
- **Outreach**  
Outreach engages youth, adults, and systems in building the partnerships that create positive and healthy youth development.
- **Skill Development**  
Skill Development occurs in purposeful activities and opportunities that promote or result in building skills, mastery, resiliency, and core competencies.