

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 23, 2023

Nevada County Public Health
500 Crown Point Circle, Ste 110
Grass Valley, CA 95945

To Edward Scofield,

Attached is your Agency Agreement Amendment for 23-24 from California Friday Night Live Partnership.

Please sign and return either by e-mail or by mail to:

E-mail: 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 feel free to contact me if you have any questions. Thank you.

Sincerely,



Karla Doyer

Purchasing & Agreements Manager | 559-302-3729 | karla.doyer@tcoe.org

To IB 4/28/23
Fully Routed to IB 6/15/23 kw

TULARE COUNTY OFFICE OF EDUCATION
REQUEST FOR AGENCY AGREEMENT AMENDMENT

Contract# 230338 -A
Type of Agreement
TCOE/Superintendent expending funds
New or Reoccurring Agreement
New Agreement

TO: Tim A. Hire, Superintendent of Schools
FROM: Katelyn Williford, CFNLP
DATE: 4/28/2023

Name of Agency: Nevada County Public Health
Address: 500 Crown Point Circle, Suite 110, Grass Valley, CA 95945
Phone #: 530-847-8030 Fax #:

clerkofboard@nevadacountyca.gov; sarah.graydon@nevadacountyca.gov;
ashleigh.koski@nevadacountyca.gov; toby.guevin@nevadacountyca.gov;

E-mail Address: ph.fiscal@nevadacountyca.gov; katelyn.williford@tcoe.org

Name of Provider(s): Nevada County Public Health

Services Provided: Implement FNL program(s) in Nevada County

Date(s) of Service: July 1, 2022 - June 30, 2024

Contract Amount: Year 1: \$9,000.00 -- PO# 233642 -- PY3

Year 2: \$9,000.00 -- Pending PO -- PY4 (Addition)

Other Conditions:

Total not to exceed: \$18,000.00

Division Title California Friday Night Live Partnership

Program Title Department of Health Care Services

Budget Category: 010-58103-3-490000-40000-51000-00-9620 Year 1: \$9,000.00 -- PO# 233642 -- PY3

010-58103-4-490000-40000-51000-00-9620 Year 2: \$9,000.00 -- PY4 (Addition)

Method of Payment: Warrant Based on Approved Invoice

FOR OFFICE USE ONLY


Initiator's Signature

4/28/23
Date

Katelyn Williford X1264
Contact Person & Phone #


Program Manager's Signature

4/28/23
Date


Internal Business Authorization

5/23/23
Date


Assistant Superintendent Authorization

5/23/23
Date


Superintendent's Authorization

5/30/23
Date

RECEIVED
JUN 15 2023
Internal Business

RECEIVED
MAY -1 2023
Internal Business



Memorandum

To: Chris Meyer, Jody Arriaga, Fernie Marroquin, and Tim A. Hire
From: Katelyn Williford, Grant Coordinator, CFNLP *VW*
Ext. 1264
Date: 6/9/2023
Re: CFNLP Substance Abuse Block Grant (SABG) Amendment –
Change to Scope of Services

Lynne Goodwin,
Administrator

6200 S. Mooney Blvd.
P.O. Box 5091
Visalia, CA 93278-5091

559.733.6496
559.737.4231 (f)

fridaynightlive.org

- California**
- Friday Night Live**
- Collaborative**
- Friday Night Live**
- Club Live**
- Friday Night Live Kids**
- Friday Night Live**
- Mentoring**
- California Youth Council**

Friday Night Live builds partnerships for positive and healthy youth development which engage youth as active leaders and resources in their communities.

Tulare County
Office of Education
Tim A. Hire, County Superintendent of Schools

The CFNLP is entering Year 2 of serving as the funding intermediary for Friday Night Live (FNL) Substance Abuse Block Grant (SABG) between the Department of Health Care Services (DHCS) and the counties that implement the FNL program.

CFNLP prepared amendments in order to cost-extend each county’s contract or agency agreement. These amendments included an updated Exhibit A, Scope of Services. The amendments were fully routed and signed by Mr. Hire in May 2023.

We recently received additional feedback from the funder, DHCS, regarding language that they want to add to the Scope of Services. Specifically, they would like it to be explicit that counties have the right to use the FNL brand and materials by having the SABG contract with CFNLP/TCOE. As such, we are proposing the following addition to the “Responsibilities of Superintendent” section of the Scope of Services:

The CFNLP/Superintendent will give the contractor the sole right to use FNL branding and materials in their respective county.

Please see attached an example of the Scope of Services with this proposed addition highlighted.

Instead of re-routing 41 amendment packets, we respectfully ask that you agree to this material addition to the Scope of Services by signing below. Please let me know if you have any questions or concerns.

Chris Meyer		Date: _____
Jody Arriaga		Date: <u>6/10/23</u>
Fernie Marroquin		Date: <u>6-13-23</u>
Tim A. Hire		Date: <u>6/13/23</u>

**TULARE COUNTY SUPERINTENDENT OF SCHOOLS
AND
NEVADA COUNTY PUBLIC HEALTH**

THIS AMENDMENT TO AGREEMENT is entered into as of July 1, 2023, between the TULARE COUNTY SUPERINTENDENT OF SCHOOLS, referred to as **SUPERINTENDENT**, and **NEVADA COUNTY PUBLIC HEALTH**, referred to as **AGENCY** with reference to the following:

- A. The parties entered into an Agreement on October 17, 2022, to implement Friday Night Live (FNL) programming in Nevada County as described therein, herein referred to as “Agreement;”
- B. The parties now desire to:
 - a. Extend the Agreement by one year;
 - b. Increase the amount of the Agreement;
 - c. Replace Exhibit A with amended Exhibit A, Scope of Work 2022-2024; and
 - d. Add Exhibit B.

ACCORDINGLY, IT IS AGREED:

1. Paragraph 1 of the Agreement is hereby amended to read as follows:

1. **TERM:** This Agreement shall become effective July 1, 2022 and shall expire on June 30, 2024.

2. Paragraph 3 of the Agreement is hereby amended to read as follows:

3. **COST OF SERVICES:** SUPERINTENDENT shall pay AGENCY the actual costs of such services to the extent they are allowable not to exceed the sum of \$18,000.00.

3. Exhibit A shall be replaced with amended Exhibit A, Scope of Work 2022-2024.

4. Exhibit B is now included in the Agreement.

5. Except for the amended paragraphs and exhibits of said Agreement, all other terms and conditions of said Agreement shall remain in full force and effect.

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

TULARE COUNTY SUPERINTENDENT
OF SCHOOLS

Date: 5/30/23

By  _____

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

NEVADA COUNTY PUBLIC HEALTH

Date:

By _____

Edward Scofield
Chair, Nevada County Board of Supervisors
500 Crown Point Circle, Suite 110
Grass Valley, CA 95945

EXHIBIT A

SCOPE OF SERVICES, 2022 - 2024

Amended July 1, 2023

1. RESPONSIBILITIES OF CONTRACTOR:

- Implement Friday Night Live (FNL) program(s) (Friday Night Live [FNL], Club Live [CL], Friday Night Live Kids [FNLK], and/or Friday Night Live Mentoring [FNLM]) by supporting existing chapters and developing new chapters, utilizing FNL Standards of Practice (*Exhibit B*).
- Demonstrate efforts to become a Member in Good Standing (MIGS). MIGS is a peer-driven process led by the California Friday Night Live Partnership (CFNLP) and the California Friday Night Live Collaborative Leadership Team (CFNLC LT). MIGS areas include:
 - o A foundation of youth development, as realized through the implementation of the FNL Standards of Practice, in each program;
 - o Implementation of an alcohol, tobacco, or other drug (ATOD) prevention-related project;
 - o Program branding; and
 - o Administrative requirements as communicated by the CFNLP and CFNLC LT.
- Report chapter activities through an online portal on a quarterly basis.

2. RESPONSIBILITIES OF SUPERINTENDENT:

- The California Friday Night Live Partnership (CFNLP)/Superintendent will provide technical assistance (TA) to support the successful implementation of all contractor responsibilities.
- The CFNLP/Superintendent will give the contractor the sole right to use FNL branding and materials in their respective county.

EXHIBIT A

FEE SCHEDULE

The contract total for services to be provided is estimated to be \$18,000.00. This total reflects a base amount of \$9,000.00 per year.

Reporting: CONTRACTOR will record FNL activities on a quarterly basis through an online portal.

CONTRACTOR shall submit one invoice and report narrative per project year. The invoice and report narrative 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

<u>Project Year</u>	<u>Invoice & Report Narrative Due Date</u>	<u>Contract Amount</u>
July 1, 2022 – June 30, 2023	July 15, 2023	\$ 9,000.00
July 1, 2023 – June 30, 2024	July 15, 2024	\$ 9,000.00
		Total \$ 18,000.00

Payment will be made at the conclusion of each project year.

Invoice and report narrative templates will be made available by August 30, 2023.



Friday Night Live/Club Live Youth Development Standards of Practice

Youth in FNL/Club Live programs will experience the following:

- **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 and 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 and Meaningful Relationships with Peers and 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 and Relevant Skill Building Activities**
 - Specific Skills – to develop and build specific skills through program activities.
 - Challenging and Interesting Activities – to engage in interesting and challenging activities.

