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 11, 2024

County of Humboldt
825 5th Street
Eureka, CA 95501

Ms. Sofia Pereira,

Attached is your Agency Agreement for 2024-2025 FNL SUBG funds from the 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 print name, 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

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

Karla Doyer

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

SCOPE OF SERVICES - EXHIBIT A

1. RESPONSIBILITIES OF AGENCY:

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

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

$9000.00 Invoice will be submitted no later than July 5, 2025

including travel or other expenses.

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

Exhibit (A)	1. FNL SUBG Exhibit A - Scope of Services 2024-2025 ($9k).pdf	139.54KB
Exhibit (B)	2. FNL SUBG Exhibit B - SOP & CC.pdf	103.45KB
Exhibit (C)		
Exhibit (D)		

AGENCY AGREEMENT 250197

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

ACCORDINGLY, IT IS AGREED:

1. TERM: This Agreement shall become

effective as	**and shall expire on .**
7/1/2024	6/30/2025

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 $ 9,000.00

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

County of Humboldt
825 5th St.
Eureka, CA 95501

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

SUPERINTENDENT

Signature Tim A. Hire

Date 6/10/2024

AGENCY

Signature Sign

Date

TCOE Program Information

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 CONTRACTOR:

- Implement Friday Night Live (FNL) program(s) (FNL, Club Live [CL], Friday Night Live Kids [FNLK], and/or Friday Night Live Mentoring [FNLM]) by supporting existing chapters and developing new chapters.
- Demonstrate efforts to meet FNL Program Integrity Review (FNL PIR) standards. FNL PIR requirements include:
    - Utilizing a youth development framework that aligns with the FNL Standards of Practice and FNL Core Components (Exhibit B);
    - Demonstration of program fidelity through branding and promotional efforts;
    - Implementation of an alcohol, tobacco, or other drug (ATOD) prevention-related project;
    - Reporting chapter activities in ECCO on a monthly basis; and
    - Administrative requirements, as communicated by the California Friday Night Live Partnership (CFNLP)

2. RESPONSIBILITIES OF SUPERINTENDENT:

- The CFNLP/Superintendent will provide TA to support the successful implementation of all contractor responsibilities.

EXHIBIT A

FEE SCHEDULE

The contract total for services to be provided is estimated to be $ 9,000.00.

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

CONTRACTOR 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

Project Year	Invoice & Report Narrative Due Date	Contract Amount
July 1, 2024 – June 30, 2025	July 5, 2025	$ 9,000.00

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

EXHIBIT B

CALIFORNIA Friday Night live PARTNERSHIP

FRIDAY NIGHT LIVE STANDARDS OF PRACTICE

- **A Safe Environment**
  - Physical Safety – to feel safe physically, free form 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.

EXHIBIT B

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.