

9. 95% of mentees demonstrate no arrests/convictions or “new” involvement with juvenile justice during program participation.
10. 90% of mentees and mentors indicate they are satisfied or highly satisfied with their mentoring program experience.

V. Reporting Requirements

Funded Mentoring Programs will provide the following regular reports through a standardized template in SAMIS:

1. A “Monthly Activities Report” is due on the 7th of every month starting in September 2023. The report will include demographic data of mentors and mentees engaged, number of meetings, number of events, types of supports provided, etc.
2. A “Data and Budget Report” is required on October 7, 2023, and then quarterly thereafter on the 7th of the January, April, and July. The report shall include, at minimum, a brief narrative, status report on data collection efforts, and overview of expenditures from the reporting period. Additional elements may be required.
3. A “Renewal Eligibility Assessment” must be completed by no later than August 7, 2024. This assessment will include a program narrative, preliminary outcome findings, a SWOT analysis of the program, and budget request for continued funding beyond September 30, 2024.
4. A “Final Report” is required by no later than October 15, 2024. The report shall include, at minimum, a complete program narrative, final distribution records, and a detailed expenditure report. Unspent funds are required to be returned to CSC Leon by no later than September 30, 2024, to avoid fines or exclusion from future funding opportunities. Funded entities may return the funds via mail postmarked by September 30, 2024, or place a sealed envelope clearly labeled with the entity’s name and contact person in the drop box at CSC Leon’s office located at 2002 Old St. Augustine Road, Suite A-50, Tallahassee, FL 32301.