Measure O CHOICE Grant Program

Cycle IX Request for Qualifications (RFQ)
Application Packet

January 1, 2018 – December 31, 2019

Release date: October 3, 2017

Application due date: November 16, 2017 - 4:00 p.m. (REVISED)

For more information, please contact:

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<td>RFQ Release</td>
<td>The Request for Qualifications process is open and additional resource materials are available at the following website: <a href="http://www.srcity.org/ThePartnership">www.srcity.org/ThePartnership</a></td>
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<td>Technical Assistance Workshop</td>
<td>This Workshop is designed to review the RFQ Packet and provide assistance to applicants in completing the application. <em>Attendance at this workshop is not required but strongly encouraged.</em> Location: Church of One Tree 492 Sonoma Ave., Santa Rosa, CA 95401 (Street parking only) Please RSVP by October 27, 2017 by 3pm to: Liliana Sanchez, <a href="mailto:LSanchez@srcity.org">LSanchez@srcity.org</a></td>
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<td>Technical Assistance</td>
<td>Staff will be available to answer questions regarding the content of the application by email. Contact: Serena Lienau, <a href="mailto:SLienau@srcity.org">SLienau@srcity.org</a></td>
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<td>Deadline for Submission of RFQ Applications</td>
<td>Applications must be received by the City by November 16, 2017 no later than 4:00 p.m. See Part IV: Submission and Exhibit Requirements for specific submission details. Staff will issue signed and emailed acknowledgement receipts for each applicant.</td>
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<td>Application Review</td>
<td>Applications received by the City by the November 16, 2017 deadline will be reviewed by the Grant Review Team based on criteria outlined in Part I: Overview &amp; Funding Process.</td>
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<td>Notification</td>
<td>Notification to each applicant’s designated contact person will be made soon after qualification and funding recommendations have been made by the Grant Review Team. The City has the final decision-making authority regarding which applicants qualified to be on the Eligible Service Providers list. Final funding decisions will be made by the City and are subject to appropriation of funds by the City Council for the fiscal year.</td>
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<td>Funding Agreement Development</td>
<td>Staff will work with service providers to develop Cycle IX Funding Agreements for execution beginning December 2017.</td>
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<td>Services Begin</td>
<td>Any work done prior to entering into a Funding Agreement with the City will be at the applicant’s expense.</td>
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## Entry Criteria

To be considered for a CHOICE grant award from the City of Santa Rosa, applicants must meet all ENTRY CRITERIA at the time of submittal. Submitted applications must be responsive to all proposal instructions and meet minimum eligibility requirements. *Applicants who do not meet all entry criteria and minimum eligibility requirements will not be considered and evaluation of their application will NOT be made.*

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<th>Eligible Applicants</th>
<th>Applicants must be one of the following entities:</th>
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<td>• A government agency, including school districts</td>
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<td>• A private non-profit agency with 501(c)3 status</td>
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<td>• Any recognizable association of people <strong>with a fiscal agent</strong> that agrees to abide by the City’s grant agreement on behalf of the association. The fiscal agent will be the legal representative of the project. Funds approved for the project will be awarded to the fiscal agent and the Funding Agreement for award of grant funds will be made between the City and the fiscal agent. The fiscal agent must sign <strong>Exhibit I</strong> in this packet, which shows agreement to apply for funding on behalf of the association and to comply with the responsibilities of a fiscal agent. The fiscal agent must also show proof that it is either a government agency or a private non-profit agency with 501(c)3 status.</td>
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| Eligible Clientele/Target Population | Projects must serve target population(s) as identified in Part III, Target Populations. |

| Funding Priorities | Agency must identify the funding category(s) for which they seek to qualify for the funding period of January 1, 2018 – December 31, 2019. **Agencies are welcome to apply for both categories but must submit two separate proposals, one for each category.** Agencies seeking to apply for the first category need only to submit one application. Each category will be evaluated individually and a minimum of one proposal will be awarded per category. See Part III, Funding Priorities for more information. |

**CATEGORY ONE:**
1. School Readiness
2. School Engagement & Truancy Prevention
3. Workforce Development

**CATEGORY TWO:**
4. Outreach, Intervention, and Mediation

| Funding Request | The amount of funding allocated for the first year of funding for Cycle IX is $736,700. The maximum allowable per proposal is $200,000. Applicants must submit a budget reflective of the first year of funding equal to 12 calendar months. Second year funding will be contingent upon criteria identified in Part I: Overview & Funding Process. |

Note: Applicants should only request the amount of funds needed to support the proposal and not base their request on the maximum allowable grant amount.
PART I
Overview & Funding Process

A. Background
Established in 2003, the Mayor’s Gang Prevention Task Force was created in response to a significant increase in violent crimes in Santa Rosa attributable to street gangs. Operating out of the City’s Recreation and Parks Department, the Gang Prevention Task Force was initially funded by the General Fund, until the following year when the residents of Santa Rosa made a 20-year commitment to support public safety and violence prevention efforts with the approval of Measure O, a quarter cent Transaction and Use Tax. From 2012 – 2016 the Gang Prevention Task Force was housed in the City Manager’s Office, before moving to the newly created Office of Community Engagement at the start of fiscal year 2016 -2017.

In 2015, The Gang Prevention Task Force was rebranded as the Violence Prevention Partnership. Now simply referred to as “The Partnership,” the program is a model of shared responsibility to strengthen youth and families and create safe neighborhoods through mobilizing and engaging parents, schools, community-based organizations, the faith community, business, government, and local law enforcement. The current collaborative involves over 50 organizations from across the community. Coinciding with rebranding, The Partnership broadened its approach of achieving the mission of reducing youth and gang violence by adopting a public health perspective that views violence as a public health issue. As such, The Partnership requires strategic and collaborative approaches to address the social determinants of health that contribute to strengthening youth and families and building safe communities.

Measure O
In 2004, more than two-thirds of voters in Santa Rosa approved Measure O, a quarter-cent Transaction and Use Tax, for 20 years. With an estimated $7 million in revenue each year, Measure O provides critical funding for public safety services with a 40% allocation to Police, 40% allocation to Fire, and the remaining 20% allocated for Youth and Gang Violence Prevention and Intervention programs – services currently provided by the Recreation and Parks Department and the Office of Community Engagement. Measure O provides a reliable and dedicated funding source that reflects the community’s commitment to safety and violence prevention, including the successful fulfillment of The Partnership’s Mission and Vision.

The Measure O ordinance requires coordination of The Partnership Policy and Operational Teams, as well as the following:

1. Enhancing and improving in-school gang prevention and intervention curriculum and programs; and

2. Adding new programs in neighborhoods affected by high levels of gang activity which emphasize positive role models, problem solving and community safety; and

3. Providing additional afterschool and summer programs which stress academic and social success, recreational activities, sports, athletic programs and safe neighborhoods without fear of gangs, drugs, or violence; and

4. Providing grants to organizations for youth and parenting programs which focus on gang and anti-violence education, prevention, and intervention, community safety and a comprehensive array of services in high need neighborhoods.
Strategic Plan

From fall 2016 through summer 2017, The Partnership undertook an extensive strategic planning process to revisit its mission, vision, and values to identify key strategies for the period 2017-2022. The strategic planning process included data gathering and analysis through surveys and focus groups with community members and partners, complemented by extensive research of evidence-informed practices and programming. With an emphasis on performance-based outcomes, this process, coupled with an analysis of previous strategic plan efforts and recommendations identified in the 2016 Community Safety Scorecard, informed the development of the new strategic plan for the next five years. Throughout this planning process, The Partnership’s Steering Committee provided leadership and guidance, as did members of the Policy and Operational Teams. The following is a high-level summary of the 2017-2022 strategic plan:

| MISSION: | Strengthening youth and families and building safe communities by leading, mobilizing and aligning our community resources. |
| VISION:  | Safe and healthy youth connected to their families, schools, communities, and futures. |
| CORE VALUES: | • Value Youth  
• Support Families  
• Collaborate with Partners  
• Build Resilience  
• Strive for Equity |
| STRATEGIC FOCUS AREAS: |
| a. Programs | Prioritize and implement programs based on domain recommendations derived from the Community Safety Scorecard and validated through the strategic planning process. |
| b. Community Awareness | Build community awareness through outreach and engagement strategies using a targeted, well-conceived communications plan. |
| c. Mobilizing & Aligning | Continuously evaluate and assess relationships with internal and external partners with a focus on efficient alignment, leverage, and shared measurement. |
| d. Investment | Ensure the strategic plan goals are reached through sustainable investment of Measure O and other funding sources. |
| e. Organizational Development | Strengthen The Partnership’s organizational structure to support the implementation of the strategic goals. |

Community Safety Scorecard

Violence prevention requires comprehensive systems to address the social determinants of health that evidence-informed research suggests reduces violence and increases pro-social behavior. To better align with these efforts, The Partnership partnered with Advancement Project to develop the 2016 Community Safety Scorecard (Scorecard), which identified strategies through a public health lens across four key domains:
Economic Conditions, School Conditions, Family & Community Connectedness, and Crime & Safety. The public health approach recognizes the need to look at how these factors contribute to safety and the important role the social and physical environment has in contributing to the health, safety, and wellbeing of an individual. Furthermore, the findings of the Scorecard identified six “high-need” geographical areas requiring specific, strategic approaches to reducing crime and violence.

While the Scorecard is rooted in Advancement Project’s Comprehensive Violence Reduction Strategy, our local partners provided input to ensure that the report met the unique needs of Santa Rosa, while aligning with existing health and human service initiatives at the city, county, and state levels. The results of analyzing the Scorecard’s data produced 10 key recommendations, which were incorporated within the data gathering process for the development of the 2017-2022 Strategic Plan. After affirmation from over 1,000 surveys and focus groups with community members and partners, four of the 10 strategies were prioritized and incorporated into the 2017-2022 Strategic Plan and Cycle IX CHOICE grant program (see Part III for Funding Categories and Priorities). For more information about the Community Safety Scorecard, visit www.srcity.org/ThePartnership.

B. Funding Allocation

Funding for the current eligibility period of January 1, 2018 – December 31, 2019 is subject to the appropriation of funds by the City Council. The amount of funding allocated for the first year of funding for Cycle IX is $736,700. The maximum allowable per proposal is $200,000. Applicants should only request the amount of funds needed to support the proposal and not base their request on the maximum allowable grant amount. By issuing this RFQ, the City does not make any assurances that it will enter into any such funding agreements and is not committed to any future funding cycles. Funding for future years of an existing funding agreement are not guaranteed, and will be at the discretion of the City and contingent upon satisfaction of the following conditions:

- The funds are available and included in the City’s Budget;
- The service provider has achieved its goals;
- The target population will continue to benefit from the program; and
- The service provider has satisfied all contractual requirements.

For the Cycle IX CHOICE grant program, The Partnership has identified two funding categories of which agencies may apply. Agencies are welcome to apply for both categories but must submit two separate proposals, one for each category. Agencies seeking to apply for the first category need only to submit one application. Each category will be evaluated individually and a minimum of one proposal will be awarded per category. (See Part III for more information about the funding categories.)

C. Biennial Qualification Process

Commencing in 2013 with Cycle VII, the City implemented a Biennial Request for Qualifications (RFQ) process to identify agencies whose capabilities to provide services match identified needs. Only the service providers on the list are eligible for funding for the two year, calendar year qualification term. All agencies deemed qualified are eligible to receive funding for the current funding cycle and to participate on The Partnership’s Operational Team and Multi-Disciplinary Assessment and Referral Team (MDART). Selection as an eligible service provider does not guarantee that the City will enter into a funding agreement.

D. Service Needs Identification

The CHOICE grant program service needs have been identified through the following steps:
• Community Needs Assessments through the data collection process of developing the 2017-2022 Strategic Plan including surveys and focus groups with youth, parents, community members, and The Partnership’s Steering Committee, Policy and Operational Teams;
• Data and recommendations from the 2016 Community Safety Scorecard;
• Review and analysis of data from program evaluations of current CHOICE grant program service providers; and
• Review of evidence-informed models and practices in delivering services to strengthen youth and families and build safe communities.

The Cycle IX CHOICE grant program seeks to provide funding to public and non-profit agencies to implement programs that strengthen youth and families, build safe communities, and reduce youth and gang violence. Agencies must implement programming outlined in the Funding Categories and Priorities for the identified Target Population, while aligning with the goals and objectives outlined in The Partnership’s 2017-2022 Strategic Plan, Measure O ordinance requirements, and 2016 Community Safety Scorecard. Descriptions of The Partnership’s 2017-2022 Strategic Plan, Measure O ordinance, and 2016 Community Safety Scorecard can be found in Part I: Background; and the Target Population and Funding Categories and Priorities can be found in Part III: Services Requested.

E. Service Provider Selection Process and Evaluation Criteria

City staff will prescreen RFQ applications for minimum eligibility requirements to determine qualification based on requirements previously outlined in Sections 2.A and 2.D. The City reserves the right to rely on information from sources other than the information provided by the respondents. The City may, during the review process, request from any proposer additional information which the City deems necessary to determine the agency’s ability to perform the required services. If such information is requested, the proposer shall be permitted two (2) business days to submit the information requested.

Members of the grant review team will evaluate and score each response to the RFQ, and make recommendations to City staff for qualification. Selection as an eligible service provider does not guarantee that the City will enter into a funding agreement with any provider. The City reserves the right to select the proposals which in its sole judgment best meet the needs of the City. City staff will make funding recommendations to City Council for approval of the recommended Service Providers. Applicants are not to contact members of the grant review team or the City Council about their proposal. The review team will focus on the following requisites in selecting the eligible service providers:

1) The development of realistic and measurable client outcomes for the identified Target Population that meet the criteria outlined in the designated Funding Category and Priority(s), and which further align with the 2017-2022 Strategic Plan and 2016 Community Safety Scorecard. A maximum of 5 bonus points is available for agencies serving high-need areas as defined by the Scorecard;

2) The strategy of strengthening and expanding City of Santa Rosa partnerships and service collaborations in providing programs that strengthen youth and families and build safe communities;

3) The service provider’s expertise and capacity in operating culturally competent, high quality, cost-effective programs for the Target Population as defined in Part III;

4) The degree to which the service provider understands and demonstrates past performance of incorporating the components of the Positive Youth Justice model in the design and delivery of services.
for the identified Target Population. Descriptions of evidence-informed models and practices adopted by The Partnership and CHOICE grant program can be found in Part III; and

**Evaluation Criteria**

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<td>1. Program Narrative</td>
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<td>• Agency Mission and Funding Category</td>
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<td>• Program Description</td>
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<td>• Demonstration of Need &amp; Target Population</td>
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<tr>
<td>• Program Structure</td>
<td>50%</td>
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<td>2. Staff Qualifications</td>
<td>25%</td>
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<td>3. Past Performance and Evaluation</td>
<td>25%</td>
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**F. RFQ Cost/No City Obligation**

This RFQ does not commit the City to pay any cost incurred in submission of a response or making any necessary studies or designs for the preparation thereof nor the purchase of Funding Agreement for services in connection with the preparation of a submission. The City is not obligated to enter into any Funding Agreements.

**G. Inquiries and/or Requests for Clarification**

All agencies interested in submitting an RFQ must address any requests for clarification of the RFQ, in writing, no later than five (5) calendar days before the deadline to: Serena Lienau at slienau@srcity.org. Any City response resulting in a change to the RFQ will be made in the form of an addendum to the RFQ and will be sent to all parties to whom the RFQ has been issued and is listed on the list of registered applicants.

**H. Terms and Conditions of Agreement**

The City reserves the right to negotiate any and all terms of a Funding Agreement including length, scope of services, and grant award. A Funding Agreement with the successful candidate shall not be binding unless and until it is signed by the authorized representatives of both City and the service provider. **Selection as a service provider does not guarantee that City will award a grant to any eligible provider.**

**I. Acceptance or Rejection of Applications**

The City reserves the right to reject any items or groups of items offered in response to this RFQ. Failure to furnish all information requested or to follow the format requested herein may disqualify the proposer. False, incomplete, misleading or unresponsive statements in a proposal may also be sufficient cause for a proposal’s rejection. The City reserves the right to waive any minor informality or irregularity in any response. The City may, for any reason, decide not to award grants as the result of this RFQ.

**J. Confidentiality**

Responses to this RFQ become the property of the City of Santa Rosa. At such time as one or more applicants are recommended to the City Manager/City Council, all responses become a matter of public record and shall be regarded as such.
Each applicant should be aware that, although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City of Santa Rosa might not be in a position to establish that the information that an applicant submits is a trade secret. If the request is made for information marked “Confidential,” the City will give notice to allow the applicant to seek protection from disclosure by a court of competent jurisdiction.

Any response which contains language purported to render all or significant portions of the response as “Confidential”, “Trade Secret”, or “Proprietary” shall be regarded as non-responsive.

K. Reservations & Rights by the City of Santa Rosa
1. The attached sample proposed Grant Funding Agreement is subject to changes by the City. If applicants have concerns about signing this agreement “as is”, applicants should include a letter with their application stating that this agreement cannot be executed by their firm and list the specific changes requested. Applicants not willing to sign the agreement “as is” may not be awarded a grant. Actual award of funding is dependent on a successful Funding Agreement negotiation. If a grant agreement in the form and substance acceptable to the City cannot be completed within a reasonable time frame as determined by the City, the City may terminate negotiations and pursue an agreement with a different eligible service provider.

2. Applicants submitting a proposal agree that by submitting an Application, they authorize the City to verify any or all information given in the Application.

3. The award of a grant by the City to an organization which proposed to use sub-applicants for the performance of work under the Funding Agreement resulting from this RFQ should not be interpreted to limit the City’s right to approve sub-applicants.

4. The City reserves the right to select the applications which in its sole judgment best meets the needs of the City.

5. The City reserves the right, after grant award, to amend the resulting Funding Agreement as needed through the term of the contact to best meet the needs of all parties.

6. This RFQ shall be governed according to the laws of the State of California.

7. If any provisions of the RFQ shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

8. The City reserves the right to revise or amend any part of this RFQ up to the due date and time for accepting Applications. Such revisions and amendments, if any, shall be announced by addendum to this RFQ. Copies of such addendums shall be furnished to all applicants who have obtained application documents subsequent to the RFQ advertisement. If the revisions and addendums require changes, the due date set for applications may be postponed by such number of days as in the opinion of the City shall enable applicants to revise their applications. In any case, the due date shall be at least five (5) working days after the last addendum, and the addendum shall include an announcement of the new due date, if applicable.

9. The City reserves the right to consider an applicant's financial standing as a basis for denying eligibility, including, in City's estimation, the financial ability or lack of financial ability of any applicant to carry out and successfully complete the proposed services.
10. The City reserves the right to waive minor defects or follow up with the applying organization for minor clarifications and application modifications.
PART II
Requirements

A. Grant Funding Agreements
The City of Santa Rosa’s Office of Community Engagement will negotiate Funding Agreements with those applicants selected from the eligible service provider list and approved by City Council, and an agreement will be executed. The Agreement shall specify defined areas of service, measurable outputs and outcomes, and client objectives. This will ensure that funds are spent toward achieving measurable outcomes, and not utilized for extraneous services or unrelated overhead. Acceptable administrative charges must be directly related to the supervision and/or implementation of the proposed direct services. Upon execution of the agreement and delivery of satisfactory evidence of required insurance, payment of the grant award will be released to Grantee in two (2) installments over the Term of the Agreement. In order to determine the installment amounts, the Grant Award shall be divided by the number of months within the Term (12 months). Each installment of the Grant Award shall be equal to the monthly award amount (total Grant Award divided by 12) times six (6), less 10% from each installment towards the Retention Amount. The Retention Amount will be released to Grantee within thirty (30) days following the satisfactory completion by Grantee of the Evaluation and final Progress Report in accordance with the terms set forth in the Grant Funding Agreement. The timing of the release of each installment and Retention Amount of the grant award shall be as set forth in the Grant Funding Agreement. The second year of funding and associated payments for the current cycle will be contingent upon satisfaction of the following conditions:

- The funds are available and included in the City’s Budget;
- The service provider has achieved its goals;
- The target population will continue to benefit from the program; and
- The service provider has satisfied all contractual requirements.

In order for the Funding Agreement to be executed with the proper signature, Grantee is required to pass a Board resolution giving signature authority to an agency representative to enter into agreements with the City of Santa Rosa on behalf of the agency, generally in the applicable form set forth in Resolution for Non-Profit or Government Signature (Exhibit G-1 or G-2) to this RFQ. The Board Resolution will be required during the funding agreement negotiation process, as applicable, and is not required for submission of the RFQ.

B. Funding Matching Requirement
The CHOICE grant program requires a minimum of a 50% cash match of the funds awarded (non-City funding match). When used to augment the proposed program, expenditures for items such as personnel and operating expenses may be considered a match. All matching items specified in the budget, equal to 50% or more, will become a requirement under the Funding Agreement.

During the third quarter of each year of the funding cycle, Grantees will be required to provide documentation of the actual matching funds obtained. The matching of direct funds and/or in-kind resources above the 50% is encouraged to reflect total operational costs of delivering the program, but a minimum of 50% must be a direct monetary match contribution.
C. Funding Participation Requirements

The CHOICE grant program is committed to the concept of collaborative service delivery models as the most effective means of utilizing limited resources to address the needs of the target population. Grantees receiving any funding from the CHOICE grant program are required to actively:

1. Prioritize any referrals submitted to The Partnership through the Guiding People Successfully (GPS) referral system that pertain to the services provided by the Grantee under the terms of the Funding Agreement and participate in monthly meetings of the Multi-Disciplinary Assessment and Referral Team (MDART) to provide wraparound, case management services for referred youth;

2. Participate on The Partnership’s Operational Team. Grantees must maintain a current Memorandum of Understanding (MOU) which indicates the applicant’s commitment to participate with the City and The Partnership’s Operational Team. Grantees will assign a primary and alternate member and ensure consistent monthly attendance at The Partnership’s Operational Team meetings for each calendar year of the funding cycle to ensure coordination and linkage of services, and participate in The Partnership’s subcommittee(s) which may be identified or directed by City staff; and

3. Participate in the annual Gang Prevention Awareness Week (GPAW) in collaboration with the City of Santa Rosa CHOICE staff and members of The Partnership, including but not limited to hosting or cohosting an event, participating on the GPAW planning committee, outreach efforts, attending events, etc.

D. Evaluation Model Participation

All CHOICE grant program service providers (Grantee) will be required to participate in a quantitative and qualitative evaluation system including but not limited to quarterly progress reports, focus groups, site visits, technical trainings, and a final evaluation report. Grantee scope of services and work plan (Exhibit A) will be finalized during the Funding Agreement negotiation period, including but not limited to the data to be collected, outcomes to be achieved by the program, and how the outcomes will be measured to ensure the goals of the program were achieved. Grantees will be required to submit photos of the funded programs, as appropriate, as part of the evaluation system.

E. Service Partner Agreements

Separate Service Partner Agreement (Exhibit J) between all collaborative partners are a requirement with submission of the RFQ. For purposes of this RFQ, collaborative partners are defined as any entity that will share resources, whether cash match or in-kind, that impacts the delivery of the proposed service. Examples of collaborative partners may include, but are not limited to:

- School districts or sites where services will be provided; and
- Other non-profit community-based organizations or groups/organizations of the faith community

F. Insurance

Selected Grantees will be required to submit Certificates of Insurance in accordance with the insurance requirements set forth in Exhibit D to the Grant Funding Agreement during the Funding Agreement negotiation period and in any event in conjunction with execution of the Grant Funding Agreement and prior to release of any installment of the grant award thereunder.
PART III

Services Requested

The Cycle IX CHOICE grant program seeks to provide funding to public and non-profit agencies, including school districts, to implement programs that strengthen youth and families, build safe communities, and reduce youth and gang violence. Agencies must implement programming outlined in one or both of the categories listed in the Funding Priorities for the identified Target Population, while aligning with the goals and objectives outlined in The Partnership’s 2017-2022 Strategic Plan, Measure O ordinance requirements, and 2016 Community Safety Scorecard.

Through research of evidence-informed programs and practices, The Partnership supports the following critical components of effective service delivery for the Target Population identified in this RFQ. In order to be considered for funding through the Cycle IX CHOICE grant program, agencies will be required to incorporate these essential components within funded programs.

Positive Youth Justice Initiative

The strategies developed by The Partnership and funded through the CHOICE grant program are part of a larger effort by the City of Santa Rosa to provide comprehensive youth services to the youth and families of Santa Rosa; all of which are founded on the strength-based, developmentally-sound approach that builds on community-connections, positive peer culture and family engagement. Otherwise known as Positive Youth Justice (PYJ)\(^1\), the Sierra Health Foundation defines the model as a combination of positive youth development with an innovative behavioral health approach known as trauma-informed care, and delivers both approaches using a service model known as wraparound.

The CHOICE grant program aims at supporting programs that develop skills and competencies resulting in healthy and thriving youth and families. Agencies funded through the CHOICE grant program will be expected to provide programs focusing on resolving the present barrier(s), while utilizing a strength-based approach in supporting the youth’s achievement for pro-social personal, educational and social goals. To this end, the City will be looking for grant applications that demonstrate the incorporation of PYJ in the service delivery model of their program and structured to align with services outlined in the selected Funding Priorities for this RFQ.

Positive Youth Development

Service delivery has shifted from fixing youth’s problems to promoting youth’s strengths. It has also moved beyond programs to relationships that help to develop a set of qualities that support healthy youth development in the face of adversity, also known as “resilience”. When youth are exposed to positive relationships, opportunities, and support systems, social and personal competencies are developed that help reduce the likelihood of engaging in risky behaviors. Rather than utilizing a deficit-based approach by focusing only on risk, positive youth development engages youth in strength-based interventions that see them as resources and match their needs to appropriate resources which leads to increased positive outcomes.

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\(^1\) The Positive Youth Justice Initiative was developed and published by Jeffrey A. Butts through the Coalition for Juvenile Justice and incorporated by the Sierra Health Foundation. [https://positiveyouthjustice.org/](https://positiveyouthjustice.org/)
A critical component of implementing positive youth development programs is when they focus on life skills and cognitive development. When programs focus on internal thinking and attitudes as they relate to external personal/social attributes and behaviors. These programs will teach new ways of thinking and new personal/social skills that can lead to changes in participants’ behavior and actions, and ultimately affect their risk behavior, and when programs use a combination of approaches, they will increase a youth’s awareness of self and others. This awareness is coupled with the teaching of social/life skills to assist the youth with intrapersonal and interpersonal problems. These specific types of intervention programs assist the youth in restructuring the thought process and teach cognitive and life skills to assist in decision-making, problem solving, anger management and effective communication.

**Trauma-informed Care**

When The Partnership created the Community Safety Scorecard, it adopted a view that violence is a public health issue. A public health approach to violence prevention addresses the unique conditions at the root of long-term neighborhood violence. When there has been exposure to multiple violent events or abuse/neglect, it is referred to as complex trauma. Ultimately, in communities where complex trauma is prevalent among residents, additional negative consequences to society are generated. These consequences can include impaired ability to develop and sustain relationships, increased prevalence of substance abuse and chronic illness, increased likelihood of engagement in unlawful behavior, and difficulty maintaining employment. Furthermore, research demonstrates that childhood adversity puts children at risk for negative impacts to the brain and body that last throughout the life course and when left untreated can lead severe health factors or a higher likelihood of engaging in or becoming repeat victims of violence. To this end, The Partnership is seeking to fund programs that are not only aware of the impacts of trauma but incorporate a trauma-informed approach to delivering services where youth are seen as resources rather than as a victim or villain.

**Wraparound Approach**

Youth have a variety of needs and strengths that are often complex and intertwined. In order for services to be effective, a wraparound, case management strategy is needed to ensure youth are resilient and pro-social behaviors become rooted, leading to increased personal, positive choices. According to a report written by UCLA’s Psychology Department[^1], “Youth require help determining which among a variety of services they need, when, and in what order. They require assistance finding and accessing those services, and support to successfully complete those services.” Case management has multiple definitions depending on the type of program and who is administering it. For purposes of this RFQ, comprehensive wraparound case management strategies are defined as “an approach that seeks to make client-centered service delivery:”

- Integrated
- Coordinated and Collaborative
- Goal-Oriented
- Accountable
- Flexible
- Cost-Effective
- Sustained

Agencies funded through this RFQ will be required to participate on the Multi-Disciplinary Assessment Referral Team, a sub-committee of the Operational Team focused on reviewing referrals submitted to The Partnership and directing services accordingly. Members implement a wraparound, case management approach to assess referrals and work collaboratively to ensure those referred are connected to the appropriate services.

PYJ Practice Domains

While the key components of the PYJ model focus on intertwining positive youth development with trauma-informed and wraparound approaches, it’s when efforts are put into practice in a focused way that change takes shape and youth attain positive outcomes. According to the study conducted by Jeffrey A. Butts, et al., there are six key practice domains in the PYJ Model to focus on with the identified Target Population:

- Work
- Education
- Relationships
- Community
- Health
- Creativity

The best youth development strategies include a diverse menu of services, opportunities, and supports.

--Jeffrey A. Butts, et al.

Place-Based Initiatives

Citing both the City of San Jose’s Mayors Gang Prevention Task Force and the Sonoma County’s Department of Health Services, "Place matters because the conditions in which people are born, grow and live – such as the public and private resources in those neighborhoods – and the quality of economic and educational opportunities are all social determinants of health.” Building on this understanding, the Community Safety Scorecard identifies impacted areas of Santa Rosa with higher incident rates of youth-involved violent crimes. As referenced in the Portrait of Sonoma County, “Sonoma County is home to some communities in which most residents have the tools they need to live healthy, productive, freely chosen lives and others in which people face many obstacles to discovering, developing, and deploying their unique gifts and talents.”

To this end, The Partnership is seeking to fund programs that focus on high-need areas as defined by the Community Safety Scorecard, emphasizing the need for equitable resources to support our youth and families.

Target Population

Youth and families residing in high-need areas, as defined by the Community Safety Scorecard, have a higher tendency to be exposed to incidences of trauma based on the higher density of crime, coupled with lower levels of protective resiliency factors. When exposed to consistent trauma, the potential of mental health issues and associated risk behaviors in youth increases.

The Partnership and CHOICE grant program use common definitions for youth and parent participants. For purposes of this RFQ, the Target Population is defined by providing services for youth ages 0-24, and their family, exhibiting the escalating risk factors defined below that lead to youth and/or gang violence. The following categories are designed to help describe services delivered to participants of programs and are not intended as “labels” or exclusionary definitions.

At-Risk
- Demonstrates early signs of academic and school attendance issues
- Resides in high-need/gang impacted neighborhood
- Exposure to childhood trauma
- Comes from low-income family

Moderate-Risk
• Self-identifies with a gang (i.e. tattoos, clothing, peers)
• Has been arrested or had contact with law enforcement
• Regular alcohol/drug use
• Low level of “protective” factors and support
• Exposure to the child-welfare system

High-Risk
• Has been involved in gang activity
• Uses violence as a method to resolve conflict
• Comes from multi-generational gang family
• Has been incarcerated in juvenile hall, jail or prison one or more times

D. Funding Categories and Priorities
For the Cycle IX CHOICE grant program, The Partnership has identified two funding categories of which agencies may apply. Agencies are welcome to apply for both categories, but must submit two separate proposals, one for each category. Category One consists of three funding priorities, but agencies seeking to apply for Category One need only to submit one application. Each category will be evaluated individually and a minimum of one proposal will be awarded per category.

The services described in both categories of this RFQ represent an outline of essential activities for projects funded through the CHOICE grant program. Finalization of the Scope of Services and work plan (Exhibit A) including grant deliverables, budget and performance measures will be determined through the Funding Agreement negotiation process with agencies being recommended for funding.

Category One:

School Readiness

Quality of care and programming for early childhood education improve the learning experiences of children, thus increasing their readiness and success in school. The Partnership is seeking to provide funding for organizations that will focus on enhancing quality early childhood education for children 0-5 in high-need areas identified in the Community Safety Scorecard and commit to ensuring children have the resources needed to be successful in school.

School Engagement and Truancy Prevention

Studies have consistently indicated that youth who stay in school and graduate have significantly reduced rates of disengaged and violent behaviors. This trajectory of success continues as students pursue higher education, ultimately increasing their opportunities to identify and pursue a career path. The Partnership is seeking to provide funding for organizations that will collaborate with school districts to support policies and programs that encourage youth to be engaged in and remain in school.

Workforce Development

Research shows that economic stability reduces stress and significantly improves a family’s access to health, education, and earnings. When youth are engaged, and provided work readiness training and case management, opportunities for skill development in conjunction, increases the likelihood of pro-social
behavior and generational financial security. The Partnership is seeking to provide funding to support the development of work readiness and work experience opportunities for Santa Rosa youth.

**Category Two:**

**Street Outreach, Intervention, and Mediation**

The Partnership is seeking to provide funding for Street Outreach, Intervention, and Mediation services in alignment with the Office of Juvenile Justice Delinquency and Prevention's (OJJDP) Comprehensive Gang Model, and will include the following components within the delivery of services.

- Work in a cooperative and collaborative relationship with other agencies, including Probation, law enforcement, community-based organizations, faith community, and schools.

- Outreach will occur primarily in high-need neighborhoods identified in the Community Safety Scorecard and at the street and home level.

- Outreach workers will serve primarily high risk and some moderate risk youth as identified in the Target Population. The youth may have a history of disengagement with available resources, schools, and their community. They may also come from areas of the community with significant levels of community and family disruption and disorganization. The youth are likely to be involved with criminal justice agencies such as courts, probation/parole, and law enforcement.

- Examples of services include: short or long-term crisis response; exposure to social, recreational, cultural, or community service intervention activities; and intervention or mediation with youth altercations.
PART IV  
Submission and Exhibit Instructions

To apply for funds, please complete the application by:

4:00 PM on November 16, 2017 (REVISED)

FORMATTING REQUIREMENTS:

A. Proposal narratives and attachments must be typewritten on 8-1/2 x 11-inch paper, with 1-inch margins on all sides. All narrative text must be 1.5 lines spacing. Charts and tables may use 1-line spacing and 10-point font. Please use a standard Arial, Tahoma, or Times New Roman 12-point font. Applications may be printed double-sided.

B. All pages in the Narrative Application must be numbered consecutively, excluding Exhibits required for submission of RFQ and include the following header:

Name of Lead Agency (Top Left) Project Title (Top Center) Page # of # (Total Pages) (Top Right)

Example:
SR Recreation & Parks Neighborhood Programs Page 3 of 5

SUBMISSION REQUIREMENTS:

▪ Applicants must submit one electronic version (slienau@srcity.org), one original with appropriate signatures, and ten (10) bound copies of the proposals (bind with heavy clasp). Indicate which one is the original. **DO NOT SPIRAL BIND OR STAPLE PROPOSALS.**

▪ All copies must be three-hole punched and include a table of contents

▪ All copies must include tabs indicating the following sections: Application Narrative, Exhibits, Financial Statement

▪ All proposals must be complete and hand delivered to Serena Lienau at 637 First Street, Santa Rosa, CA 95404

▪ Proposals must be received by the City NO LATER THAN 4:00 pm on November 16, 2017 (REVISED). **Note:** for any submissions prior to the deadline, please contact Serena Lienau at slienau@srcity.org to schedule an appointment.

Any RFQ Application that is late, incomplete, or fails to follow submission instructions will result in automatic disqualification and will not be considered for funding. **Note:** It will be at the City’s discretion to waive minor defects or follow up with the applying agency for minor clarifications and application modifications.
Application and Exhibit Definitions

1. **Checklist** - Check the appropriate box to indicate that the items are completed. Please note that the exhibits listed here are defined for your information. See below for time of completion.

   - **The following are required for submission of the RFQ proposal:**
     - Exhibits B and B-1 – Budget and Budget Narrative *(excel spreadsheet)*
     - Exhibit C – Resource Table
     - Exhibit I – Statement of Fiscal Agent Responsibilities *(if applicable)*
     - Exhibit E – Service Partner Agreement *(if applicable)*
     - Exhibit K – Proof of Non-Profit Status
     - Exhibit L – Overhead Rate Documentation *(if applicable)*
     - Exhibit M – Most Recent Financial Statement or Audit

   - **The following Exhibits are not required for submission of the RFQ proposal and will completed during the Funding Agreement negotiations with agencies being recommended for funding:**
     - Exhibit A – Scope of Services and Work plan
     - Exhibit D – General Services Requirements
     - Exhibit E – Certificates and Assurances
     - Exhibit F – Insurance Requirements
     - Exhibit G-1 or G-2 – Resolution for Government or Non-Profit Signature
     - Exhibit H – Memorandum of Understanding

2. **Request for Qualifications Application** – All applications must include the following Sections in addition to required Exhibits noted above and should not exceed 15 pages (not including the Cover Sheet).

   - Cover Sheet
   - Section One – Program Narrative
   - Section Two – Staff Qualifications
   - Section Three – Past Performance and Evaluation

3. **Exhibit A – Scope of Services and Work Plan Template** – This form is not required for submission of the RFQ. This outlines the scope of your program for the first 12 months of the 2018 – 2019 Cycle IX grant cycle:

   - **Specific Activity:** Enter each specific activity that will support the funding priority(s).
   - **Location:** Enter where services will be delivered
   - **Target Population:** Enter the number of projected participants in each activity.
   - **Timeframe:** Enter the timeframe of when services will be provided
   - **Outcomes and Measurement:** Enter the outcomes to be achieved by the program and how they will be measured.

4. **Exhibits B and B-1 – Project Budget and Budget Narrative** – Please use the attached spreadsheet entitled Exhibits B and B-1 – Project Budget and Budget Narrative to complete a budget for the proposed program for which you are applying. This form should reflect the costs for the period for the first 12 months of the 2018 – 2019 Cycle IX grant program and include matching funds in the
column labeled “Agency Match”. Agency match must be a minimum of 50% (cash only) of the funding request. For the Budget Narrative, list each budgeted item for the entire proposed project and give an explanation of how it contributes to the success of each program. See below:

**Personnel Costs**

- **Salary**: Enter the salary for each staff member to be paid by the CHOICE Grant Program, including Full-Time Equivalent (FTE) estimate. Do not list administrative staff here if included in the Overhead line item.

- **Fringe Benefits**: Included in this line item are payroll-related costs such as FICA, health insurance and retirement benefits, and Workers’ Compensation, and other payments made on behalf of employee.

**Operating Costs**

The items listed below are examples of operating costs:

- **Occupancy**: Include either of the following,
  - Appropriate portion of rental charges for real property (i.e. office space for the project attributable to CHOICE Grant Program)
  - Occupancy costs for a building owned by the recipient may be included as a budgeted item if,
    - it is necessary for the services provided under this grant; or
    - costs are allocated among funding sources.

- **Utilities**: Enter the prorated costs for water, gas, electric, garbage and trash collection, and similar expenses for the project.

- **Communication**: Enter costs for telephone, fax, postage, and other communication costs that are essential to the operation of the project.

- **Office Supplies**: Enter costs for office supplies that is essential to the operation of the project.

- **Equipment**: Enter costs of equipment that is essential for the operation of the project.

- **Program Supplies**: Enter costs for consumable commodities that have a useful life of one (1) year or less, which render services essential to the operation of the project.

- **Travel**: Enter cost for automobile mileage, transportation, and all necessary and ordinary travel expenses while on official project business.

- **Insurance**: Enter the prorated cost of insurance and other related services for the project.

- **Funding Agreement Services**: Include payments made to individuals who provide professional, scientific, or technical services. Any services that the agency does not have the capability to perform itself in order to operate your program, provided by individuals who are not your employees. (i.e. consultants, trainers, evaluator, therapists, and social workers.)

- **Indirect Costs** – No more than 14% of the amount requested may be allocated to indirect costs, unless otherwise specified in Overhead Rate Documentation (noted below). Examples of allowable expenses in the administrative/indirect line item include: audit, bookkeeping,
payroll/finance, facilities maintenance, fiscal sponsor costs, insurance, rent, storage, utilities, and allocated personnel costs (Executive Director’s time or any other staff who work minimally on the funded program).

- **Other**: Include any items not covered by the previous categories that are essential to the operation of the project.

5. **Exhibit C – Resource Table** – List all other non-City funds to be used for this project that have been received or are expected to be received and then list other in-kind resources that will be used to support the project (matching funds). In the last column on the right, provide the level of commitment for all resources, using one of the following terms: received, projected, or pending. Do not include this grant request on the resource table. The total funds on the resource table should match the “other funds” total on the budget attachment. *As a reminder, the City requires a minimum of 35% cash match.*

6. **Exhibit D – General Services Requirements** – Exhibit will be provided by the City and shall be incorporated into any final Funding Agreement.

7. **Exhibit E – Certificates and Assurances** – Exhibit will be provided by the City and shall be incorporated into any final Funding Agreement.

8. **Exhibit F – Insurance Requirements** – Exhibit will be provided by the City and shall be incorporated into any final Funding Agreement.

9. **Exhibits G-1 and G-2 – Resolution for Non-Profit or Government Signature Authorization** – Exhibit will be provided by the City and shall be incorporated into any Funding Agreement.

10. **Exhibit H – Memorandum of Understanding (“MOU”)** – Exhibit will be provided by the City and a current MOU must be on file upon finalization of a Funding Agreement.

11. **Exhibit I – Statement of Fiscal Agent Responsibilities (if applicable)** – The Statement of Fiscal Agent Responsibilities form shows the fiscal agent’s agreement to apply for funding on your behalf and to comply with responsibilities of a fiscal agent.

12. **Exhibit J – Service Partnership Agreement (if applicable)** – This document must be unique and specific for each school or location where you plan to provide services and plan to collaborate with. State the specific roles, duties and responsibilities of each signing agency. The individuals who have the authority to bind each of the agencies to this agreement should be the signatories.

13. **Exhibit K – Proof of Non-Profit Status** – IRS Determination Letter 501(c)(3)

14. **Exhibit L – Overhead Rate Documentation (if applicable)** – Overhead costs may only be submitted for projects that have a federally negotiated overhead rate or an approved rate from a Certified Public Accountant (CPA). *Submit the letter from the federal agency or the CPA that details the basis for the negotiated overhead.*

15. **Exhibit M – Most recent Financial Audit or Financial Statement** – provided by Grantee.
## PART V

### Application Documents and Exhibits

#### Cycle IX CHOICE Grant Program 2018-2019

**CHECKLIST**

Please use this checklist as a reference tool while completing the RFQ Application and required Exhibits. The checklist is not required with submission of the RFQ. Note: Exhibits A, D, E, F, and H are for reference only and will not be required until a final Funding Agreement is negotiated.

<table>
<thead>
<tr>
<th>✓</th>
<th>DOCUMENTS and EXHIBITS</th>
<th>Required for Completion of RFQ Application</th>
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<tbody>
<tr>
<td></td>
<td>Exhibit B*</td>
<td>Completed RFQ Application (max 15 pages, excluding Cover Sheet)</td>
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<td></td>
<td>Exhibit B-1*</td>
<td>Budget <em>(excel spreadsheet)</em></td>
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<td></td>
<td>Exhibit C*</td>
<td>Resource Table</td>
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<td></td>
<td>Exhibit I*</td>
<td>Statement of Fiscal Agent Responsibilities <em>(if applicable)</em></td>
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<td>Exhibit J*</td>
<td>Service Partner Agreement(s) <em>(if applicable)</em></td>
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<td>Exhibit K*</td>
<td>Proof of Non-Profit Status**</td>
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<td>IRS Determination Letter of 501(c)(3)</td>
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<td></td>
<td>Exhibit L*</td>
<td>Overhead Rate Documentation** <em>(if applicable)</em></td>
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<td></td>
<td>Exhibit M</td>
<td>Most recent Financial Audit or Financial Statement**</td>
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</table>

#### Required for Funding Agreement

- Exhibit A - Scope of Services Narrative
- Exhibit D - General Services Requirement
- Exhibit E - Certification and Assurances
- Exhibit F - Insurance Requirements
- Exhibit G-1* - Resolution for Government Signature Authorization (as applicable)
- Exhibit G-2* - Resolution for Non-Profit Signature Authorization (as applicable)
- Exhibit H - Memorandum of Understanding

#### Appendices

- Appendix A - Definitions of Target Population
- Appendix B - Sample Grant Funding Agreement

* Exhibits must be submitted with the application and will be incorporated into any final Funding Agreement.

** All forms for the exhibits will be provided by the City and shall be incorporated into any final Funding Agreement. The forms for the exhibits listed below will not be provided by the City, but shall be provided by the agency and will be required for completion of the RFQ Application process:

1. Exhibit L – Proof of Non-Profit Status – IRS Determination Letter of 501(c)(3)
2. Exhibit N – Overhead Rate Documentation
3. Exhibit M – Most recent Financial Audit or Financial Statement
Cycle IX Request for Qualifications Application

Applicant Information

Executive Director or President/CEO: __________________________ Organization: __________________________

Phone: __________________________ Address: __________________________

Email: __________________________ City, State, Zip: __________________________

Agency Mission: __________________________

Application Contact Information

Application Contact: __________________________ Title: __________________________

Email: __________________________ Phone: __________________________

Program Information

1. Program Name: __________________________

2. Total number of individuals served by the program for one year (not including events): _______

3. Identify the % Target Population to be served by the program:

   _____ Low Risk
   _____ Moderate Risk
   _____ High Risk

4. Identify the age group(s) of individuals served by the program:

   □ 0-5
   □ 6-12
   □ 13-18
   □ 18-24
   □ 24+

5. List the “high-need” area(s) to be served by the program:

   □ Downtown
   □ Corby/Hearn
   □ Roseland
   □ South Park
   □ W. 9th
   □ W. Steele Lane

6. Indicate the funding category and priority area of which the agency seeks to apply:

   CATEGORY ONE:
   □ School Readiness
   □ School Engagement/Truancy Prevention
   □ Workforce Development

   CATEGORY TWO:
   □ Street Outreach, Intervention, & Mediation
7. Provide a brief summary of the proposed program (Please describe in 150 words or less)

Agency Acknowledgement of Submission of Request for Qualification Application

This application and the information contained herein are true and correct and complete to the best of my knowledge.

By signing below, Applicant, and if Applicant is operating with a fiscal agent then such fiscal agent or its authorized representative, acknowledges and agrees that they are a responsible officer or employee of the firm submitting the application, that obligations assumed by submission of application must be fulfilled, and that they have reviewed all responses and information provided by or on behalf of Applicant. Applicant, and its fiscal agent, if applicable, further agree under penalty of perjury and other applicable state and federal laws, which all the responses, statements and information provided in this application are true, correct and complete. Applicant further acknowledges and agrees that it is Applicant's duty and obligation to notify City immediately, and provide additional information in the event that any of the information provided becomes outdated, untrue or incomplete due to one or more changes in facts or circumstances at any time prior to award.

Organization Name: __________________________________________

Address of Representative: ____________________________________

Phone Number: _____________________________________________

Email address of Representative: ________________________________

DATE: ______________________________________________________

Authorized Representative
(Print NAME and TITLE): ______________________________________

Signature of Authorized Representative: _________________________

Santa Rosa CHOICE Grant Program RFQ
Cycle IX: January 1, 2018 – December 31, 2019
Revised 10/23/17
Page 25 of 85
Section One: Program Narrative *(Recommend max of 11 pages)*

For the following section, the narrative response should reflect the first 12 months of the cycle.

A. **AGENCY MISSION AND FUNDING CATEGORY:** Provide a brief narrative demonstrating stating the agency’s mission. Include how the agency and program align with the goals and objectives outlined in the 2017-2022 Strategic Plan, 2016 Community Safety Scorecard, and Measure O ordinance, and how they relate to the funding category and priority(s) in which the agency is seeking to qualify (see Part III.D).

B. **PROGRAM DESCRIPTION:** Provide a description of the proposed program and identify how the program aligns with the Positive Youth Justice Model, and include the following in the description:

   1. Describe how the program provides a strength-based, positive youth development approach. And include the agency’s readiness and/or ability to incorporate a trauma-informed approach to delivering services for the identified Target Population.

   2. Identify the wraparound, case management strategies of the program which support the needs of the target population. Include how your agency will or currently collaborates with other agencies and include how they are contributing to enhancing program delivery to effectively meet the needs of the target population.

C. **DEMONSTRATION OF NEED AND TARGET POPULATION:** Identify the target population the proposed program intends to serve and describe the needs using public data (i.e. 2016 Community Safety Scorecard, Portrait of Sonoma, etc.), program-level data or evaluation reports, and research from the field. Include the following in the response:

   1. Projected number of direct participants to be served, including the percentage (%) of the different Target Populations the agency proposes to serve (as defined in Part III.C). If applicable, provide the projected number of indirect participants to be served through special events, presentations, etc.

   2. Age range and description of how the proposed program design (i.e. curriculum, activities, hours of operation etc.) will effectively respond to their needs (i.e. 10 year olds versus 18 year olds, etc.). Consider learning styles, capacities, and interests of participants.

D. **PROGRAM STRUCTURE:** Describe the program structure and key activities and services to be provided, including:

   1. Number of sessions – include hours and length of program

   2. Describe how the proposed program’s staffing, hours of operation, curriculum design, and/or outreach efforts make the program accessible to diverse participants including, but not limited to, different racial and ethnic backgrounds, gender, languages spoken, sexual orientation, etc.

   3. Location of services and how participants access services. Note that a Service Partnership Agreement (Exhibit J) is required if the program intends to use As a reminder, services funded by Measure O must be provided within the city limits of the City of Santa Rosa or must serve Santa Rosa residents.

   4. Identify the current and/or proposed method(s) of recruitment. Include lessons learned about past experiences and identify ways that you will enhance this process.
Section Two: Staff Qualifications (Recommend max of 2 pages)

List each employee (i.e. manager, supervisor, staff, etc.), including vacant positions, working within the Funding Category and Priority(s) for this application and provide the following information (may be done in a table and/or narrative format).

A. Describe each role in implementing the proposed program. Identify the person who will have primary responsibility for managing the program and discuss their experience managing similar programs.

B. Describe the experience of your staff working with the identified target population and include any relevant trainings, certifications, or education.

C. Describe the cultural and linguistic expertise of your staff dedicated to the proposed program.

Section Three: Past Performance and Evaluation (Recommend max of 2 pages)

The model of continuous quality improvement for service delivery is a core foundation of the CHOICE grant program, ensuring that the funded programs are efficient and effective in addressing the needs of community.

A. Indicate how long you have been delivering this program and demonstrate how your agency defines success of this program.

B. Include the short and long-term outcomes to be achieved by the program that align with the Positive Youth Justice Model described in Part III. List each outcome and describe how these will be measured to achieve the desired outcomes for the target population. Include any outcome results measured to date.

C. Based on past performance, how has your agency addressed and implemented recommendations for improvement of the program?
Exhibit A - Scope of Services
and Work Plan Template

Not required for submission of RFQ

*Exhibit A will be required during Funding Agreement Negotiations only.*

Agency Name: _____________________________________________________________

Program Name: ___________________________________________________________

Synopsis of the Program including timeline for a 12-month program:

- Description of activities and services to be provided
- Locations of where you will be providing services
  - i.e. schools, high-need areas, etc.
- Target population
  - Projected number of unduplicated clients to be served
  - Ages of clients served
  - Client profiles served and group association (*as identified in Section III.B of the RFQ*)
  - Method of recruitment
- Timeline of services to be provided
- Intended Outcomes, and source of measurement, that align with the goals and objectives of the 2017-2022 Strategic Plan, 2016 Community Safety Scorecard, Measure O Ordinance, and Positive Youth Justice Model.
Exhibit B and B-1
PROGRAM BUDGET and BUDGET NARRATIVE

After saving spreadsheet to your desktop, delete italicized text in boxes.
Then complete the blank form and save.

*Please see attached excel spreadsheet for Exhibit B and B-1
Program Budget and Budget Narrative

Note: Both Attachments are included in one excel spreadsheet. See tabs at the bottom of the excel spreadsheet to access each required attachment.

TO RECEIVE AN ELECTRONIC VERSION OF THIS EXHIBIT,

Please contact Serena Lienau at sliena@srcity.org
### Exhibit C – RESOURCE TABLE

**RESOURCES TABLE**

**PROGRAM NAME:**

<table>
<thead>
<tr>
<th>SOURCE OF FUNDS</th>
<th>USE</th>
<th>DOLLAR AMOUNT OR OTHER VALUE*</th>
<th>LEVEL AND TIMEFRAME OF COMMITMENT</th>
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*Do not assign a dollar value to in-kind or other non-monetary resources. Instead, quantify or give a brief description (e.g. 20 volunteer hours per week).

List all non-City funds to be used for this project that have been received, or are expected to be received, and then list in-kind resources that will be used to support the project (matching funds). In the last column on the right, provide the level of commitment for all resources, using one the following terms: received, projected, or pending. **Do not include the CHOICE grant program request** in the minimum 50% match requirement of the proposed funding request; however, the agency may indicate additional match documentation if available.

**Level of Commitment definitions**

- Received: Funds on hand or a firm commitment for funding (requires an agreement or letter confirming funding)
- Projected: Anticipated renewal of existing funding or a realistic projection of fees, donations, and other revenues based on prior year actuals
- Pending: Funds have been applied for and are likely to be received (NOTE: only include amounts that you reasonably expect to receive)

**Timeframe:** Please indicate when you anticipate funds will be received, projected, and/or are pending
1. Grantee shall maintain a current Memorandum of Understanding to attend the Santa Rosa Violence Prevention Partnership’s (“The Partnership”) Operational Team meetings with consistent monthly attendance from either the primary or alternate member to ensure coordination and linkage of services, participate in The Partnership subcommittees which may be identified or directed by the City staff, and identify and recruit youth and parents to attend The Partnership Gang Awareness trainings. In addition, Grantee shall prioritize any referrals submitted to The Partnership that pertain to the services provided by the Grantee under the terms of the Funding Agreement and attend the Multi-Disciplinary Assessment and Referral Team (MDART) meetings.

2. Grantee shall actively participate in The Partnership’s annual Gang Prevention Awareness Week.

3. Grantee shall participate in at least two program review meetings and/or agency site visits with the City for the purpose of reviewing Grantee’s implementation of the Scope of Services.

4. Grantee shall assist the City with any needs assessment meetings when held by the City in order to ascertain the community’s needs regarding CHOICE Grant Program funded services. Grantee’s assistance will include, but will not be limited to, assistance with the collection of needs assessment surveys, performance of outreach to persons served by Grantee’s Scope of Services in order to increase attendance, and the promotion of meaningful discussion at the needs assessment meetings.

5. Grantee shall obtain at least a fifty percent (50%) match of the Grant Award in cash, and the contributions must be from a source other than the City. Grantee will be required to show proof of match documentation during the third quarter of each year of the funding cycle.

6. Grantee shall maintain a current Service Partner Agreement on file with The Partnership Program Analyst, in the form of Exhibit J to the RFQ, with each partner agency as applicable. Grantee is responsible for notifying The Partnership Program Manager of any updates/changes to contacts or other information contained in any Service Partner Agreement.

7. Grantee shall provide immediate short-term emergency response services as needed and in accordance with its expertise and capacity. The City-operated services will provide gang intervention emergency services, but Grantee recognizes and agrees that, from time to time, the City may need to coordinate and/or make referrals to Grantee. In addition, if Grantee delivers services on any school campus, Grantee shall adhere to the district’s emergency protocol and procedures.

8. Pursuant to Penal Code section 11105.3, Grantee shall obtain criminal record information for each and every person who applies for an employment or volunteer position with Grantee, in which he or she would hold a supervisory or disciplinary power over any minor or any person under his or
her supervision. Grantee shall demonstrate to the satisfaction of City that it has acceptable protocols in place for the acquisition and maintenance of such information and for the screening and retention of employees and volunteers.

9. In the event that Grantee conducts the Scope of Services on school campuses, it shall: a) obtain necessary written consent from authorized school representatives to perform services on the campus prior to the commencement of services; b) enter into a written agreement with the appropriate school district, in the form set forth in Exhibit J to the RFQ and approved by the City, no later than thirty (30) days following commencement of Grantee’s services on a school campus and promptly provide a fully executed copy of each agreement to the City; c) promptly notify The Partnership Program Manager in the event that a school district terminates, amends or suspends the agreement with Grantee. Grantee's failure to have and maintain an agreement with each school district (or school) in which Grantee conducts its Scope of Services shall, in addition to all other remedies available to the City, constitute grounds for the City to withhold payment of one or more portions of the Grant Award, or terminate its funding agreement with Grantee.

10. Grantee shall incorporate The Partnership’s logo and reference “Funded by Measure O” in all promotional and marketing materials or opportunities regarding the program receiving funding for this grant cycle.
Exhibit E – CERTIFICATION AND ASSURANCES

The following assurances are required from each applicant before the City of Santa Rosa can execute a Funding Agreement.

If funded, applicant assures that it will:

1. Be in compliance with all local laws, ordinances, codes, regulations and decrees;

2. To the extent required by law, practice non-discrimination in providing services, hiring personnel, and recruiting volunteers, and at the sole discretion of the City, provide a Personnel Practices Plan acceptable to the City in a timely manner;

3. Establish and enforce standards of conduct for applicant employees and volunteers that reflect public conventions and morals;

4. Submit in a timely manner such program and financial reports as are required by the City to monitor performance of the project;

5. Appoint one director of the project who will be responsible for the administration of the project;

6. Appoint a fiscal agent who shall be responsible for all financial and accounting activities of the project;

7. Obtain and maintain insurance provisions as required by the City throughout the term of the Funding Agreement. Applicant understands that the project will not begin, nor can costs be incurred, until proof of adequate insurance is approved by City;

8. Use the CHOICE Grant funding for delivering services to only Santa Rosa residents and communities;

9. Comply with church/state restriction as outlined below. Applicant agrees funds received from the City for public services shall be used in accordance with the following conditions:

   (a) Applicant shall not unlawfully discriminate against any employee or applicant for employment on the basis of religion and shall not limit employment or give preference in employment to persons on the basis of religion;

   (b) Applicant shall not discriminate against any person applying for public services on the basis of religion and shall not limit such services or give preference to persons on the basis of religion;

   (c) Applicant shall provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of public services;
(d) The portion of a facility used to provide public services shall contain no sectarian or religious symbols or decorations; and

(e) The funds shall not be used to construct, rehabilitate or restore any facility, which is owned by Applicant and in which the public services are to be provided. Minor repairs may be made, however, if those repairs (1) are directly related to the public services, (2) are located in a structure used exclusively for non-religious purposes, and (3) constitute, in dollar terms, only a minor portion of the expenditure for the public services.

10. Not supplant existing funds for services provided by the agency.
# Exhibit F – INSURANCE REQUIREMENTS

## A. Insurance Policies:
Grantee shall, at all times during the terms of this Agreement, maintain and keep in full force and effect, the following policies of insurance with minimum coverage as indicated below and issued by insurers with AM Best ratings of no less than A-:VI or otherwise acceptable to the City.

<table>
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<tr>
<th>Insurance</th>
<th>Minimum Coverage Limits</th>
<th>Additional Coverage Requirements</th>
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<tbody>
<tr>
<td>1. Commercial general liability</td>
<td>$1 million per occurrence</td>
<td>Coverage must be at least as broad as ISO CG 00 01 and must include completed operations coverage. If insurance applies separately to a project/location, aggregate may be equal to per occurrence amount. Coverage may be met by a combination of primary and umbrella or excess insurance but umbrella and excess shall provide coverage at least as broad as specified for underlying coverage. Coverage shall not exclude subsidence.</td>
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<td>2. Business auto coverage</td>
<td>$1 million</td>
<td>ISO Form Number CA 00 01 covering any auto (Code 1), or if Grantee has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than $1 million per accident for bodily injury and property damage.</td>
</tr>
<tr>
<td>3. Professional liability (E&amp;O)</td>
<td>$1 million per claim</td>
<td>Grantee shall provide on a policy form appropriate to profession. If on a claims made basis, Insurance must show coverage date prior to start of work and it must be maintained for three years after completion of work.</td>
</tr>
<tr>
<td>4. Workers’ compensation and employer’s liability</td>
<td>$1 million</td>
<td>As required by the State of California, with Statutory Limits and Employer’s Liability Insurance with limit of no less than $1 million per accident for bodily injury or disease. The Workers’ Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Grantee, its employees, agents and subcontractors.</td>
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## B. Endorsements:

a. All policies shall provide or be endorsed to provide that coverage shall not be canceled, except after prior written notice has been provided to the City in accordance with the policy provisions.
b. Liability, umbrella and excess policies shall provide or be endorsed to provide the following:

i. For any claims related to this project, Grantee’s insurance coverage shall be primary and any insurance or self-insurance maintained by City shall be excess of the Grantee’s insurance and shall not contribute with it; and,

ii. The City of Santa Rosa, its officers, agents, employees and volunteers are to be covered as additional insureds on the CGL policy. General liability coverage can be provided in the form of an endorsement to Grantee’s insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used.

C. Verification of Coverage and Certificates of Insurance: Grantee shall furnish City with original certificates and endorsements effecting coverage required above. Certificates and endorsements shall make reference to policy numbers. All certificates and endorsements are to be received and approved by the City before work commences and must be in effect for the duration of the Agreement. The City reserves the right to require complete copies of all required policies and endorsements.

C. Other Insurance Provisions:

a. No policy required by this Agreement shall prohibit Grantee from waiving any right of recovery prior to loss. Consultant hereby waives such right with regard to the indemnitees.

b. All insurance coverage amounts provided by Grantee and available or applicable to this Agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement limits the application of such insurance coverage. Defense costs must be paid in addition to coverage amounts.

c. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either Grantee or City. Self-insured retentions above $10,000 must be approved by City. At City’s option, Grantee may be required to provide financial guarantees.

d. Sole Proprietors must provide a representation of their Workers’ Compensation Insurance exempt status.

e. City reserves the right to modify these insurance requirements while this Agreement is in effect, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Contact Information:
Serena Lienau
Office of Community Engagement
City of Santa Rosa
637 First Street
Santa Rosa, CA 95404
RESOLUTION NO. ______________

A RESOLUTION OF THE ______________ [governing body] OF THE
_______________ [name of entity] AUTHORIZING THE
ACCEPTANCE OF A 2018-2019 SANTA ROSA CHOICE GRANT
AGREEMENT WITH THE CITY OF SANTA ROSA, IF AWARDED

WHEREAS, the ______________ [governing body] is the governing body of the ____________ [name of entity] ("Agency"); and

WHEREAS, Agency has submitted an application to the City of Santa Rosa for a 2018-2019 CHOICE Grant Program; and

WHEREAS, Agency has the legal ability to enter into and perform the 2018-2019 CHOICE Grant Program grant; and

WHEREAS, if the 2018-2019 CHOICE Grant Program grant is awarded, Agency desires to enter into a grant funding agreement with the City of Santa Rosa for the 2018-2019 CHOICE Grant Program grant;

NOW, THEREFORE, BE IT RESOLVED BY THE ______________ [governing body] OF THE ________________ [name of entity] THAT:

1. ________________ [name and title] is authorized to execute a City of Santa Rosa 2018-2019 CHOICE Grant Program grant funding agreement with the City of Santa Rosa for a term starting January 1, 2018 through December 31, 2019 in the form attached to the City of Santa Rosa for a 2018-2019 CHOICE Grant Program Request for Qualifications. In addition, ________________ [name and/or title] is authorized to execute any amendments to the grant funding agreement.

2. This resolution will be binding upon ______________ [name of entity] unless ______________ [name of entity] sends written notice to the City of Santa Rosa advising the City of Santa Rosa to the contrary.

ADOPTED this _____ day of __________________, 2017, by the following vote:

AYES:
NOES:
ABSENT:

Attest:

________________________________________
Name:
Title:

________________________________________
Name:
Title:
RESOLUTION NO. ______________

A RESOLUTION OF THE BOARD OF DIRECTORS OF
______________ [name of corporation] AUTHORIZING
THE ACCEPTANCE OF A 2018-2019 CHOICE GRANT FUNDING
AGREEMENT WITH THE CITY OF SANTA ROSA, IF AWARDED

WHEREAS, ______________ [name of corporation] ("Corporation") is a corporation organized and existing under the laws of the State of California; and

WHEREAS, the Board of Directors is the governing body of the Corporation; and

WHEREAS, Corporation has submitted an application to the City of Santa Rosa for a 2018-2019 CHOICE Grant Program grant; and

WHEREAS, Corporation has the legal ability to enter into and perform the 2018-2019 CHOICE Grant Program grant; and

WHEREAS, if the City of Santa Rosa for a 2018-2019 CHOICE Grant Program, grants an award to Corporation, then Corporation desires to enter into a grant funding agreement with the City of Santa Rosa for a 2018-2019 CHOICE Grant Program grant;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF ________________ [name of corporation] THAT:

1. ________________ [name and title] is authorized to execute a City of Santa Rosa 2018-2019 CHOICE Grant Program grant funding agreement with the City of Santa Rosa for a term starting January 1, 2018 through December 31, 2019 in the form attached to the City of Santa Rosa for a 2018-2019 CHOICE Grant Program Request for Qualifications. In addition, ________________ [name and/or title] is authorized to execute any amendments to the grant funding agreement.

2. This resolution will be binding upon ____________ [name of corporation] unless ____________ [name of corporation] sends written notice to the City of Santa Rosa advising the City of Santa Rosa to the contrary.

ADOPTED this _____ day of __________________, 2017:

__________________________________________
Secretary
<<AGENCY>> has completed this memorandum of understanding (MOU) as a partner with the City of Santa Rosa through participation as a member in the Santa Rosa Violence Prevention Partnership’s (Partnership) Operational Team. We share a commitment to the success of this collaborative effort of service providers working together toward strengthening youth and families and building safe communities in Santa Rosa.

The Strategic Focus Areas of The Partnership are:

1. **Programs** – Prioritize and implement programs based on domain recommendations derived from the Community Safety Scorecard and validated through the strategic planning process.

2. **Community Awareness** – Build community awareness through outreach and engagement strategies using a targeted, well-conceived communications plan.

3. **Mobilizing & Aligning** – Continuously evaluate and assess relationships with internal and external partners with a focus on efficient alignment, leverage, and shared measurement.

4. **Investment** – Ensure the strategic plan goals are reached through sustainable investment of Measure O and other funding sources.

5. **Organizational Development** – Strengthen The Partnership’s organizational structure to support the implementation of the strategic goals.

The purpose of this MOU is to document <<AGENCY>> intent to participate in The Partnership’s Operational Team and Multi-Disciplinary Assessment and Referral Team (MDART).

<<AGENCY>> will provide leadership and assistance in the following areas:

- **<<AGENCY>>** will make available: **<<REPRESENTATIVE’S NAME>>** as the primary representative (Operational Team Member) of the **<<AGENCY>>** for The Partnership’s Operational Team. Primary representative will fully participate as a member of the Operational Team and will attend all meetings as scheduled.

- A secondary representative: **<<REPRESENTATIVE’S NAME>>** will attend in the absence of the Primary Operational Team representative.

- **<<AGENCY>>** will make available: **<<REPRESENTATIVE’S NAME>>** as the primary representative (MDART Member) of the **<<AGENCY>>** for The Partnership’s MDART. Primary representative will fully participate as a member of the MDART and will attend all meetings as scheduled.
• A secondary representative: <<REPRESENTATIVE’S NAME>> will attend in addition to or in absence of the Primary MDART representative.

• <<AGENCY>> agrees to work toward strategic goals and objectives of The Partnership’s 2017-2022 Strategic Plan Focus Areas. <<AGENCY>> further understands and accepts that The Partnership and its member agencies depend upon <<AGENCY>> to fully participate in the design and implementation of The Partnership’s 2017-2022 Strategic Plan. Less than full participation may adversely impact the ability of The Partnership to complete its purpose.

• Due to the sensitive nature of information shared, Operational Team and MDART Members of The Partnership must maintain strict confidentiality regarding matters exchanged within the body of the Operational Team and MDART meetings. Additionally, participation is limited to those agencies that have an executed MOU in good standing with The Partnership.

• Members of the team are aware that The Partnership must comply with the confidentiality laws prescribed in sections 827 and 830.1 of the California Welfare and Institutions Code, which are set forth in Attachment A. City of Santa Rosa and Team members hereby agree to abide by the confidentiality requirements in the course of their participation with the Operational Team and MDART. By signing this MOU, each member acknowledges that he or she will be bound by the terms of this MOU and the standing order issued by Judge Virginia Marcoida on February 26, 2016 attached hereto as Attachment B.

• <<AGENCY>> will collaborate with other members of The Partnership to the extent possible in meeting the goals of The Partnership and in carrying out agreed upon programs.

• <<AGENCY>> fully understands that this MOU is a public commitment.

• <<AGENCY>> intends to participate as long as the Chair of The Partnership finds that its participation is useful. Either Party may terminate this agreement (for good cause) by giving 30 days prior written notice of such declaration.

• <<AGENCY>> will submit any changes in the agency’s representatives in writing to Serena Lienau, Program Analyst, 637 First Street, Santa Rosa, CA 95404 in a timely manner.

Primary Operational Team Member:  
Print Name  
Signature  
Date

Primary MDART Member:  
Print Name  
Signature  
Date

Secondary Operational Team Member:  
Print Name  
Signature  
Date

Alternate MDART Member:  
Print Name  
Signature  
Date
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**Authorized Agency Representative with Signing Authority:**

______________________________
Print Name/Title

______________________________
Signature Date
ATTACHMENT ONE

Welfare and Institutions Code section 827:

(a) (1) Except as provided in Section 828, a case file may be inspected only by the following:
(A) Court personnel.
(B) The district attorney, a city attorney, or city prosecutor authorized to prosecute criminal or juvenile cases under state law.
(C) The minor who is the subject of the proceeding.
(D) The minor’s parents or guardian.
(E) The attorneys for the parties, judges, referees, other hearing officers, probation officers, and law enforcement officers who are actively participating in criminal or juvenile proceedings involving the minor.
(F) The county counsel, city attorney, or any other attorney representing the petitioning agency in a dependency action.
(G) The superintendent or designee of the school district where the minor is enrolled or attending school.
(H) Members of the child protective agencies as defined in Section 11165.9 of the Penal Code.
(I) The State Department of Social Services, to carry out its duties pursuant to Division 9 (commencing with Section 10000), and Part 5 (commencing with Section 7900) of Division 12, of the Family Code to oversee and monitor county child welfare agencies, children in foster care or receiving foster care assistance, and out-of-state placements, Section 10850.4, and paragraph (2).
(J) Authorized legal staff or special investigators who are peace officers who are employed by, or who are authorized representatives of, the State Department of Social Services, as necessary to the performance of their duties to inspect, license, and investigate community care facilities, and to ensure that the standards of care and services provided in those facilities are adequate and appropriate and to ascertain compliance with the rules and regulations to which the facilities are subject. The confidential information shall remain confidential except for purposes of inspection, licensing, or investigation pursuant to Chapter 3 (commencing with Section 1500) and Chapter 3.4 (commencing with Section 1596.70) of Division 2 of the Health and Safety Code, or a criminal, civil, or administrative proceeding in relation thereto. The confidential information may be used by the State Department of Social Services in a criminal, civil, or administrative proceeding. The confidential information shall be available only to the judge or hearing officer and to the parties to the case. Names that are confidential shall be listed in attachments separate to the general pleadings. The confidential information shall be sealed after the conclusion of the criminal, civil, or administrative proceedings, and may not subsequently be released except in accordance with this subdivision. If the confidential information does not result in a criminal, civil, or administrative proceeding, it shall be sealed after the State Department of Social Services decides that no further action will be taken in the matter of suspected licensing violations. Except as otherwise provided in this subdivision, confidential information in the possession of the State Department of Social Services may not contain the name of the minor.
(K) Members of children’s multidisciplinary teams, persons, or agencies providing treatment or supervision of the minor.
(L) A judge, commissioner, or other hearing officer assigned to a family law case with issues concerning custody or visitation, or both, involving the minor, and the following persons, if actively participating in the family law case: a family court mediator assigned to a case involving the minor pursuant to Article 1 (commencing with Section 3160) of Chapter 11 of Part 2 of Division 8 of the Family Code, a court-appointed evaluator or a person conducting a court-connected child custody evaluation, investigation, or assessment pursuant to Section 3111 or 3118 of the Family Code, and counsel appointed for the minor in the family law case pursuant to Section 3150 of the Family Code. Prior to allowing counsel appointed for the minor in the family law case to inspect the file, the court clerk may require counsel to provide a certified copy of the court order appointing him or her as the minor’s counsel.
(M) A court-appointed investigator who is actively participating in a guardianship case involving a minor pursuant to Part 2 (commencing with Section 1500) of Division 4 of the Probate Code and acting within the scope of his or her duties in that case.
(N) A local child support agency for the purpose of establishing paternity and establishing and enforcing child support orders.
(O) Juvenile justice commissions as established under Section 225. The confidentiality provisions of Section 10850 shall apply to a juvenile justice commission and its members.

(P) Any other person who may be designated by court order of the judge of the juvenile court upon filing a petition.

(2) (A) Notwithstanding any other law and subject to subparagraph (A) of paragraph (3), juvenile case files, except those relating to matters within the jurisdiction of the court pursuant to Section 601 or 602, that pertain to a deceased child who was within the jurisdiction of the juvenile court pursuant to Section 300, shall be released to the public pursuant to an order by the juvenile court after a petition has been filed and interested parties have been afforded an opportunity to file an objection. Any information relating to another child or which could identify another child, except for information about the deceased, shall be redacted from the juvenile case file prior to release, unless a specific order is made by the juvenile court to the contrary. Except as provided in this paragraph, the presiding judge of the juvenile court may issue an order prohibiting or limiting access to the juvenile case file, or any portion thereof, of a deceased child only upon a showing by a preponderance of evidence that release of the juvenile case file or any portion thereof is detrimental to the safety, protection, or physical or emotional well-being of another child who is directly or indirectly connected to the juvenile case that is the subject of the petition.

(B) This paragraph represents a presumption in favor of the release of documents when a child is deceased unless the statutory reasons for confidentiality are shown to exist.

(C) If a child whose records are sought has died, and documents are sought pursuant to this paragraph, no weighing or balancing of the interests of those other than a child is permitted.

(D) A petition filed under this paragraph shall be served on interested parties by the petitioner, if the petitioner is in possession of their identity and address, and on the custodian of records. Upon receiving a petition, the custodian of records shall serve a copy of the request upon all interested parties that have not been served by the petitioner or on the interested parties served by the petitioner if the custodian of records possesses information, such as a more recent address, indicating that the service by the petitioner may have been ineffective.

(E) The custodian of records shall serve the petition within 10 calendar days of receipt. If any interested party, including the custodian of records, objects to the petition, the party shall file and serve the objection on the petitioning party no later than 15 calendar days of service of the petition.

(F) The petitioning party shall have 10 calendar days to file any reply. The juvenile court shall set the matter for hearing no more than 60 calendar days from the date the petition is served on the custodian of records. The court shall render its decision within 30 days of the hearing. The matter shall be decided solely upon the basis of the petition and supporting exhibits and declarations, if any, the objection and any supporting exhibits or declarations, if any, and the reply and any supporting declarations or exhibits thereto, and argument at hearing. The court may solely upon its own motion order the appearance of witnesses. If no objection is filed to the petition, the court shall review the petition and issue its decision within 10 calendar days of the final day for filing the objection. Any order of the court shall be immediately reviewable by petition to the appellate court for the issuance of an extraordinary writ.

(3) Access to juvenile case files pertaining to matters within the jurisdiction of the juvenile court pursuant to Section 300 shall be limited as follows:

(A) If a juvenile case file, or any portion thereof, is privileged or confidential pursuant to any other state law or federal law or regulation, the requirements of that state law or federal law or regulation prohibiting or limiting release of the juvenile case file or any portions thereof shall prevail. Unless a person is listed in subparagraphs (A) to (O), inclusive, of paragraph (1) and is entitled to access under the other state law or federal law or regulation without a court order, all those seeking access, pursuant to other authorization, to portions of, or information relating to the contents of, juvenile case files protected under another state law or federal law or regulation, shall petition the juvenile court. The juvenile court may only release the portion of, or information relating to the contents of, juvenile case files protected by another state law or federal law or regulation if disclosure is not detrimental to the safety, protection, or physical or emotional well-being of a child who is directly or indirectly connected to the juvenile case that is the subject of the petition. This paragraph shall not be construed to limit the ability of the juvenile court to carry out its duties in conducting juvenile court proceedings.

(B) Prior to the release of the juvenile case file or any portion thereof, the court shall afford due process, including a notice of and an opportunity to file an objection to the release of the record or report to all interested parties.
(4) A juvenile case file, any portion thereof, and information relating to the content of the juvenile case file, may not be disseminated by the receiving agencies to any persons or agencies, other than those persons or agencies authorized to receive documents pursuant to this section. Further, a juvenile case file, any portion thereof, and information relating to the content of the juvenile case file, may not be made as an attachment to any other documents without the prior approval of the presiding judge of the juvenile court, unless it is used in connection with and in the course of a criminal investigation or a proceeding brought to declare a person a dependent child or ward of the juvenile court.

(5) Individuals listed in subparagraphs (A), (B), (C), (D), (E), (F), (H), and (I) of paragraph (1) may also receive copies of the case file. In these circumstances, the requirements of paragraph (4) shall continue to apply to the information received.

(b) (1) While the Legislature reaffirms its belief that juvenile court records, in general, should be confidential, it is the intent of the Legislature in enacting this subdivision to provide for a limited exception to juvenile court record confidentiality to promote more effective communication among juvenile courts, family courts, law enforcement agencies, and schools to ensure the rehabilitation of juvenile criminal offenders as well as to lessen the potential for drug use, violence, other forms of delinquency, and child abuse.

(2) Notwithstanding subdivision (a), written notice that a minor enrolled in a public school, kindergarten to grade 12, inclusive, has been found by a court of competent jurisdiction to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Section 290 of the Penal Code, assault or battery, larceny, vandalism, or graffiti shall be provided by the court, within seven days, to the superintendent of the school district of attendance. Written notice shall include only the offense found to have been committed by the minor and the disposition of the minor’s case. This notice shall be expeditiously transmitted by the district superintendent to the principal at the school of attendance. The principal shall expeditiously disseminate the information to those counselors directly supervising or reporting on the behavior or progress of the minor. In addition, the principal shall disseminate the information to any teacher or administrator directly supervising or reporting on the behavior or progress of the minor whom the principal believes needs the information to work with the pupil in an appropriate fashion, to avoid being needlessly vulnerable or to protect other persons from needless vulnerability.

Any information received by a teacher, counselor, or administrator under this subdivision shall be received in confidence for the limited purpose of rehabilitating the minor and protecting students and staff, and shall not be further disseminated by the teacher, counselor, or administrator, except insofar as communication with the juvenile, his or her parents or guardians, law enforcement personnel, and the juvenile’s probation officer is necessary to effectuate the juvenile’s rehabilitation or to protect students and staff.

An intentional violation of the confidentiality provisions of this paragraph is a misdemeanor punishable by a fine not to exceed five hundred dollars ( $ 500 ).

(3) If a minor is removed from public school as a result of the court’s finding described in subdivision (b), the superintendent shall maintain the information in a confidential file and shall defer transmittal of the information received from the court until the minor is returned to public school. If the minor is returned to a school district other than the one from which the minor came, the parole or probation officer having jurisdiction over the minor shall notify the superintendent of the last district of attendance, who shall transmit the notice received from the court to the superintendent of the new district of attendance.

(c) Each probation report filed with the court concerning a minor whose record is subject to dissemination pursuant to subdivision (b) shall include on the face sheet the school at which the minor is currently enrolled. The county superintendent shall provide the court with a listing of all of the schools within each school district, within the county, along with the name and mailing address of each district superintendent.

(d) (1) Each notice sent by the court pursuant to subdivision (b) shall be stamped with the instruction: “Unlawful Dissemination Of This Information Is A Misdemeanor.” Any information received from the court shall be kept in a separate confidential file at the school of attendance and shall be transferred to the minor’s subsequent schools of attendance and maintained until the minor graduates from high school, is released from juvenile court jurisdiction, or reaches the age of 18 years, whichever occurs first. After that time the confidential record shall be destroyed. At any time after the date by which a record required to be destroyed by this section should have been destroyed, the minor or his or her parent or guardian shall have the right to make a written request to the principal of the school that the minor’s school records be reviewed to ensure that the record has been destroyed. Upon completion of any requested
review and no later than 30 days after the request for the review was received, the principal or his or her designee shall respond in writing to the written request and either shall confirm that the record has been destroyed or, if the record has not been destroyed, shall explain why destruction has not yet occurred.

(2) Except as provided in paragraph (2) of subdivision (b), no liability shall attach to any person who transmits or fails to transmit any notice or information required under subdivision (b).

(e) For purposes of this section, a “juvenile case file” means a petition filed in any juvenile court proceeding, reports of the probation officer, and all other documents filed in that case or made available to the probation officer in making his or her report, or to the judge, referee, or other hearing officer, and thereafter retained by the probation officer, judge, referee, or other hearing officer.

(f) The persons described in subparagraphs (A), (E), (F), (H), (K), (L), (M), and (N) of paragraph (1) of subdivision (a) include persons serving in a similar capacity for an Indian tribe, reservation, or tribal court when the case file involves a child who is a member of, or who is eligible for membership in, that tribe.

**Welfare and Institutions Code section 830.1:**

Notwithstanding any other provision of law, members of a juvenile justice multidisciplinary team engaged in the prevention, identification, and control of crime, including, but not limited to, criminal street gang activity, may disclose and exchange nonprivileged information and writings to and with one another relating to any incidents of juvenile crime, including criminal street gang activity, that may also be part of a juvenile court record or otherwise designated as confidential under state law if the member of the team having that information or writing reasonably believes it is generally relevant to the prevention, identification, or control of juvenile crime or criminal street gang activity. Every member of a juvenile justice multidisciplinary team who receives such information or writings shall be under the same privacy and confidentiality obligations and subject to the same penalties for violating those obligations as the person disclosing or providing the information or writings. The information obtained shall be maintained in a manner which ensures the protection of confidentiality.

As used in this section, “nonprivileged information” means any information not subject to a privilege pursuant to Division 8 (commencing with Section 900) of the Evidence Code.

As used in this section, “criminal street gang” has the same meaning as defined in Section 186.22 of the Penal Code.

As used in this section, “multidisciplinary team” means any team of three or more persons, the members of which are trained in the prevention, identification, and control of juvenile crime, including, but not limited to, criminal street gang activity, and are qualified to provide a broad range of services related to the problems posed by juvenile crime and criminal street gangs. The team may include, but is not limited to:

(a) Police officers or other law enforcement agents.
(b) Prosecutors.
(c) Probation officers.
(d) School district personnel with experience or training in juvenile crime or criminal street gang control.
(e) Counseling personnel with experience or training in juvenile crime or criminal street gang control.
(f) State, county, city, or special district recreation specialists with experience or training in juvenile crime or criminal street gang control.

(Cal. Welf. & Inst. Code § 830.1.)
Exhibit I - STATEMENT OF FISCAL AGENT RESPONSIBILITIES

(Agency) shall act as a fiscal agent for

(Applicant) for its

(Applicant’s Project)

The applicant has or will submit a grant application for the Santa Rosa’s CHOICE Grant Program.

If the project is awarded funds, the fiscal agent shall accept the following responsibilities:

• Enter into an agreement with the City of Santa Rosa to provide specified services in accordance with any program funding conditions;
• Receive payments from the City of Santa Rosa for project expenses and disburse funds to the applicant.
• Maintain adequate accounting records for the funded project;
• Submit project reports to the City of Santa Rosa as required; and
• Participate in the program evaluation system.

Fiscal Agent (Organization Name):

Address of Fiscal Agent’s Authorized Representative:

Phone Number:

Email address of Fiscal Agent’s Authorized Representative:

Fiscal Agent Name and Title (Authorized Representative):

DATE:
Exhibit J – SERVICE PARTNER AGREEMENT (SAMPLE)

[Grantee NAME]

SERVICE PARTNER AGREEMENT

(Program Name Here)
City of Santa Rosa CHOICE Grant Program

I. Introduction
This Service Partner Agreement (“Agreement”) stands as evidence that the (Grantee Name) and (Service Partner Name) will work collaboratively toward the shared goal of providing support services and assistance to the students of (School Name). The City of Santa Rosa CHOICE Grant Program’s goal is to strengthen developmental assets in youth exhibiting high risk behaviors to enable them to become productive members of society. Both parties believe that implementation of this program, as described herein, will further this goal. To this end, each party agrees to participate in this program and will uphold the agreements listed below.

II. Program Description
This should be a short description of the program. It should include key components and list the program objectives.

III. (Grantee Name Here) Agrees to Provide
Please note: the examples listed below are intended to facilitate this process. This is not an exhaustive list and items listed in this area should reflect the needs of the school/service partner and agency in question.

1. Administration of program
2. Number of clients to be served
3. Program Days and Times
4. Program Supplies
5. Agency’s role in recruitment
6. Background checks

IV. Service Partner Agrees to Provide
Please note, the examples listed below are intended to facilitate this process. This is not an exhaustive list and items listed in this area should reflect the needs of the school and agency in question.

Possible items to note:

1. Use of facilities
2. Storage space
3. Access to phone
4. Bathrooms
5. Referral/Recruitment of participants
6. Grades/Attendance
7. Emergency Procedures
8. Custodial
V. Term
The term of this Agreement shall be effective from the date of approval and signatures by all parties through __________.

VI. Indemnification
Each party is an independent entity, responsible for its acts and the acts of its officers, agents and employees. Consequently, each party agrees to indemnify, defend and hold harmless the other party, its officers, agents and employees from any and all loss, injury, liability, damages, claims, demands, suits, or judgments arising from the acts or omissions of its officers, agents, and employees in connection with the performance of this agreement.

VII. Confidentiality
The parties shall maintain the confidentiality of information gathered and all records generated during the period of this agreement pursuant to applicable Federal and State laws. This does not prohibit staff from reporting suspected neglect or abuse of participants to Child Abuse Reporting agencies as required by law.

VIII. Notices
Except as otherwise specifically provided in this Agreement, any notice, submittal or communication required or permitted to be served on a party, shall be in writing and may be served by personal delivery to the person or the office of the person identified below. Notices sent under this Agreement shall also be sent to the City of Santa Rosa. Service may also be made by mail, by placing first-class postage, and addressed as indicated below, and depositing in the United States mail to:

City of Santa Rosa:

School:

IX. Signatures
Signatures below signify approval of this Agreement.

_______________________________________________                Date: ________________
Signature of Authorized Grantee Representative

________________________________________________
Print Name and Title

_______________________________________________                Date: ________________
Signature of Authorized School Representative

________________________________________________
Print Name and Title

Santa Rosa CHOICE Grant Program RFQ
Cycle IX: January 1, 2018 – December 31, 2019
Revised 10/23/17
Required Agency In-house Documents:

Exhibit K – Proof of Non-Profit Status

Exhibit L – Overhead Rate Documentation (*if applicable*)

Exhibit M – Most Recent Financial Audit or Statement
Appendix A
Sample Funding Agreement

CITY OF SANTA ROSA
GRANT FUNDING AGREEMENT
WITH _______________
AGREEMENT NUMBER ________

This “Agreement” is made and entered into effective as of January 1, 2018, by and between the City of Santa Rosa, a municipal corporation (the “City”), and ___________ a California nonprofit public benefit corporation (“Grantee”).

RECITALS

A. The City Manager (hereinafter "Manager"), or his/her designee, shall be the City official responsible for the Santa Rosa Community Helping Our Indispensable Children Excel (CHOICE) Grant Program (“Grant Program”) and shall render overall supervision of the progress and performance of this Agreement by the City. All services agreed to be performed by the City shall be under the overall direction of the Manager.

B. The City desires to provide grant funding for prevention, intervention and educational service programs that contribute to the reduction of gang activities, gang proliferation, and youth violence and that will contribute to the quality of life in the City of Santa Rosa and surrounding areas.

C. Grantee represents to the City that it is qualified and capable to carry out the grant project herein described and that Grantee meets those qualifications and requirements as set forth in the Request for Qualifications issued by the City dated October 3, 2017 (the “Grant Program RFQ”), which Grant Program RFQ is incorporated herein by this reference.

In consideration of the foregoing recitals, the parties agree as follows:

A. PROGRAM

Grantee shall conduct the program described in Exhibit A ("Program"). Grantee shall conduct the Program at the time, place, and in the manner specified in Exhibit A. Exhibit A is attached hereto for the purpose of describing the Program and is not intended to, and shall not be construed so as to, modify or expand the terms, conditions or provisions contained in this Agreement. In the event of any conflict between this Agreement and any terms or conditions of any document prepared or provided by Grantee and made a part of this Agreement, including without limitation any document relating to the Program, the terms of this Agreement shall control and prevail.

B. TERM OF AGREEMENT
The Term of this Agreement shall commence on January 1, 2018, and shall expire on December 31, 2019 (the “Term”), unless extended by the City or unless sooner terminated in accordance with the terms of this Agreement. All services must be completed by December 31, 2018. The City may extend the Term at its discretion for up to three, one year terms upon written notice to Grantee from Manager prior to expiration of the term.

C. GRANT AWARD; PAYMENT, MATCH REQUIREMENTS

a. The City agrees to provide Grantee funding for those expenses associated with performing, overseeing and implementing the grant project described in Grantee’s application at Exhibit A, attached hereto and incorporated herein by this reference (hereinafter “Scope of Services”), in accordance with the project budget (hereinafter “Budget”) attached hereto as Exhibit B and incorporated by this reference, subject however, to all terms and conditions of this Agreement. The total amount of the grant funding from City to Grantee shall not exceed $______ (“Grant Award”).

b. Payment of the Grant Award shall be released to Grantee in two (2) installments over the Term of this Agreement. In order to determine each of the installment amounts, the total Grant Award shall be divided by the number of months within the Term (12 months). The two installments of the Grant Award shall each be equal to the monthly award amount (total Grant Award divided by 12) times six (6), less ten percent of each installment held in retention (the “Retention Amount”). The Retention Amount will be distributed upon receipt and acceptance of the Evaluation, as described in section 4(C), and the final Progress Report. The first installment of the Grant Award shall be released to Grantee upon full execution and delivery of this Agreement and the required insurance certificates to the City in a form acceptable to Manager, but in no event sooner than January 1, 2018.

In order to obtain the second installment of the Grant Award, Grantee is required to submit a progress report (“Progress Report”) in accordance with the requirements contained and set forth in the Grant Program RFQ to demonstrate compliance with this Agreement, including but not limited to the Scope of Services and General Service Requirements. The City shall have the right to request such further information as the Manager may deem necessary to ascertain Grantee’s performance and compliance hereunder. Grantee shall deliver each of the Progress Reports not less than every three months during the Term. Subject to the foregoing, release of the subsequent installments of the Grant Award to Grantee shall be as follows:

1. The second installment of Grant Award (less the Retention Amount), to be released subject to satisfactory completion and acceptance by Manager of Grantee’s Progress Reports, is scheduled to take place between July 1, 2018 and July 31, 2018.

2. The Retention Amount will be released to Grantee within thirty (30) days following the satisfactory completion by Grantee of the Evaluation and final Progress Report in accordance with Section 4 below.

c. Grantee shall be required to provide a fifty percent (50%) match of the Grant Award in the form of cash contributions. Grantee shall provide proof of cash contributions to the satisfaction of the City during the third quarter of the Term and not later than September 30, 2018.

D. USE OF GRANT AWARD

a. Grantee shall undertake and complete the Program as described and set forth in Exhibit A. Grantee shall comply with the General Service Requirements set forth in Exhibit C. Grantee additionally
shall participate in the City’s monitoring and evaluation system as set forth in the Grant Program RFQ and as directed by the City, and payment the Grant Award, and any installment thereof, shall be conditioned on the City’s acknowledgement of satisfactory completion of periodic Progress Reports as described and set forth in Section 4(B) below.

b. Grantee shall spend the Grant Award in accordance with the Budget in the attached Exhibit B.

c. Grantee shall not adjust any line item expenditures in the Budget by more than 10% without the prior approval of the Manager. Grantee shall make such requests for line item adjustments in writing to the Manager. Failure to comply may result, at the City’s option, in disallowed costs.

d. Grantee shall not expend any portion of the Grant Award for religious purposes and the Scope of Services funded by the Grant Award must not in any way convey a religious message. Any portion of the Grant Award used for a religious purpose or to convey a religious theme will be deemed a disallowed cost pursuant to Section 4 of this Agreement.

E. MONITORING AND EVALUATION

a. Grantee shall furnish all data, statements, records, information, and reports necessary for the City to monitor, review and evaluate the performance of the Scope of Services and its components. Grantee shall cooperate with the City in the conduct of any evaluation of Grantee's Services. Grantee shall further cooperate to incorporate minor modifications that may be discovered as necessary and appropriate as a result of feedback from the monitoring and evaluation process. Grantee recognizes and agrees that an evaluation of the Scope of Services may be completed after the expiration of the Term. The City shall have the right to request the services of an outside agent to assist in any such evaluation. Such evaluation services shall be paid for by the City.

b. Grantee shall submit quarterly (commencing on December 1, 2015 and continuing every three months thereafter during the Term) Progress Reports regarding Grantee’s performance and compliance under this Agreement.

c. In addition the those Progress Reports required hereunder, Grantee shall participate in a client result evaluation (the "Evaluation") for the Scope of Services to be completed not later than September 30 of each year of this Agreement, encompassing Grantee’s performance during the entire Term. The Evaluation will be conducted in accordance with an Evaluation plan approved by the Manager. Grantee shall cooperate with the City in the development of the Evaluation plan and in its implementation. The parties acknowledge that the Evaluation plan will include the following:

- Performance measures to indicate the effect of the Scope of Services on the clients participating in the Scope of Services.
- The data source and methods to be used for measuring results.
- Policies, procedures and methods for collecting measurement data on a regular basis.
- Schedule for performing and completing the Evaluation.
d. In the event funding for another cycle is appropriated in future fiscal years, Grantee acknowledges and agrees that Grantee’s future funding, if any, may be determined based on participation results of the evaluation processes described in this Section, including without limitation, Subsection C above. The City shall use data in the evaluation of Grantee’s current performance and for the development of future performance targets, consistent with the evaluation system.

F. PROGRAM COORDINATION

a. The Manager or his/her designee shall monitor the Grantee’s progress and performance of this Agreement. All services agreed to be performed by Grantee shall be under the general direction of the Manager.

b. Grantee shall assign a single Program manager (“Grantee Manager”) who shall have overall responsibility for the performance of this Agreement by Grantee. Should circumstances or conditions subsequent to the execution of this Agreement require a substitute Grantee Manager, Grantee shall notify Manager immediately of such occurrence. Grantee’s staff shall cooperate fully with Manager with respect to all matters related to this Agreement.

c. Grantee’s staff shall attend Santa Rosa Violence Prevention Partnership (“The Partnership”) Operational Team, and other meetings as required or requested by Manager, including meetings described elsewhere in this Agreement.

d. Grantee’s staff shall actively participate with The Partnership’s annual Gang Prevention Awareness Week in collaboration with the City.

e. Grantee’s staff shall prioritize any referrals submitted to The Partnership that pertain to the services provided by the Grantee under the terms of the Agreement and attend the monthly Multi-Disciplinary Assessment and Referral Team (MDART).

f. Grantee shall incorporate The Partnership’s logo and the phrase “Funded by Measure O” on any promotional or with marketing opportunities for the funded program.

g. Any notice or communication which is required to be given under this Agreement or which either party may desire to give to the other, shall be in writing, and may be either personally delivered or given by mailing the same by U.S. mail, postage prepaid addressed to Grantee as set forth below Grantee’s signature block and to the City as follows:

<table>
<thead>
<tr>
<th>City Representative:</th>
<th>Grantee Representative:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serena Lienau</td>
<td>NAME</td>
</tr>
<tr>
<td>Office of Community Engagement</td>
<td>TITLE</td>
</tr>
<tr>
<td>637 First Street</td>
<td>ADDRESS</td>
</tr>
<tr>
<td>Santa Rosa, CA 95404</td>
<td>CITY, STATE, ZIP</td>
</tr>
<tr>
<td>(707) 543-3457</td>
<td>PHONE</td>
</tr>
</tbody>
</table>

Each party may designate an address different from that set forth in this Agreement in accordance with the provisions of this Section. Notice shall be deemed given upon receipt.
G. DOCUMENTATION; RETENTION OF MATERIALS

Grantee agrees to the following:

a. General Fiscal Responsibilities of Grantee. Grantee shall:

1. If applicable, appoint and submit to the City, the name of a fiscal agent, acceptable to the City, who shall be responsible for the financial and accounting activities of Grantee, including the receipt and disbursement of the Grant Award installments.

2. Establish and maintain a system of accounts for the Grant Award that shall be in conformance with generally accepted accounting principles. Such system of accounts shall be subject to review and approval of the City.

3. Document all costs by maintaining complete and accurate records of all financial transactions, including but not limited to contracts, invoices, time cards, cash receipts, vouchers, canceled checks, bank statements and/or other official documentation evidencing in proper detail the nature and propriety of all charges.

4. Submit to the City at such times and in such forms as the City may require, such statements, records, reports, data, and information pertaining to matters covered by this Agreement.

b. Records of Grantee.

1. Grantee shall maintain records of all matters related to this Agreement including, but not limited to, books, financial records, supporting documents, statistical records, personnel records, property records, and all other pertinent records sufficient to reflect properly:

   a. All direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred in performance of this Agreement.
   
   b. All other matters covered by this Agreement.

2. Grantee shall preserve and make available its records:

   a. for the period of three (3) years from the date of expiration or sooner termination of Agreement; or
   
   b. for such longer period, if any, as may be required by applicable law.

   c. Examination of Records; Facilities. At any time during normal business hours, and as often as may be deemed necessary, Grantee agrees that the City, and/or any of its authorized representatives shall have access to and the right to examine its plants, offices and facilities engaged in performance of this Agreement and all its records with respect to all matters covered by this Agreement. Grantee also agrees that the City, or any of its representatives shall have the right to audit, examine, and make excerpts or transcripts of and from such records, and to make audits of all contracts and subcontracts, invoices, payrolls, records of personnel, conditions of employment, materials, and all other data relating to matters covered by this Agreement:
1. for a period of three (3) years from the date of expiration or sooner termination of Agreement; or

2. for such longer period, if any, as may be required by applicable law.

d. Audits. In the event that the City determines, from review of any Progress Report, inspection of records or any other source, that there is a problem or discrepancy regarding Grantee’s compliance with the terms and conditions of this Agreement, including but not limited to the Project Budget, then the City shall, in its sole discretion, have the right to require an audit relating to the Scope of Services and Grantee’s compliance hereunder. In the event the City elects to require an audit, the City shall notify Grantee and the following provisions set forth below shall apply.

1. Grantee shall enter into an agreement with an outside auditor no later than thirty (30) days from the date of City’s notice calling for a financial audit of Grantee hereunder. The written agreement may be in the form of an engagement letter prepared by the auditor and approved by Grantee. An amount equal to the Grantee’s estimated cost of an independent audit may be set aside from the Grant Award by the City.

2. Should Grantee not enter into the agreement with an outside auditor or should an audit not be done on a timely basis, the City, at its discretion, may enter into an agreement with an independent auditor to do the audit and utilize Grantee’s set-aside funds for the audit.

3. The audit report must be completed and sent to the Manager within one hundred and twenty (120) days from City’s notice calling for an audit of Grantee. The audit shall conform with generally accepted auditing principles.

4. Grantee shall submit to the City copies of management letters the auditor prepares for the Grantee as a part of the audit engagement.

5. All audits must be done by Certified Public Accountants currently certified to practice in the State of California. Grantee must have proof of current licensing included at the time the audit is submitted to the City. A certification to practice in California must accompany the audit when submitted to the City.

6. In the event that the result of any such audit shows a discrepancy from the Project Budget or misuse of funds equal to five percent (5%) or less of the Grant Award, then the cost of the audit shall be borne fifty-fifty (50% by Grantee and 50% by the City). In the event that the result of any such audit shows a discrepancy from the Project Budget or misuse of funds equal to more than five percent (5%) of the Grant Award, then Grantee shall be responsible for the entire cost of the audit.

Notwithstanding the foregoing, the City shall have the right for any reason whatsoever to perform, or cause to be performed an independent audit. Such audits may cover programmatic as well as fiscal matters. Grantee will be afforded an opportunity to respond to any audit findings, and have the responses included in the final audit report. Costs of such independent audits shall be borne by the City.
e. **Disallowed Costs.** Grantee is liable for repayment of disallowed costs as determined by the City. Disallowed costs may be identified through audits, monitoring or other sources.

**H. ASSIGNMENT; COLLABORATION WITH SERVICE PARTNER**

a. Grantee shall not assign any rights or duties under this Agreement to a third party without the express prior written consent of City, in City’s sole and absolute discretion. Consultant agrees that the City shall have the right to approve any and all subcontractors and subconsultants to be used by Consultant in the performance of this Agreement before Consultant contracts with or otherwise engages any such subcontractors or subconsultants.

b. Notwithstanding the foregoing, to the extent set forth and described in the Scope of Services, Grantee may work with collaborative service partners, which may include any entity that will share resources that impact the delivery of the proposed services (such as school sites and school districts where services may be provided, as well as other non-profit community service organizations), provided that Grantee shall first enter into a written agreement with any collaborative partner (“Service Partner Agreement”) in the form attached to the RFQ as Exhibit J and further provided that Grantee shall assure that any service partner comply with the requirements prescribed in the Service Partner Agreement.

**I. RELATIONSHIP OF PARTIES**

It is understood and agreed by and between the parties that Grantee in the performance of this Agreement, shall not act nor is it at any time authorized to act, as the agent or representative of the City in any matter. Grantee further agrees that it will not in any manner hold itself out as the agent or representative of the City or act in such a fashion as would give the impression to a reasonable person that Grantee is acting in such a capacity.

**J. INDEMNITY**

Grantee shall, to the fullest extent permitted by law, indemnify, protect, defend and hold harmless City, and its employees, officials and agents (“Indemnified Parties”) from all claims, demands, costs or liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, interest, defense costs, and expert witness fees), that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Grantee, its officers, employees, agents or volunteers, in the performance of services related to this Agreement, excepting only liability arising from the sole negligence, active negligence or intentional misconduct of City. If there is a possible obligation to indemnify, Grantee’s duty to defend exists regardless of whether it is ultimately determined that there is no obligation to indemnify. The existence or acceptance by City of an of the insurance policies or coverages described in this Agreement shall not affect or limit any of City’s rights under this Section 6. This Section shall survive expiration or sooner termination of this Agreement.

**K. INSURANCE**

a. Grantee shall maintain in full force and effect all of the insurance coverage described in, and in accordance with, Attachment One, "Insurance Requirements." Maintenance of the insurance coverage set forth in Attachment One is a material element of this Agreement and a material part of the
consideration provided by Grantee in exchange for City’s agreement to make the payments prescribed hereunder. Failure by Grantee to (i) maintain or renew coverage, (ii) provide City notice of any changes, modifications, or reductions in coverage, or (iii) provide evidence of renewal, may be treated by City as a material breach of this Agreement by Grantee, whereupon City shall be entitled to all rights and remedies at law or in equity, including but not limited to immediate termination of this Agreement. Notwithstanding the foregoing, any failure by Grantee to maintain required insurance coverage shall not excuse or alleviate Grantee from any of its other duties or obligations under this Agreement. In the event Grantee, with approval of City pursuant to Section 8 below, retains or utilizes any subcontractors in the provision of any services to City under this Agreement, Grantee shall assure that any such subcontractor has first obtained, and shall maintain, all of the insurance coverages set forth in the Insurance Requirements in Attachment One.

b. Grantee agrees that any available insurance proceeds broader than or in excess of the coverages set forth in the Insurance Requirements in Attachment One shall be available to the additional insureds identified therein.

c. Grantee agrees that the insurance coverages and limits provided under this Agreement are the greater of: (i) the coverages and limits specified in Attachment One, or (ii) the broader coverages and maximum limits of coverage of any insurance policy or proceeds available to the name insureds.

L. INDEPENDENT CONTRACTOR

a. It is understood and agreed that Grantee (including Grantee’s employees) is an independent contractor and that no relationship of employer-employee exists between the parties hereto for any purpose whatsoever. Neither Grantee nor Grantee’s assigned personnel shall be entitled to any benefits payable to employees of City. City is not required to make any deductions or withholdings from the Grant Award. As an independent contractor, Grantee hereby agrees to indemnify and hold City harmless from any and all claims that may be made against City based upon any contention by any of Grantee’s employees or by any third party, including but not limited to any state or federal agency, that an employer-employee relationship or a substitute therefor exists for any purpose whatsoever by reason of this Agreement or by reason of the nature and/or performance of any services under this Agreement.

b. If, in the performance of this Agreement, any third persons are employed by Grantee, such persons shall be entirely and exclusively under the direction, supervision, and control of Grantee. Except as may be specifically provided elsewhere in this Agreement, all terms of employment, including hours, wages, working conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law, shall be determined by Grantee. It is further understood and agreed that Grantee shall issue W-2 or 1099 Forms for income and employment tax purposes, for all of Grantee’s assigned personnel and subcontractors.

c. The provisions of this Section 10 shall survive any expiration or termination of this Agreement.

M. TERM, TIME OF PERFORMANCE, SUSPENSION, TERMINATION FOR CAUSE, TERMINATION WITHOUT CAUSE
a. This Agreement shall become effective on the date that it is made, set forth on the first page of the Agreement, and shall expire on February 15, 2018 (“Term”), unless sooner terminated as provided herein.

b. The Program shall be conducted in accordance with the schedule set forth in Exhibit A and shall be completed by December 31, 2017.

c. City shall have the right at any time to temporarily suspend Grantee’s performance hereunder, in whole or in part, by giving a written notice of suspension to Grantee. If City gives such notice of suspension, Grantee shall immediately suspend its activities under this Agreement, as specified in such notice.

d. Manager may, with or without prior notice to Grantee, at any time in his or her absolute discretion, elect to suspend or terminate payment to Grantee, in whole or in part, terminate work or expenditures by Grantee, under this Agreement, or not to make any particular payment under this Agreement or take any other action available in the event of any of the following occurrences:

1. If Grantee (with or without knowledge) made any material misrepresentation of any nature with respect to any information or statements furnished to City in connection with this Agreement;

2. If there is pending litigation with respect to the performance by Grantee of any of its duties or obligations under this Agreement which may materially jeopardize or adversely affect the undertaking of or the carrying out of the Program;

3. If Grantee, without having obtained City approval, has taken any action pertaining to the Program, which requires City approval;

4. If Grantee makes improper use of the Grant Award;

5. If Grantee fails to comply with any of the terms and conditions of this Agreement including without limitation, Grantee’s failure to carry out the Program or comply with any of the terms as described in Exhibits A through F, inclusive;

6. If Grantee submits to City any report which is incorrect or incomplete in any respect, or is untimely.

7. Each of Grantee's obligations under this Agreement shall be deemed material.

e. This Agreement may be terminated by either party by giving thirty (30) days notice to the other in writing of its intent to terminate the Agreement.

Upon such notice, Grantee shall cease any further work related to this Agreement. Nothing in this Agreement shall be deemed to be a waiver of the City's right to recover from Grantee any portion of the Grant Award that has not been spent in accordance with this Agreement or that has not been spent as of the date of notice under this subsection.
N. STANDARD OF PERFORMANCE

Grantee shall perform all services performed under this Agreement in the manner and according to the standards currently observed by a competent practitioner of Grantee’s profession in California. Grantee shall assign only competent personnel to perform services under this Agreement. Grantee shall notify City in writing of any changes in Grantee’s staff assigned to perform the services under this Agreement prior to any such performance. In the event that City, at any time, desires the removal of any person assigned by Grantee to perform services under this Agreement, because City, in its sole discretion, determines that such person is not performing in accordance with the standards required herein, Grantee shall remove such person immediately upon receiving notice from City of the desire of City for the removal of such person.

O. CONFLICTS OF INTEREST

Grantee covenants that neither it, nor any officer or principal of its corporation, has or shall acquire any interest, directly or indirectly, that would conflict in any manner with the interests of City or that would in any way hinder Grantee’s performance of services under this Agreement. Grantee further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor, without the written consent of City. Grantee agrees to avoid conflicts of interest or the appearance of any conflicts of interest with the interests of City at all times during the performance of this Agreement.

P. CONFIDENTIALITY OF CITY INFORMATION

During performance of this Agreement, Grantee may gain access to and use City information regarding inventions, machinery, products, prices, apparatus, costs, discounts, future plans, business affairs, governmental affairs, processes, trade secrets, technical matters, systems, facilities, customer lists, product design, copyright, data, and other vital information (hereafter collectively referred to as "City Information") that are valuable, special and unique assets of the City. Grantee agrees to protect all City Information and treat it as strictly confidential, and further agrees that Grantee shall not at any time, either directly or indirectly, divulge, disclose or communicate in any manner any City Information to any third party without the prior written consent of City. In addition, Grantee shall comply with all City policies governing the use of the City network and technology systems. A violation by Grantee of this Section 14 shall be a material violation of this Agreement and shall justify legal and/or equitable relief.

Grantee shall maintain the confidentiality of information gathered and all records generated under this Agreement pursuant to applicable Federal and State laws, subject, however, to reports to child abuse reporting agencies required by law.

Q. MISCELLANEOUS

a. Entire Agreement. This Agreement contains the entire agreement between the parties. Any and all verbal or written agreements made prior to the date of this Agreement are superseded by this Agreement and shall have no further effect.

b. Modification. No modification or change to the terms of this Agreement will be binding on a party unless in writing and signed by an authorized representative of that party.
c. Compliance with Laws. Grantee shall perform all services described herein in compliance with all applicable federal, state and local laws, rules, regulations, and ordinances, including but not limited to, (i) the Americans with Disabilities Act of 1990 (42 U.S.C. 12101, et seq.) ("ADA"), and any regulations and guidelines issued pursuant to the ADA; and (ii) Labor Code sections 1720, et seq., which require prevailing wages (in accordance with DIR determinations at www.dir.ca.gov) be paid to any employee performing work covered by Labor Code sections 1720 et seq.

d. Non-discrimination. Except as permitted by law, Grantee shall not, because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of any person, refuse to hire or employ the person or refuse to select the person for a training program leading to employment, or bar or discharge the person from employment or from a training program leading to employment, or discriminate against the person in compensation or in terms, conditions, or privileges of employment.

e. Governing Law; Venue. This Agreement shall be governed, construed and enforced in accordance with the laws of the State of California. Venue of any litigation arising out of or connected with this Agreement shall lie exclusively in the state trial court in Sonoma County in the State of California, and the parties consent to jurisdiction over their persons and over the subject matter of any such litigation in such court, and consent to service of process issued by such court.

f. Waiver of Rights. Any grant award or acceptance by City of any service performed by Grantee under this Agreement, any waiver by City of any default, breach or condition precedent, shall not be construed as a waiver of any provision of this Agreement by City, nor as a waiver of any other default, breach or condition precedent or any other right hereunder.

g. Successor and Assigns. Grantee binds itself, its partners, successors, legal representatives and assigns to City with respect to all promises and agreements contained herein.

h. Incorporation of attachments and exhibits. The attachments and exhibits to this Agreement are incorporated and made part of this Agreement, subject to terms and provisions herein contained.
IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first herein above set forth.

GRANTEE
Name of Agency: __________________

TYPE OF BUSINESS ENTITY (check one):

_____ Individual/Sole Proprietor
_____ Partnership
__X__ Corporation
_____ Limited Liability Company
_____ Other (please specify: ____________)

Signatures of Authorized Persons:
By: _____________________________
Print Name: _______________________
Title: ____________________________

CITY OF SANTA ROSA,
a municipal corporation
By: _____________________________
Sean P. McGlynn,
City Manager

APPROVED AS TO FORM:
By: _____________________________
City Attorney’s Office

Attachments:
Exhibit A – Scope of Services and Work Plan
Exhibit B and B-1 – Budget and Budget Narrative
Exhibit C – Resource Table
Exhibit D – General Services Requirements
Exhibit E – Certification and Assurances
Exhibit F – Insurance Requirements
Exhibit G – Resolution for Signing Authority
Exhibit H – Memorandum of Understanding
Exhibit I – Statement of Fiscal Agent Responsibilities (if applicable)
Exhibit J – Service Partner Agreement (as applicable)
EXHIBIT A

SCOPE OF SERVICES AND WORK PLAN (TEMPLATE)

Agency Name: 

Program Name: 

Synopsis of the Program including timeline for a 12-month program:

- Description of activities and services to be provided
- Locations of where you will be providing services
  - i.e. schools, high-need areas, etc.
- Target population
  - Projected number of unduplicated clients to be served
  - Ages of clients served
  - Client profiles served and group association (as identified in Section III.B of the RFQ)
  - Method of recruitment
- Timeline of services to be provided
- Intended Outcomes, and source of measurement, that align with the goals and objectives of the 2017-2022 Partnership Strategic Plan, 2016 Community Safety Scorecard, and Measure O Ordinance.
EXHIBIT B and B-1

PROGRAM BUDGET and BUDGET NARRATIVE
**EXHIBIT C**

**RESOURCE TABLE**

**RESOURCE TABLE**

**PROGRAM NAME:**

<table>
<thead>
<tr>
<th>SOURCE OF FUNDS</th>
<th>USE</th>
<th>DOLLAR AMOUNT OR OTHER VALUE*</th>
<th>LEVEL AND TIMEFRAME OF COMMITMENT</th>
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*Do not assign a dollar value to in-kind or other non-monetary resources. Instead, quantify or give a brief description (e.g. 20 volunteer hours per week).

List all non-City funds to be used for this project that have been received, or are expected to be received, and then list in-kind resources that will be used to support the project (matching funds). In the last column on the right, provide the level of commitment for all resources, using one of the following terms: received, projected, or pending. **Do not include the CHOICE grant program request** in the minimum 50% match requirement of the proposed funding request; however, the agency may indicate additional match documentation if available.

**Level of Commitment definitions**

- **Received:** Funds on hand or a firm commitment for funding (requires an agreement or letter confirming funding)
- **Projected:** Anticipated renewal of existing funding or a realistic projection of fees, donations, and other revenues based on prior year actuals
- **Pending:** Funds have been applied for and are likely to be received (NOTE: only include amounts that you reasonably expect to receive)
- **Timeframe:** Please indicate when you anticipate funds will be received, projected, and/or are pending
EXHIBIT D

GENERAL SERVICES REQUIREMENTS

1. Grantee shall maintain a current Memorandum of Understanding to attend the Santa Rosa Violence Prevention Partnership's (“The Partnership”) Operational Team meetings to ensure coordination and linkage of services, participate in The Partnership subcommittees which may be identified or directed by the City staff, and identify and recruit youth and parents to attend The Partnership Gang Awareness trainings. In addition, Grantee shall prioritize any referrals submitted to The Partnership that pertain to the services provided by the Grantee under the terms of the Funding Agreement and attend the Multi-Disciplinary Assessment and Referral Team (MDART) meetings.

2. Grantee shall actively participate in The Partnership’s annual Gang Prevention Awareness Week.

3. Grantee shall participate in at least two program review meetings and/or agency site visits with the City for the purpose of reviewing Grantee's implementation of the Scope of Services.

4. Grantee shall assist the City with any needs assessment meetings when held by the City in order to ascertain the community's needs regarding CHOICE Grant Program funded services. Grantee's assistance will include, but will not be limited to, assistance with the collection of needs assessment surveys, performance of outreach to persons served by Grantee's Scope of Services in order to increase attendance, and the promotion of meaningful discussion at the needs assessment meetings.

5. Grantee shall obtain at least a fifty percent (50%) match of the Grant Award in cash, and the contributions must be from a source other than the City. Grantee will be required to show proof of match documentation during the third quarter of each year of the funding cycle.

6. Grantee shall maintain on file with the Director a current Service Partner Agreement, in the form of Exhibit J to the RFQ, with each partner agency as applicable. Grantee is responsible for notifying the Director of any updates/changes to contacts or other information contained in any Service Partner Agreement.

7. Grantee shall provide immediate short-term emergency response services as needed and in accordance with its expertise and capacity. The City-operated services will provide gang intervention emergency services, but Grantee recognizes and agrees that, from time to time, the City may need to coordinate and/or make referrals to Grantee. In addition, if Grantee delivers services on any school campus, Grantee shall adhere to the district's emergency protocol and procedures.

8. Pursuant to Penal Code section 11105.3, Grantee shall obtain criminal record information for each and every person who applies for an employment or volunteer position with Grantee, in which he or she would hold a supervisory or disciplinary power over any minor or any person under his or
her care. Grantee shall demonstrate to the satisfaction of City that it has acceptable protocols in place for the acquisition and maintenance of such information and for the screening and retention of employees and volunteers.

9. In the event that Grantee conducts the Scope of Services on school campuses, it shall: a) obtain the written consent of the authorized school representative to perform services on the campus prior to the commencement of services; b) enter into a written agreement with the appropriate school district, in the form set forth in Exhibit J to the RFQ and approved by the City, no later than thirty (30) days following commencement of Grantee's services on a school campus and promptly provide a fully executed copy of each agreement to the City; c) promptly notify the Director in the event that a school district terminates, amends or suspends the agreement with Grantee. Grantee's failure to have and maintain an agreement with each school district (or school) in which Grantee conducts its Scope of Services shall, in addition to all other remedies available to the City, constitute grounds for the City to withhold payment of one or more portions of the Grant Award, or terminate its funding agreement with Grantee.

10. Grantee shall incorporate The Partnership’s logo and reference “Funded by Measure O” in all promotional and marketing materials or opportunities regarding the program receiving funding for this grant cycle.
EXHIBIT E

CERTIFICATION AND ASSURANCES

The following assurances are required from each applicant before the City of Santa Rosa can execute a Funding Agreement.

If funded, applicant assures that it will:

1. Be in compliance with all local laws, ordinances, codes, regulations and decrees;

2. To the extent required by law, practice non-discrimination in providing services, hiring personnel, and recruiting volunteers, and at the sole discretion of the City, provide a Personnel Practices Plan acceptable to the City in a timely manner;

3. Establish and enforce standards of conduct for applicant employees and volunteers that reflect public conventions and morals;

4. Submit in a timely manner such program and financial reports as are required by the City to monitor performance of the project;

5. Appoint one director of the project who will be responsible for the administration of the project;

6. Appoint a fiscal agent who shall be responsible for all financial and accounting activities of the project;

7. Obtain and maintain insurance provisions as required by the City throughout the term of the Funding Agreement. Applicant understands that the project will not begin, nor can costs be incurred, until proof of adequate insurance is approved by City;

8. Use the CHOICE Grant funding for delivering services to only Santa Rosa residents and communities;

9. Comply with church/state restriction as outlined below. Applicant agrees funds received from the City for public services shall be used in accordance with the following conditions:
   
   (a) Applicant shall not unlawfully discriminate against any employee or applicant for employment on the basis of religion and shall not limit employment or give preference in employment to persons on the basis of religion;

   (b) Applicant shall not discriminate against any person applying for public services on the basis of religion and shall not limit such services or give preference to persons on the basis of religion;

   (c) Applicant shall provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of public services;
(d) The portion of a facility used to provide public services shall contain no sectarian or religious symbols or decorations; and

(e) The funds shall not be used to construct, rehabilitate or restore any facility, which is owned by Applicant and in which the public services are to be provided. Minor repairs may be made, however, if those repairs (1) are directly related to the public services, (2) are located in a structure used exclusively for non-religious purposes, and (3) constitute, in dollar terms, only a minor portion of the expenditure for the public services.

10. Not supplant existing funds for services provided by the agency.
EXHIBIT F

INSURANCE REQUIREMENTS

D. Insurance Policies: Grantee shall, at all times during the terms of this Agreement, maintain and keep in full force and effect, the following policies of insurance with minimum coverage as indicated below and issued by insurers with AM Best ratings of no less than A-:VI or otherwise acceptable to the City.

<table>
<thead>
<tr>
<th>Insurance</th>
<th>Minimum Coverage Limits</th>
<th>Additional Coverage Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Commercial general liability</td>
<td>$1 million per occurrence $2 million aggregate</td>
<td>Coverage must be at least as broad as ISO CG 00 01 and must include completed operations coverage. If insurance applies separately to a project/location, aggregate may be equal to per occurrence amount. <strong>Coverage may be met by a combination of primary and umbrella or excess insurance but umbrella and excess shall provide coverage at least as broad as specified for underlying coverage. Coverage shall not exclude subsidence.</strong></td>
</tr>
<tr>
<td>2. Business auto coverage</td>
<td>$1 million</td>
<td>ISO Form Number CA 00 01 covering any auto (Code 1), or if Grantee has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than $ 1 million per accident for bodily injury and property damage.</td>
</tr>
<tr>
<td>3. Professional liability (E&amp;O)</td>
<td>$1 million per claim $1 million aggregate</td>
<td>Grantee shall provide on a policy form appropriate to profession. If on a claims made basis, Insurance must show coverage date prior to start of work and it must be maintained for three years after completion of work.</td>
</tr>
<tr>
<td>4. Workers’ compensation and employer’s liability</td>
<td>$1 million</td>
<td>As required by the State of California, with Statutory Limits and Employer’s Liability Insurance with limit of no less than $ 1 million per accident for bodily injury or disease. The Workers’ Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Grantee, its employees, agents and subcontractors.</td>
</tr>
</tbody>
</table>

E. Endorsements:

   c. All policies shall provide or be endorsed to provide that coverage shall not be
canceled, except after prior written notice has been provided to the City in accordance with the policy provisions.

d. Liability, umbrella and excess policies shall provide or be endorsed to provide the following:

   iii. For any claims related to this project, Grantee’s insurance coverage shall be primary and any insurance or self-insurance maintained by City shall be excess of the Grantee’s insurance and shall not contribute with it; and,

   iv. The City of Santa Rosa, its officers, agents, employees and volunteers are to be covered as additional insureds on the CGL policy. General liability coverage can be provided in the form of an endorsement to Grantee’s insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used.

F. Verification of Coverage and Certificates of Insurance: Grantee shall furnish City with original certificates and endorsements effecting coverage required above. Certificates and endorsements shall make reference to policy numbers. All certificates and endorsements are to be received and approved by the City before work commences and must be in effect for the duration of the Agreement. The City reserves the right to require complete copies of all required policies and endorsements.

D. Other Insurance Provisions:

   f. No policy required by this Agreement shall prohibit Grantee from waiving any right of recovery prior to loss. Consultant hereby waives such right with regard to the indemnitees.

   g. All insurance coverage amounts provided by Grantee and available or applicable to this Agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement limits the application of such insurance coverage. Defense costs must be paid in addition to coverage amounts.

   h. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either Grantee or City. Self-insured retentions above $10,000 must be approved by City. At City’s option, Grantee may be required to provide financial guarantees.

   i. Sole Proprietors must provide a representation of their Workers’ Compensation Insurance exempt status.

   j. City reserves the right to modify these insurance requirements while this Agreement is in effect, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Contact Information:
Serena Lienau
Office of Community Engagement
City of Santa Rosa
EXHIBIT G-1

RESOLUTION FOR GOVERNMENT SIGNATURE AUTHORIZATION

RESOLUTION NO. _____________


WHEREAS, the ________________ [governing body] is the governing body of the ________________ [name of entity] ("Agency"); and

WHEREAS, Agency has submitted an application to the City of Santa Rosa for a 2018-2019 CHOICE Grant Program; and

WHEREAS, Agency has the legal ability to enter into and perform the 2018-2019 CHOICE Grant Program grant; and

WHEREAS, if the 2018-2019 CHOICE Grant Program grant is awarded, Agency desires to enter into a grant funding agreement with the City of Santa Rosa for the 2018-2019 CHOICE Grant Program grant;

NOW, THEREFORE, BE IT RESOLVED BY THE ________________ [governing body] OF THE ________________ [name of entity] THAT:

1. ________________ [name and title] is authorized to execute a City of Santa Rosa 2018-2019 CHOICE Grant Program grant funding agreement with the City of Santa Rosa for a term starting January 1, 2018 through December 31, 2019 in the form attached to the City of Santa Rosa for a 2018-2019 CHOICE Grant Program Request for Qualifications. In addition, ________________ [name and/or title] is authorized to execute any amendments to the grant funding agreement.

2. This resolution will be binding upon ________________ [name of entity] unless ________________ [name of entity] sends written notice to the City of Santa Rosa advising the City of Santa Rosa to the contrary.

ADOPTED this _____ day of ________________, 2017, by the following vote:

AYES:

NOES:

ABSENT:

Attest:

Name: ____________________________

Title: ____________________________

Name: ____________________________

Title: ____________________________
EXHIBIT G-2

RESOLUTION FOR NON-PROFIT SIGNATURE AUTHORIZATION

RESOLUTION NO. ______________

A RESOLUTION OF THE BOARD OF DIRECTORS OF
____________________ [name of corporation] AUTHORIZING
THE ACCEPTANCE OF A 2018-2019 CHOICE GRANT FUNDING
AGREEMENT WITH THE CITY OF SANTA ROSA, IF AWARDED

WHEREAS, ______________ [name of corporation] ("Corporation") is a corporation organized and existing under the laws of the State of California; and

WHEREAS, the Board of Directors is the governing body of the Corporation; and

WHEREAS, Corporation has submitted an application to the City of Santa Rosa for a 2018-2019 CHOICE Grant Program grant; and

WHEREAS, Corporation has the legal ability to enter into and perform the 2018-2019 CHOICE Grant Program grant; and

WHEREAS, if the City of Santa Rosa for a 2018-2019 CHOICE Grant Program, grants an award to Corporation, then Corporation desires to enter into a grant funding agreement with the City of Santa Rosa for a 2018-2019 CHOICE Grant Program grant;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF _________________ [name of corporation] THAT:

3. ________________ [name and title] is authorized to execute a City of Santa Rosa 2018-2019 CHOICE Grant Program grant funding agreement with the City of Santa Rosa for a term starting January 1, 2018 through December in the form attached to the City of Santa Rosa for a 2018-2019 CHOICE Grant Program Request for Qualifications. In addition, ______________ [name and/or title] is authorized to execute any amendments to the grant funding agreement.

4. This resolution will be binding upon __________ [name of corporation] unless __________ [name of corporation] sends written notice to the City of Santa Rosa advising the City of Santa Rosa to the contrary.

ADOPTED this _____ day of ____________________, 2017:

_____________________________________
Secretary
EXHIBIT H

MEMORANDUM OF UNDERSTANDING

Santa Rosa Violence Prevention Partnership
Memorandum of Understanding
Operational Team
2017-2022
(UNDER REVIEW-SUBJECT TO CHANGE)

<<AGENCY>> has completed this memorandum of understanding (MOU) as a partner with the City of Santa Rosa through participation as a member in the Santa Rosa Violence Prevention Partnership’s (Partnership) Operational Team. We share a commitment to the success of this collaborative effort of service providers working together toward strengthening youth and families and building safe communities in Santa Rosa.

The Strategic Focus Areas of The Partnership are:

6. Programs – Prioritize and implement programs based on domain recommendations derived from the Community Safety Scorecard and validated through the strategic planning process.

7. Community Awareness – Build community awareness through outreach and engagement strategies using a targeted, well-conceived communications plan.

8. Mobilizing & Aligning – Continuously evaluate and assess relationships with internal and external partners with a focus on efficient alignment, leverage, and shared measurement.

9. Investment – Ensure the strategic plan goals are reached through sustainable investment of Measure O and other funding sources.

10. Organizational Development – Strengthen The Partnership’s organizational structure to support the implementation of the strategic goals.

The purpose of this MOU is to document <<AGENCY>> intent to participate in The Partnership’s Operational Team and Multi-Disciplinary Assessment and Referral Team (MDART).

<<AGENCY>> will provide leadership and assistance in the following areas:

- <<AGENCY>> will make available: <<REPRESENTATIVE’S NAME>> as the primary representative (Operational Team Member) of <<AGENCY>> for The Partnership’s Operational Team. Primary representative will fully participate as a member of the Operational Team and will attend all meetings as scheduled.

- A secondary representative: <<REPRESENTATIVE’S NAME>> will attend in the absence of the Primary Operational Team representative.

- <<AGENCY>> will make available: <<REPRESENTATIVE’S NAME>> as the primary representative (MDART Member) of the <<AGENCY>> for The Partnership’s MDART. Primary representative will fully participate as a member of the MDART and will attend all meetings as scheduled.
• A secondary representative: <<REPRESENTATIVE’S NAME>> will attend in addition to or in absence of the Primary MDART representative.

• <<AGENCY>> agrees to work toward strategic goals and objectives of The Partnership’s 2017-2022 Strategic Plan Focus Areas. <<AGENCY>> further understands and accepts that The Partnership and its member agencies depend upon <<AGENCY>> to fully participate in the design and implementation of The Partnership’s 2017-2022 Strategic Plan. Less than full participation may adversely impact the ability of The Partnership to complete its purpose.

• Due to the sensitive nature of information shared, Operational Team and MDART Members of The Partnership must maintain strict confidentiality regarding matters exchanged within the body of the Operational Team and MDART meetings. Additionally, participation is limited to those agencies that have an executed MOU in good standing with The Partnership.

• Members of the team are aware that The Partnership must comply with the confidentiality laws prescribed in sections 827 and 830.1 of the California Welfare and Institutions Code, which are set forth in Attachment A. City of Santa Rosa and Team members hereby agree to abide by the confidentiality requirements in the course of their participation with the Operational Team and MDART. By signing this MOU, each member acknowledges that he or she will be bound by the terms of this MOU and the standing order issued by Judge Virginia Marcoida on February 26, 2016 attached hereto as Attachment B.

• <<AGENCY>> will collaborate with other members of The Partnership to the extent possible in meeting the goals of The Partnership and in carrying out agreed upon programs.

• <<AGENCY>> fully understands that this MOU is a public commitment.

• <<AGENCY>> intends to participate as long as the Chair of The Partnership finds that its participation is useful. Either Party may terminate this agreement (for good cause) by giving 30 days prior written notice of such declaration.

• <<AGENCY>> will submit any changes in the agency’s representatives in writing to Serena Lienau, Program Analyst, 637 First Street, Santa Rosa, CA 95404 in a timely manner.

Primary Operational Team Member: ________________________________

Print Name ________________________________

Signature __________________ Date __________________

Primary MDART Member: ________________________________

Print Name ________________________________

Signature __________________ Date __________________

Secondary Operational Team Member: ________________________________

Print Name ________________________________

Signature __________________ Date __________________

Alternate MDART Member: ________________________________

Print Name ________________________________

Signature __________________ Date __________________
**Authorized Agency Representative with Signing Authority:**

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<th>Print Name/Title</th>
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ATTACHMENT ONE

Welfare and Institutions Code section 827:

(a) (1) Except as provided in Section 828, a case file may be inspected only by the following:
   (A) Court personnel.
   (B) The district attorney, a city attorney, or city prosecutor authorized to prosecute criminal or juvenile cases under state law.
   (C) The minor who is the subject of the proceeding.
   (D) The minor’s parents or guardian.
   (E) The attorneys for the parties, judges, referees, other hearing officers, probation officers, and law enforcement officers who are actively participating in criminal or juvenile proceedings involving the minor.
   (F) The county counsel, city attorney, or any other attorney representing the petitioning agency in a dependency action.
   (G) The superintendent or designee of the school district where the minor is enrolled or attending school.
   (H) Members of the child protective agencies as defined in Section 11165.9 of the Penal Code.
   (I) The State Department of Social Services, to carry out its duties pursuant to Division 9 (commencing with Section 10000), and Part 5 (commencing with Section 7900) of Division 12, of the Family Code to oversee and monitor county child welfare agencies, children in foster care or receiving foster care assistance, and out-of-state placements, Section 10850.4, and paragraph (2).
   (J) Authorized legal staff or special investigators who are peace officers who are employed by, or who are authorized representatives of, the State Department of Social Services, as necessary to the performance of their duties to inspect, license, and investigate community care facilities, and to ensure that the standards of care and services provided in those facilities are adequate and appropriate and to ascertain compliance with the rules and regulations to which the facilities are subject. The confidential information shall remain confidential except for purposes of inspection, licensing, or investigation pursuant to Chapter 3 (commencing with Section 1500) and Chapter 3.4 (commencing with Section 1596.70) of Division 2 of the Health and Safety Code, or a criminal, civil, or administrative proceeding in relation thereto. The confidential information may be used by the State Department of Social Services in a criminal, civil, or administrative proceeding. The confidential information shall be available only to the judge or hearing officer and to the parties to the case. Names that are confidential shall be listed in attachments separate to the general pleadings. The confidential information shall be sealed after the conclusion of the criminal, civil, or administrative hearings, and may not subsequently be released except in accordance with this subdivision. If the confidential information does not result in a criminal, civil, or administrative proceeding, it shall be sealed after the State Department of Social Services decides that no further action will be taken in the matter of suspected licensing violations. Except as otherwise provided in this subdivision, confidential information in the possession of the State Department of Social Services may not contain the name of the minor.
   (K) Members of children’s multidisciplinary teams, persons, or agencies providing treatment or supervision of the minor.
   (L) A judge, commissioner, or other hearing officer assigned to a family law case with issues concerning custody or visitation, or both, including the minor, and the following persons, if actively participating in the family law case: a family court mediator assigned to a case involving the minor pursuant to Article 1 (commencing with Section 3160) of Chapter 11 of Part 2 of Division 8 of the Family Code, a court-appointed evaluator or a person conducting a court-connected child custody evaluation, investigation, or assessment pursuant to Section 3111 or 3118 of the Family Code, and counsel appointed for the minor in the family law case pursuant to Section 3150 of the Family Code. Prior to allowing counsel appointed for the minor in the family law case to inspect the file, the court clerk may require counsel to provide a certified copy of the court order appointing him or her as the minor’s counsel.
   (M) A court-appointed investigator who is actively participating in a guardianship case involving a minor pursuant to Part 2 (commencing with Section 1500) of Division 4 of the Probate Code and acting within the scope of his or her duties in that case.
   (N) A local child support agency for the purpose of establishing paternity and establishing and enforcing child support orders.
(O) Juvenile justice commissions as established under Section 225. The confidentiality provisions of Section 10850 shall apply to a juvenile justice commission and its members.

(P) Any other person who may be designated by court order of the judge of the juvenile court upon filing a petition.

(2) (A) Notwithstanding any other law and subject to subparagraph (A) of paragraph (3), juvenile case files, except those relating to matters within the jurisdiction of the court pursuant to Section 601 or 602, that pertain to a deceased child who was within the jurisdiction of the juvenile court pursuant to Section 300, shall be released to the public pursuant to an order by the juvenile court after a petition has been filed and interested parties have been afforded an opportunity to file an objection. Any information relating to another child or which could identify another child, except for information about the deceased, shall be redacted from the juvenile case file prior to release, unless a specific order is made by the juvenile court to the contrary. Except as provided in this paragraph, the presiding judge of the juvenile court may issue an order prohibiting or limiting access to the juvenile case file, or any portion thereof, of a deceased child only upon a showing by a preponderance of evidence that release of the juvenile case file or any portion thereof is detrimental to the safety, protection, or physical or emotional well-being of another child who is directly or indirectly connected to the juvenile case that is the subject of the petition.

(B) This paragraph represents a presumption in favor of the release of documents when a child is deceased unless the statutory reasons for confidentiality are shown to exist.

(C) If a child whose records are sought has died, and documents are sought pursuant to this paragraph, no weighing or balancing of the interests of those other than a child is permitted.

(D) A petition filed under this paragraph shall be served on interested parties by the petitioner, if the petitioner is in possession of their identity and address, and on the custodian of records. Upon receiving a petition, the custodian of records shall serve a copy of the request upon all interested parties that have not been served by the petitioner or on the interested parties served by the petitioner if the custodian of records possesses information, such as a more recent address, indicating that the service by the petitioner may have been ineffective.

(E) The custodian of records shall serve the petition within 10 calendar days of receipt. If any interested party, including the custodian of records, objects to the petition, the party shall file and serve the objection on the petitioning party no later than 15 calendar days of service of the petition.

(F) The petitioning party shall have 10 calendar days to file any reply. The juvenile court shall set the matter for hearing no more than 60 calendar days from the date the petition is served on the custodian of records. The court shall render its decision within 30 days of the hearing. The matter shall be decided solely upon the basis of the petition and supporting exhibits and declarations, if any, the objection and any supporting exhibits or declarations, if any, and the reply and any supporting declarations or exhibits thereto, and argument at hearing. The court may solely upon its own motion order the appearance of witnesses. If no objection is filed to the petition, the court shall review the petition and issue its decision within 10 calendar days of the final day for filing the objection. Any order of the court shall be immediately reviewable by petition to the appellate court for the issuance of an extraordinary writ.

(3) Access to juvenile case files pertaining to matters within the jurisdiction of the juvenile court pursuant to Section 300 shall be limited as follows:

(A) If a juvenile case file, or any portion thereof, is privileged or confidential pursuant to any other state law or federal law or regulation, the requirements of that state law or federal law or regulation prohibiting or limiting release of the juvenile case file or any portions thereof shall prevail. Unless a person is listed in subparagraphs (A) to (O), inclusive, of paragraph (1) and is entitled to access under the other state law or federal law or regulation without a court order, all those seeking access, pursuant to other authorization, to portions of, or information relating to the contents of, juvenile case files protected under another state law or federal law or regulation, shall petition the juvenile court. The juvenile court may only release the portion of, or information relating to the contents of, juvenile case files protected by another state law or federal law or regulation if disclosure is not detrimental to the safety, protection, or physical or emotional well-being of a child who is directly or indirectly connected to the juvenile case that is the subject of the petition. This paragraph shall not be construed to limit the ability of the juvenile court to carry out its duties in conducting juvenile court proceedings.

(B) Prior to the release of the juvenile case file or any portion thereof, the court shall afford due process, including a notice of and an opportunity to file an objection to the release of the record or report to all interested parties.

(4) A juvenile case file, any portion thereof, and information relating to the content of the juvenile case file, may not be disseminated by the receiving agencies to any persons or agencies, other than those persons or agencies
authorized to receive documents pursuant to this section. Further, a juvenile case file, any portion thereof, and
information relating to the content of the juvenile case file, may not be made as an attachment to any other
documents without the prior approval of the presiding judge of the juvenile court, unless it is used in connection with
and in the course of a criminal investigation or a proceeding brought to declare a person a dependent child or ward
of the juvenile court.
(5) Individuals listed in subparagraphs (A), (B), (C), (D), (E), (F), (H), and (I) of paragraph (1) may also receive copies
of the case file. In these circumstances, the requirements of paragraph (4) shall continue to apply to the information
received.
(b) (1) While the Legislature reaffirms its belief that juvenile court records, in general, should be confidential, it is the
intent of the Legislature in enacting this subdivision to provide for a limited exception to juvenile court record
confidentiality to promote more effective communication among juvenile courts, family courts, law enforcement
agencies, and schools to ensure the rehabilitation of juvenile criminal offenders as well as to lessen the potential for
drug use, violence, other forms of delinquency, and child abuse.
(2) Notwithstanding subdivision (a), written notice that a minor enrolled in a public school, kindergarten to grade 12,
inclusive, has been found by a court of competent jurisdiction to have committed any felony or any misdemeanor
involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Section 290
of the Penal Code, assault or battery, larceny, vandalism, or graffiti shall be provided by the court, within seven days,
to the superintendent of the school district of attendance. Written notice shall include only the offense found to have
been committed by the minor and the disposition of the minor’s case. This notice shall be expeditiously transmitted
by the district superintendent to the principal at the school of attendance. The principal shall expeditiously disseminate the information to those counselors directly supervising or reporting on the behavior or progress of the minor. In addition, the principal shall disseminate the information to any teacher or administrator directly supervising
or reporting on the behavior or progress of the minor whom the principal believes needs the information to work with
the pupil in an appropriate fashion, to avoid being needlessly vulnerable or to protect other persons from needless
vulnerability.
Any information received by a teacher, counselor, or administrator under this subdivision shall be received in
confidence for the limited purpose of rehabilitating the minor and protecting students and staff, and shall not be
further disseminated by the teacher, counselor, or administrator, except insofar as communication with the juvenile,
his or her parents or guardians, law enforcement personnel, and the juvenile’s probation officer is necessary to
effectuate the juvenile’s rehabilitation or to protect students and staff.
An intentional violation of the confidentiality provisions of this paragraph is a misdemeanor punishable by a fine not
to exceed five hundred dollars ($500).
(3) If a minor is removed from public school as a result of the court’s finding described in subdivision (b), the
superintendent shall maintain the information in a confidential file and shall defer transmittal of the information
received from the court until the minor is returned to public school. If the minor is returned to a school district other
than the one from which the minor came, the parole or probation officer having jurisdiction over the minor shall so
notify the superintendent of the last district of attendance, who shall transmit the notice received from the court to
the superintendent of the new district of attendance.
(c) Each probation report filed with the court concerning a minor whose record is subject to dissemination pursuant
to subdivision (b) shall include on the face sheet the school at which the minor is currently enrolled. The county
superintendent shall provide the court with a listing of all of the schools within each school district, within the county,
along with the name and mailing address of each district superintendent.
(d) (1) Each notice sent by the court pursuant to subdivision (b) shall be stamped with the instruction: “Unlawful
Dissemination Of This Information Is A Misdemeanor.” Any information received from the court shall be kept in a
separate confidential file at the school of attendance and shall be transferred to the minor’s subsequent schools of
attendance and maintained until the minor graduates from high school, is released from juvenile court jurisdiction,
or reaches the age of 18 years, whichever occurs first. After that time the confidential record shall be destroyed. At
any time after the date by which a record required to be destroyed by this section should have been destroyed, the
minor or his or her parent or guardian shall have the right to make a written request to the principal of the school
that the minor’s school records be reviewed to ensure that the record has been destroyed. Upon completion of any
requested review and no later than 30 days after the request for the review was received, the principal or his or her
designee shall respond in writing to the written request and either shall confirm that the record has been destroyed or, if the record has not been destroyed, shall explain why destruction has not yet occurred.

(2) Except as provided in paragraph (2) of subdivision (b), no liability shall attach to any person who transmits or fails to transmit any notice or information required under subdivision (b).

(e) For purposes of this section, a “juvenile case file” means a petition filed in any juvenile court proceeding, reports of the probation officer, and all other documents filed in that case or made available to the probation officer in making his or her report, or to the judge, referee, or other hearing officer, and thereafter retained by the probation officer, judge, referee, or other hearing officer.

(f) The persons described in subparagraphs (A), (E), (F), (H), (K), (L), (M), and (N) of paragraph (1) of subdivision (a) include persons serving in a similar capacity for an Indian tribe, reservation, or tribal court when the case file involves a child who is a member of, or who is eligible for membership in, that tribe.

Welfare and Institutions Code section 830.1:

Notwithstanding any other provision of law, members of a juvenile justice multidisciplinary team engaged in the prevention, identification, and control of crime, including, but not limited to, criminal street gang activity, may disclose and exchange nonprivileged information and writings to and with one another relating to any incidents of juvenile crime, including criminal street gang activity, that may also be part of a juvenile court record or otherwise designated as confidential under state law if the member of the team having that information or writing reasonably believes it is generally relevant to the prevention, identification, or control of juvenile crime or criminal street gang activity. Every member of a juvenile justice multidisciplinary team who receives such information or writings shall be under the same privacy and confidentiality obligations and subject to the same penalties for violating those obligations as the person disclosing or providing the information or writings. The information obtained shall be maintained in a manner which ensures the protection of confidentiality.

As used in this section, “nonprivileged information” means any information not subject to a privilege pursuant to Division 8 (commencing with Section 900) of the Evidence Code.

As used in this section, “criminal street gang” has the same meaning as defined in Section 186.22 of the Penal Code.

As used in this section, “multidisciplinary team” means any team of three or more persons, the members of which are trained in the prevention, identification, and control of juvenile crime, including, but not limited to, criminal street gang activity, and are qualified to provide a broad range of services related to the problems posed by juvenile crime and criminal street gangs. The team may include, but is not limited to:

(a) Police officers or other law enforcement agents.

(b) Prosecutors.

(c) Probation officers.

(d) School district personnel with experience or training in juvenile crime or criminal street gang control.

(e) Counseling personnel with experience or training in juvenile crime or criminal street gang control.

(f) State, county, city, or special district recreation specialists with experience or training in juvenile crime or criminal street gang control.

(Cal. Welf. & Inst. Code § 830.1.)
EXHIBIT I

STATEMENT OF FISCAL AGENT RESPONSIBILITIES (if applicable)

(Agency) shall act as a fiscal agent for

(Applicant) for its

(Applicant’s Project)

The applicant has or will submit a grant application for the Santa Rosa’s CHOICE Grant Program.

If the project is awarded funds, the fiscal agent shall accept the following responsibilities:

• Enter into an agreement with the City of Santa Rosa to provide specified services in accordance with any program funding conditions;
• Receive payments from the City of Santa Rosa for project expenses and disburse funds to the applicant;
• Maintain adequate accounting records for the funded project;
• Submit project reports to the City of Santa Rosa as required; and
• Participate in the program evaluation system.

Fiscal Agent (Organization Name):

Address of Fiscal Agent’s Authorized Representative:

Phone Number:

Email address of Fiscal Agent’s Authorized Representative:

Fiscal Agent Name and Title (Authorized Representative):

DATE:
EXHIBIT J

SERVICE PARTNER AGREEMENT (as applicable)

(Program Name Here)
City of Santa Rosa CHOICE Grant Program

I. Introduction
This Service Partner Agreement (“Agreement”) stands as evidence that the _ (Grantee Name) and _ (Service Partner Name) will work collaboratively toward the mutual goal of providing support services and assistance to the students of _ (School Name). The City of Santa Rosa CHOICE Grant Program’s goal is to strengthen developmental assets in youth exhibiting high risk behaviors to enable them to become productive members of society. Both parties believe that implementation of this program, as described herein, will further this goal. To this end, each party agrees to participate in this program and will uphold the agreements listed below.

II. Program Description
This should be a short description of the program. It should include key components and list the program objectives.

III. (Grantee Name Here) Agrees to Provide
Please note: the examples listed below are intended to facilitate this process. This is not an exhaustive list and items listed in this area should reflect the needs of the school/service partner and agency in question.

7. Administration of program
8. Number of clients to be served
9. Program Days and Times
10. Program Supplies
11. Agency’s role in recruitment
12. Background checks

IV. Service Partner Agrees to Provide
Please note, the examples listed below are intended to facilitate this process. This is not an exhaustive list and items listed in this area should reflect the needs of the school and agency in question.

Possible items to note:

9. Use of facilities
10. Storage space
11. Access to phone
12. Bathrooms
13. Referral/Recruitment of participants
14. Grades/Attendance
15. Emergency Procedures
16. Custodial
V. Term
The term of this Agreement shall be effective from the date of approval and signatures by all parties through __________.

VI. Indemnification
Each party is an independent entity, responsible for its acts and the acts of its officers, agents and employees. Consequently, each party agrees to indemnify, defend and hold harmless the other party, its officers, agents and employees from any and all loss, injury, liability, damages, claims, demands, suits, or judgments arising from the acts or omissions of its officers, agents, and employees in connection with the performance of this agreement.

VII. Confidentiality
The parties shall maintain the confidentiality of information gathered and all records generated during the period of this agreement pursuant to applicable Federal and State laws. This does not prohibit staff from reporting suspected neglect or abuse of participants to Child Abuse Reporting agencies as required by law.

VIII. Notices
Except as otherwise specifically provided in this Agreement, any notice, submittal or communication required or permitted to be served on a party, shall be in writing and may be served by personal delivery to the person or the office of the person identified below. Notices sent under this Agreement shall also be sent to the City of Santa Rosa. Service may also be made by mail, by placing first-class postage, and addressed as indicated below, and depositing in the United States mail to:

City of Santa Rosa:

School:

IX. Signatures
Signatures below signify approval of this Agreement.

_______________________________________________                Date: ________________
Signature of Authorized Grantee Representative

________________________________________________
Print Name and Title

______________________________________________              Date: ________________
Signature of Authorized School Representative

________________________________________________
Print Name and Title