

**AGREEMENT FOR PROGRAM SERVICES BETWEEN THE CITY OF SAN PABLO AND  
DESARROLLO FAMILIAR, INC. – *PROYECTO BIENESTAR* - PROJECT WELLBEING  
Agreement No. YA17-1009**

THIS AGREEMENT, dated this **7<sup>th</sup> day of August**, is by and between the City of San Pablo, a municipal corporation organized and existing under the laws of the State of California, (hereinafter referred to as "City "), whose address is 13831 San Pablo Avenue, San Pablo, California 94806, and **Desarrollo Familiar, Inc.**, (hereinafter referred to as "Agency"), whose address is **205 39th Street Richmond, CA 94805, Telephone (510) 412-5930** for program services.

**RECITALS:**

WHEREAS, the City desires to provide funding to public and non-profit organizations to expand and/or enhance school-based services for children, youth and families in alignment with the San Pablo Community Schools Initiative and the City Council's Priority Workplan;

WHEREAS, the City and West Contra Costa Unified School District ("WCCUSD") have entered into agreements related to the provision of such services ("WCCUSD Agreements"), which are attached and incorporated as Exhibit E;

WHEREAS, in consultation with WCCUSD, Agency has been approved by City Council as a qualified Service Provider and is eligible to receive San Pablo Team for Youth funding;

WHEREAS, Agency desires to enter into the agreement described herein with the City;

WHEREAS, Agency has represented to City, and does in fact have the special training, skills, competence and expertise necessary to provide violence prevention and intervention services contemplated herein;

NOW, THEREFORE, Agency and the City agree as follows:

**AGREEMENT:**

**(1) Scope of Service.**

Services

Agency agrees to provide services to the City as specified in Exhibit A-Scope of Services, Exhibit B-General Service Requirements, Exhibit B1-Program Staff Expectations, Exhibit B2- WCCUSD Community Partnership & FERPA Confidentiality Agreement, Exhibit C-Project Budget, Exhibit C1-Project Budget Narrative, and Exhibit D-Reporting Requirements; all of which are attached and incorporated herein by reference. In the event of any discrepancy between any of the terms of the Agency's proposal, the City's Request for Proposals, and this agreement, the terms most favorable to the City shall prevail.

In addition, Agency must comply with all obligations imposed on the City under the WCCUSD Agreements (Exhibit E), which are incorporated into this Agreement.

Subcontracting

It is recognized by the parties that a substantial inducement to City for entering into this agreement was, and is, the reputation and competence of Agency. The assignment of this Agreement by Agency, or any interest therein, is prohibited without the prior written approval of the City's City Manager.

Contact or Supervision of Children (minors under the age of 18)

In cases where the services rendered under this Agreement require direct contact or supervision of children, Agency and any subcontractors shall:

- a. Be considered a mandated reporter of child abuse and neglect pursuant to State Law and shall have received the same or similar training provided by the Child Abuse Prevention Council of Contra Costa County.
- b. Comply with all requirements of California Penal Code section 5164, including but not limited to ongoing criminal background checks of all individuals who have, or could have, supervisory or disciplinary authority over a minor. Until there is written confirmation that the individual has cleared this criminal background check, Agency shall ensure that the individual has no interactions with minors.
- c. At the start of each fiscal year, Agency shall provide a list of all individuals having who have, or could have, supervisory or disciplinary authority over a minor in a program or facility at San Pablo and declare under penalty of perjury that they have successfully cleared the background check. This list shall be signed by an authorized manager and his or her signature shall be notarized.

Quality of Performance

Agency agrees to perform these services in accordance with the standards of its profession and within the terms of this agreement, and shall at all times be provided on a basis satisfactory to the City Manager, and shall at a minimum be consistent with all goals and objectives set forth herein.

Agency shall be solely responsible for the quality and suitability of services provided pursuant to this Agreement. The City Manager shall determine whether services provided by Agency pursuant to this Agreement are satisfactory to the City. If during the course of this Agreement, it is determined services being provided are not satisfactory, Agency shall take such corrective action as the City may require. Failure to promptly take such action shall constitute a material breach of this Agreement and cause for termination in the City's discretion. This standard of care is not intended and shall not be construed to impose an obligation on the City within the meaning of Government Code Section 815.6.

(2) **Compensation.** Notwithstanding any contrary indications which may be contained in Agency's proposal, in exchange for the satisfactory performance of services that satisfy and timely achieve the milestones, performance commitments and outcomes identified herein and in the attached exhibits, City hereby agrees to reimburse Agency on a "cost-of-service" basis as provided in the Exhibit C-Project Budget, a sum not to exceed **Fifteen Thousand Dollars and No Cents (\$15,000.00)** per year.

If additional extensions are authorized pursuant to Section 4, the total amount of the contract would be **Sixty Thousand Dollars and No Cents (\$60,000.00)** for a four-year period.

Agency shall be paid within thirty (30) days of receipt of billings for work completed and approved. Invoices shall be submitted containing all information contained in paragraph 6 "Billings" below. In no event shall Agency be entitled to compensation for extra work unless an approved change order, or

other authorization describing the extra work and payment terms, has been executed by City prior to the commencement of the work.

Invoices must be signed by an authorized representative of Agency, who shall verify that the invoiced services have been performed.

(3) **Changes In Work-Extra Work.** In addition to services described in section 1, the parties may from time to time agree in writing that Agency, for additional compensation, shall perform additional services. The City and Agency shall agree in writing to any changes in compensation and/or changes in Agency's services prior to the commencement of any work. If Agency deems work it has been directed to perform is beyond the scope of this agreement and constitutes extra work, Agency shall immediately inform the City in writing of the fact. The City shall make a determination as to whether such work is in fact beyond the scope of this agreement and constitutes extra work. In the event that the City determines that such work does constitute extra work, it shall provide compensation to the Agency in accordance with an agreed cost that is fair and equitable.

This cost will be mutually agreed upon by the City and Agency. A supplemental agreement providing for such compensation for extra work shall be negotiated between the City and the Agency.

(4) **Effective Date and Term.** The effective date of this agreement is **July 1, 2017** and it shall terminate on **June 30, 2019**, unless terminated pursuant to section 19 below. At the City's discretion, the City Manager is authorized to exercise up to two (2) additional one-year options subject to funding availability authorized by the City Council in the applicable fiscal year, but in no event shall the term be longer than four (4) years from the original effective date.

(5) **Independent Contractor Status.** It is expressly understood and agreed by both parties that Agency, while engaged in carrying out and complying with any of the terms and conditions of this agreement, is an independent contractor and not an employee of the City. Agency shall be fully responsible for all matters relating to the payment of its employees, including compliance with social security, withholding tax and all other laws and regulations governing such matters. Agency shall be responsible for its own acts and those of its agents and employees during the term of this agreement. Agency shall not represent, at any time or in any manner, that Agency is an employee of the City. Agency will exercise its judgment in recommending to City the methods by which to accomplish City's objectives and desires. In any case where an opportunity is made available to Agency, Agency will determine whether it possesses sufficient training and background to carry out whatever objective is sought by the City. If Agency accepts an engagement, such an acceptance is deemed an affirmative admission that Agency possesses the necessary skills, background, and licenses to perform the needed services. Agency acknowledges that the City will provide no training. Agency will provide whatever tools and materials that are necessary to complete a client engagement. Agency is free to accept, and has accepted in the past, other client engagements. Agency is responsible for purchasing, bringing, providing, and controlling any and all equipment, tools, instruments, etc. needed for completion of the work set forth herein, as well as for maintenance and use of such equipment. It is understood that Agency is hired on a temporary basis only and that if the City and/or Agency desires to continue Agency's services after expiration or termination of this agreement, Agency will sign a new contract.

(6) **Billings.** Agency shall timely furnish the City with (a) the reports and other information as provided by the City as outlined in Exhibit D-Reporting Requirements. Except as specifically authorized by City, Agency shall not bill City for duplicate services performed by more than one person. In no event shall Agency submit any invoices for an amount in excess of the maximum amount of compensation provided in sections (2) and (3).

(7) **Advice and Status Reporting.** Agency shall provide the City with timely reports, orally or in writing, of all significant developments arising during performance of its services hereunder, and shall furnish to City such information as is necessary to enable City to monitor the performance of this Agreement, including statements and data demonstrating the effectiveness of the services provided in achieving the goals and objectives contained herein. The City may withhold payments otherwise due to Agency pending timely delivery of all such reports and information. Agency shall notify the City Manager of any matters that could adversely affect Agency's ability or eligibility to continue to perform services under this Agreement, and shall do so immediately after discovery of the same.

(8) **Retention of Records.** All research information, plans, diagrams, financial records, reports, cost estimates or other documents prepared or obtained under the terms of this agreement shall be delivered to and become the property of the City and all data prepared or obtained under this contract shall be made available, upon request, to the City without restrictions or limitations on their use. At City's request, or upon completion or termination of this agreement, Agency shall return to City all plans, maps, cost estimates, project financial records, reports, and related documents.

Agency and its subcontractors shall maintain all books, documents, papers, employees' time sheets, accounting records, and other evidence pertaining to cost incurred and shall make such materials available at their respective offices at all reasonable times during the contract period and for four (4) years from the date of final payment under the contract, for inspection by the City, State, F.H.W.A, and/or any authorized representatives of the Federal Government and copies thereof shall be furnished if requested. Agency also agrees to submit all records, books, documents, and related material for audit evaluation by the City, State, F.H.W.A., or authorized representatives prior to, during, or four (4) years following this Project for the purpose of ascertaining applicable overhead rates, book, and record keeping procedures and other information as necessary.

(9) **Fiscal and Audits.** Agency agrees to the following:

(a) **General Fiscal Responsibilities of Agency.** Agency shall:

- (i) 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 Agency, including the receipt and disbursement of the contract fund installments.
- (ii) Establish and maintain a system of accounts for contract funds that shall be in conformance with generally accepted principles of accounting. Such system of accounts shall be subject to review and approval of the City.
- (iii) 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.
- (iv) 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) **Audits.** In the event that the City determines, from review of any reports, inspection of records or any other source, that there is a problem or discrepancy regarding Agency's compliance with the terms and conditions of this Agreement, including but not limited to the Contract Budget, then the City shall, in its sole discretion, have the right to require an audit relating to the Scope of Services and Agency's compliance hereunder. In the event the City elects to require an audit, the City shall notify Agency and the following provisions set forth below shall

apply.

- (i) Agency 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 Agency hereunder. The written agreement may be in the form of an engagement letter prepared by the auditor and approved by Agency. An amount equal to the Agency's estimated cost of an independent audit may be set aside from the Contract Funds by the City.
- (ii) Should Agency 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 Agency's set-aside funds for the audit.
- (iii) The audit report must be completed and sent to the City Manager within one hundred and twenty (120) days from City's notice calling for an audit of Agency. The audit shall conform with generally accepted auditing principles.
- (iv) Agency shall submit to the City copies of management letters the auditor prepares for the Agency as a part of the audit engagement.
- (v) All audits must be done by Certified Public Accountants currently certified to practice in the State of California. Agency 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.
- (vi) In the event that the result of any such audit shows a discrepancy from the Contract Budget or misuse funds equal to five percent (5%) or less of the Project Fund Award, then the cost of the audit shall be borne fifty-fifty (50% by Agency 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 Project Fund Award, then Agency 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. Agency 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.

- (c) Disallowed Costs. Agency is liable for repayment of disallowed costs as determined by the City. Disallowed costs may be identified through audits, monitoring or other sources.

**(10) Agency's Testimony.** Agency agrees to consult with City and testify at City's request at no additional cost other than normal witness fees if litigation is brought against City in connection with Agency's services.

**(11) Designation of Primary Provider of Services.** The primary provider of the services called for by this agreement shall be **Lorena Huerta, Executive Director**, who shall not be replaced without the written consent of City.

**(12) Assignment of Personnel.** Agency shall assign only competent personnel to perform services pursuant to this agreement. If City asks Agency to remove a person assigned to the work called for under this agreement, Agency agrees to do so immediately regardless of the reason, or the lack of a reason, for City's request.

(13) **Assignment and Subcontracting.** It is recognized by the parties that a substantial inducement to City for entering into this agreement was, and is, the reputation and competence of Agency. The assignment of this Agreement by Agency or any interest therein, is prohibited without the prior written approval of City's City Manager. Agency shall not subcontract any portion of the performance contemplated and provided for herein unless set forth in Section 1 or without prior written approval of the City's City Manager.

(14) **Insurance.**

A. **General, Automotive, and Employer's Liability, and Workers' Compensation Provisions.**

On or before beginning any of the services or work called for by any term of this agreement, Agency, at its own cost and expense, shall carry, maintain for the duration of the agreement, and provide proof thereof that is acceptable to the City the insurance specified herein below with insurers and under forms of insurance satisfactory in all respects to the City. Agency shall not allow any subcontractor to commence work on any subcontract until all insurance required of the Agency has also been obtained for the subcontractor. Agency shall maintain limits no less than set forth below. If the Agency maintains higher limits than the minimums shown above, the City shall be entitled to coverage for the higher limits maintained by the Agency.

**1. General Liability: \$3,000,000**

Per occurrence for bodily injury, personal injury, and property damage with \$5,000,000 general aggregate.

Includes operations, products and completed operations.

At least as broad as the CG0001 with no exclusion for abuse or sexual abuse claims or a separate policy covering such claims.

**2. Automotive Liability: \$1,000,000**

Per accident for bodily injury and property damage with \$2,000,000 general aggregate

**3. Workers' Compensation: As Required by the State of California.** The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Agency, its employees, agents and subcontractors.

**4. Employers' Liability: \$1,000,000 each accident;**

**\$1,000,000** policy limit bodily injury by disease, **\$1,000,000** each employee bodily injury by disease.

**5. Professional Liability \$1,000,000**

**6. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to and approved by City. At the option of City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Agency shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

## 7. Other Insurance Provisions

The General Liability and Automobile Liability policies are to contain, or be endorsed to contain, the following provisions:

- The City, and West Contra Costa Unified School District (WCCUSD) and their officers, officials, employees, and volunteers are to be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Agency; and with respect to liability arising out of work or operations performed by or on behalf of the Agency including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage shall be provided in the form of an Additional Insured endorsement (form CG 20 10 11 85, or forms CG2010 version 10/01 and GC 2037 versions 10/01 or equivalent) to the Agency's insurance policy, or as a separate owner's policy.
- For any claims related to this project, the Agency's insurance coverage shall be primary insurance as respects the City and WCCUSD and their officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City or WCCUSD and their officers, officials, employees, or volunteers shall be excess of the Agency's insurance and shall not contribute with it.
- Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days prior written notice has been provided to the City.
- Each of the following shall be included in the insurance coverage or added as an endorsement to the policy:
  - (i) City and WCCUSD and their officers, employees, agents, and volunteers are to be covered as insureds as respects each of the following: liability arising out of activities performed by or on behalf of Agency, including the insured's general supervision of Agency; products and completed operations of Agency; premises owned, occupied or used by Agency; or automobiles owned, leased, hired, or borrowed by Agency. The coverage shall contain no special limitations on the scope of protection afforded to City, its officers, employees, agents, or volunteers.
  - (ii) The insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
  - (iii) An endorsement must state that coverage is primary insurance and that no other insurance affected by the City will be called upon to contribute to a loss under the coverage.
  - (v) Any failure of Agency to comply with reporting provisions of the policy shall not affect coverage provided to City and its officers, employees, agents, and volunteers.
  - (vi) Notice of cancellation or non-renewal must be received by City at least thirty days prior to such change.

Deductibles and Self-Insured Retentions. Agency shall disclose the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this agreement. During the period covered by this agreement, upon express written authorization of City Manager, Agency may increase such deductibles or self-insured retentions with respect to

City, its officers, employees, agents, and volunteers. The City Manager may condition approval of an increase in deductible or self-insured retention levels upon a requirement that Agency procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.

Notice of Reduction in Coverage. In the event that any coverage required under this section of the agreement is reduced, limited, or materially affected in any other manner, Agency shall provide written notice to City at Agency's earliest possible opportunity and in no case later than five days after Agency is notified of the change in coverage.

#### **8. Waiver of Subrogation.**

Agency hereby agrees to waive subrogation which any insurer of Agency may acquire from Agency by virtue of the payment of any loss. Agency agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation.

#### **9. Acceptability of Insurers**

Insurance is to be placed with insurers with a current A.M. Best rating of no less than A: VII unless otherwise acceptable to the Entity. Exception may be made for the State Compensation Insurance Fund when not specifically rated.

#### **10. Verification of Coverage**

Agency shall furnish the City with endorsements effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that Insurer to bind coverage on its behalf. The endorsements are to be on forms provided by the city, unless the insurance company will not use the City's forms. All endorsements are to be received and approved by the City before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements. As an alternative to the City's forms, the Agency's insurer may provide complete copies of all required insurance policies, including endorsements effecting the coverage required by the specifications.

**B. City Remedies.** In addition to any other remedies City may have if Agency fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option:

- (i) Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the agreement;
- (ii) Order Agency to stop work under this agreement or withhold any payment which becomes due to Agency hereunder, or both stop work and withhold any payment, until Agency demonstrates compliance with the requirements hereof;
- (iii) Terminate this agreement.

Exercise of any of the above remedies, however, is an alternative to other remedies City may have and is not the exclusive remedy for Agency's breach.

#### **(16) Indemnification**



A. To the fullest extent permitted by law, the Agency shall (1) immediately defend, and (2) indemnify the City, and WCCUSD and their officials, volunteers, officers, and employees ("Indemnitees") from and against all liabilities regardless of nature or type directly or indirectly, in whole or in part, arising out of or resulting from Agency's performance of services under this contract, or any negligent or wrongful act or omission of the Agency or Agency's officers, employees, agents, or subcontractors. Liabilities subject to the duties to defend and indemnify include, without limitation all claims, losses, damages, penalties, fines, and judgments; associated investigation and administrative expenses; defense costs, including but not limited to reasonable attorneys' fees; court costs; and costs of alternative dispute resolution. The Agency's obligation to indemnify applies unless it is adjudicated that its liability was caused by the sole active negligence or sole willful misconduct of an Indemnities.

B. The duty to defend is a separate and distinct obligation from the Agency's duty to indemnify. The Agency shall be obligated to defend, in all legal, equitable, administrative, or special proceedings, with counsel approved by the City, the Indemnitees immediately upon tender to the Agency of the claim in any form or at any stage of an action or proceeding, whether or not liability is established. An allegation or determination of comparative active negligence or willful misconduct by an Indemnatee does not relieve the Agency from its separate and distinct obligation to defend Indemnitees. The obligation to defend extends through final judgment, including exhaustion of any appeals. The defense obligation includes an obligation to provide independent defense counsel if the Agency asserts that liability is caused in whole or in part by the negligence or willful misconduct of an Indemnatee.

C. The review, acceptance or approval of the Agency's work or work product by any indemnified party shall not affect, relieve or reduce the Agency's indemnification or defense obligations. This Section survives completion of the services or the termination of this contract. The provisions of this Section are not limited by and do not affect the provisions of this contract relating to insurance.

D. It is understood that the duty of Agency to indemnify and hold harmless includes the duty to defend as set forth in section 2778 of the California Civil Code. Acceptance of insurance certificates and endorsements required under this agreement does not relieve Agency from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages. The parties further agree that the provisions of this section shall survive any termination or expiration of this Agreement.

(17) **Licenses**. If a license of any kind, which term is intended to include evidence of registration, is required of Agency, its employees, agents, or subcontractors by federal or state law, Agency warrants that such license has been obtained, is valid and in good standing, and Agency shall keep it in effect at all times during the term of this agreement, and that any applicable bond has been posted in accordance with all applicable laws and regulations.

(18) **Nondiscriminatory Employment Practices and Compliance With Law**. Agency represents that it is an Equal Opportunity Employer and shall comply with applicable regulations governing equal opportunity employment. Agency shall not discriminate in the employment of any person because of race, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, unless based upon a bona fide occupational qualification pursuant to the California Fair Employment and Housing Act. Agency shall comply with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA) in performing its obligations under this Agreement. Failure to comply with the provisions of the ADA shall be a material breach of, and grounds for the immediate termination of, this Agreement. In performing work and providing services under this Agreement, Agency shall, at its sole cost and expense, comply with all applicable laws of the United States and the State of California; the Ordinances of the City of San Pablo; and the rules, regulations, orders and directories of their respective administrative agencies and the officers thereof.

**(19)     Termination.**

A.     City may terminate this agreement at its sole discretion at any time prior to completion by the Agency of the services required hereunder. Notice of termination of this agreement shall be given in writing to the Agency, and shall be sufficient and complete when same is deposited in the United States Mail, postage prepaid and certified, address as set forth in the first paragraph of this agreement. The agreement shall be terminated upon receipt of the Notice of Termination by the Agency. If the City should terminate this agreement, the Agency shall be compensated for all work performed prior to the time of receipt of cancellation notice, and shall be compensated for materials ordered by the Agency or his employees, or services of others ordered by the Agency or his employees, prior to receipt of notice of cancellation whether or not such materials or final instruments of services of others have actually been delivered, provided that the Agency or his employees are not able to cancel such orders for materials or services of others. Compensation for the Agency in the event of cancellation shall be determined by City in accordance with percentage of project completed and agreed to by the Agency. In the event of cancellation, all notes, sketches, computations, drawings, and specifications or other data, whether complete or not, remain the property of the Agency. The City may, at its own expense, make copies or extract information from any such notes, sketches, computations, drawings, and specifications, or other data whether complete or not.

B.     Termination for Cause. City may terminate this agreement for cause by providing Agency with one day's written notice of such termination should Agency violate any of the terms and conditions of this agreement. In City's discretion and at City's option, such termination for cause may alternatively be accomplished, where Consultant fails to perform any of the obligations required of Agency within the time and in the manner provided for under the terms of this agreement, within seven days after receipt from the notice of such default. Upon City's termination of this agreement for cause, City reserves the right to complete the work by whatever means City deems expedient and the expense of completing such work, as well as any and all damages to the extent caused by the negligent acts, intentional acts or errors or omissions of the Agency, shall be charged to the Agency.

C.     Immediate Termination. City may terminate this agreement immediately in any case where the Agency engages in fraudulent or criminal activities while performing its services under this agreement, or is otherwise determined to lack the necessary skills to accomplish the desired objectives.

**(20)     Notices.** Notices required by this agreement shall be personally delivered or mailed, postage prepaid, as follows:

**To Agency:**       Desarrollo Familiar, Inc.  
                          205 39th Street  
                          Richmond, CA 94805

**To the City:**       City Manager  
                          13831 San Pablo Avenue  
                          San Pablo, CA 94806

Each party shall provide the other party with telephone and written notice of any change in address as soon as practicable.

Notices given by personal delivery shall be effective immediately. Notices given by mail shall be deemed to have been delivered forty-eight hours after having been deposited in the United States mail.

(21) **Amendments.** This agreement may be modified or amended only by a written document executed by both Agency and City's City Manager and approved as to form by the City Attorney. Such document shall expressly state that it is intended by the parties to amend the terms and conditions of this agreement.

Should the Agency not expend funds allocated under this agreement in accordance with any Project Expenditure Rate that may have been established as part of the Contract Budget, the City may recapture and reprogram any such under-expenditures unilaterally and without the need for further amendment of this agreement. Changes between major budget categories of the Contract Budget of less than ten percent (10%) of the lesser major budget category need not be incorporated by written amendment; however, the City must be informed immediately in writing of each such change. Changes to the City's Agreement numbering system, fund source or coding may be made unilaterally by the City and without the need for amendment of this Agreement. The Agency shall be notified in writing of any changes in the Agreement number, fund source or coding assigned by the City; provided, however, that the total compensation allocated by the City through this Agreement does not change.

(22) **Abandonment by Agency.** In the event the Agency ceases performing services under this agreement or otherwise abandons the project prior to completing all of the services described in this agreement, Agency shall, without delay, deliver to City all materials and records prepared or obtained in the performance of this agreement, and shall be paid for the reasonable value of the services performed up to the time of cessation or abandonment, less a deduction for any damages or additional expenses which City incurs as a result of such cessation or abandonment.

Agency agrees to be financially responsible to compensate City for any costs incurred by City in retaining the services of another to replace Agency, but only to the extent that the costs of retaining the replacement exceed what remaining amounts would have been paid to Agency under the contract had Agency completed the project.

(23) **Waiver.** The waiver by either party of a breach by the other of any provision of this agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of either the same or a different provision of this agreement.

(24) **No Third-party Rights.** The parties intend not to create rights in, or to grant remedies to, any third party as a beneficiary of this agreement or of any duty, covenant, obligation, or undertaking established herein.

(25) **Severability.** Should any part of this agreement be declared by a final decision by a court or tribunal of competent jurisdiction to be unconstitutional, invalid, or beyond the authority of either party to enter into or carry out, such decision shall not affect the validity of the remainder of this agreement, which shall continue in full force and effect, provided that the remainder of this agreement, absent the unexcised portion, can be reasonably interpreted to give effect to the intentions of the parties.

(26) **Compliance with Laws.** In the performance of this agreement, Agency shall abide by and conform to any and all applicable laws of the United States, the State of California, and City ordinances. Agency warrants that all work done under this agreement will be in compliance with all applicable safety rules, laws, statutes and practices, including, but not limited to Cal/OSHA regulations and provisions of the Child Abuse and Neglect Reporting Act, California Penal Code Section 11164 et. seq.

(27) **Controlling Law.** This agreement and all matters relating to it shall be governed by the laws of the State of California.

(28) **Breach.** In the event that Agency fails to perform any of the services described in this agreement or otherwise breaches the agreement, City shall have the right to pursue all remedies provided by law and equity. Neither payment by the City nor performance by Agency shall be construed as a waiver of either party's rights or remedies against the other. Failure to require full and timely performance of any provision, at any time, shall not waive or reduce the right to insist upon complete and timely performance of such provision thereafter. Any litigation involving this Agreement or relating to the work shall be brought in Contra Costa County, and Agency hereby waives the removal provisions of Code of Civil Procedure Section 394.

In the event of any suit, action or proceeding brought by either party for breach of any term hereof or to enforce any provision hereof, the prevailing party shall be entitled to recover its reasonable attorney's fees.

(29) **Inspection by Other Agencies.** Authorized representatives of the Federal Government, the California Department of Transportation, or other government agencies which have provided grant funding (if any) for the subject Project and the City may have the right to inspect the work of such services whenever such representatives may deem inspection to be desirable or necessary.

(30) **Conflict of Interest.** Agency warrants and covenants that Agency presently has no interest in, nor shall any interest be hereinafter acquired in, any matter which will render the services required under the provisions of this agreement a violation of any applicable state, local, or federal law. In the event that any conflict of interest should nevertheless hereinafter arise, Agency shall promptly notify City of the existence of such conflict of interest so that the City may determine whether to terminate this agreement. Agency further warrants its compliance with the Political Reform Act (Gov. Code ' 81000 et seq.) respecting this agreement.

Where City Manager determines, based on facts provided by city staff, that Agency meets the criteria of section 18701 of the FPPC regulations, the individual providing services under this Agreement shall be considered a "designated employee" under the City's conflict of interest code, and shall be required to complete FPPC Form 700 regarding his or her economic interests in a timely manner.

(31) **Copyright.** Upon City's request, Agency shall execute appropriate documents to assign to the City the copyright to work created pursuant to this agreement. The issuance of a patent or copyright to Agency or any other person shall not affect City's rights to the materials and records prepared or obtained in the performance of this agreement. City reserves a license to use such materials and records without restriction or limitation consistent with the intent of the original design, and City shall not be required to pay any additional fee or royalty for such materials or records. The license reserved by City shall continue for a period of fifty years from the date of execution of this agreement unless extended by operation of law or otherwise.

(32) **Time is of the Essence.** In the performance of this agreement, time is of the essence. Agency shall be available to begin performance of services under this agreement immediately upon written notification of the execution of this agreement. All design work as outlined in the scope of services in Exhibit A must be completed by **June 30, 2019**.

(33) **Whole Agreement.** This agreement has **(13) pages** excluding the exhibits described on its signature page. This agreement constitutes the entire understanding and agreement of the parties. This agreement integrates all of the terms and conditions mentioned herein or incidental hereto and supersedes all negotiations or previous agreements between the parties with respect to all or any part of the subject matter hereof.

**(34) Multiple Copies of Agreement.** Multiple copies of this agreement may be executed but the parties agree that the agreement on file in the office of the City Clerk is the version of the agreement that shall take precedence should any differences exist among counterparts of the document.

IN WITNESS WHEREOF, Agency has executed this agreement, and the City, by its City Manager, who is authorized to do so, has executed this agreement.

APPROVED AS TO FORM:

CITY OF SAN PABLO  
a Municipal Corporation

By \_\_\_\_\_  
Lynn Tracy Nerland, City Attorney

By \_\_\_\_\_  
Matt Rodriguez, City Manager

ATTEST:

By \_\_\_\_\_  
Elizabeth Pabon-Alvarado, City Clerk

Dated:\_\_\_\_\_

DESARROLLO FAMILIAR, INC.:

By \_\_\_\_\_  
Lorena Huerta, Executive Director

Dated:\_\_\_\_\_

- Attachments:
- Exhibit A-Scope of Services
  - Exhibit B-General Service Requirements
  - Exhibit B1-Program Staff Participation Expectations
  - Exhibit B2-WCCUSD Community Partnership & FERPA Confidentiality Agreement
  - Exhibit C-Project Budget
  - Exhibit C1-Project Budget Narrative
  - Exhibit D-Reporting Requirements

## **EXHIBIT A**

### **SCOPE OF SERVICES**

#### **INTRODUCTION**

On November 21, 2011, the City of San Pablo City Council passed a resolution to develop a San Pablo Full Service Community Schools (FSCS) Initiative with the goal of transforming all schools in San Pablo into Full Service Community Schools. In a Full Service Community School (Community School), the school district, city, county, community and faith-based organizations, businesses, families and philanthropists form a strong, deep and transparent partnership to jointly address the identified needs of students, families and the community in a comprehensive, integrated and accountable way.

Violence Prevention and Intervention (VPI) is a funded strategy in the 2015-2019 Community Schools Initiative Strategic Work Plan. The 2017-21 TEAM FOR YOUTH RFP, allocated \$50,000 to provide violence prevention and intervention services at Richmond High School; such services include, but are not limited to the following:

- Provide resources and support to parents/guardians to improve educational home and school environment of youth.
- Assist parent/guardians and youth to build proven structures, behaviors, and agreements that allow the youth to reconnect and utilize the educational options available.
- Provide coordinated care services and support for youth who have a history of repeated academic failure and aggressive behavior resulting in suspension/expulsions, and/or have been identified as habitual truants.
- Provide outpatient intervention and treatment services (i.e. substance abuse, mental health, and/or family crisis).
- Provide individual counseling and support groups.

#### **PROGRAM DESCRIPTION**

**Desarrollo Familiar, Inc.** will provide the *Proyecto Bienestar*- Project Wellbeing, a prevention and intervention program at **Richmond High School**, located at 1250 23<sup>rd</sup> Street Richmond, CA 94804.

Desarrollo Familiar, Inc. will convene weekly groups for Latino young men and women. The groups will be vehicles for engaging youth in curriculum-based programs, while also serving as venues in which youth receive guidance to help them understand and successfully navigate school and culture while forging a caring, supportive community with their peers and the adult facilitator.

The program directly addresses the following:

- Provides youth with strength-based youth development assets.
- Provides services that connect youth to family, school and community.
- Works to engage youth in school, stabilize school attendance and performance, and supports progression to the next grade level.
- Assists youth to build the needed social skills that will allow them to function both in the education system and in the work force.
- Provides support groups which include cognitive behavioral activities aimed at developing prosocial skills and building youth leadership.

- Aims at reducing High School drop-out rate.

***El Joven Noble***, for young men, is a youth development, support, and leadership enhancement curriculum designed to strengthen protective factors among male Latino youth ages 10-24. The curriculum is designed to support and guide youth through their “rites of passage” process while focusing on promoting character development, responsible and respectful behavior in relationships with significant others, and preventing substance abuse, relationship violence, gang violence, school failure, and unwanted or unplanned pregnancies. Developed in East Los Angeles in 1996, it is listed in the Substance Abuse & Mental Health Administration’s National Registry of Evidence-based Programs and Practices. Studies have found that youth participants in *el Joven Noble* experience increases in important protective factors and decreases in risk factors.

*El Joven Noble* is delivered by facilitators in 12-15 weekly sessions lasting an average of 1 hour and 45 minutes. The curriculum focuses on four core teachings: *conocimiento* (acknowledgment), which addresses social and cultural attachment; *entendimiento* (understanding), which addresses social and behavioral factors such as violence and aggression as well as the ability of youth to focus on goals; *integración* (integration), which addresses factors in the broader culture that may lead to feelings of isolation and sadness; and *movimiento* (movement), which addresses how the physical and emotional aspects of teenagers’ lives intersect. Sessions involve a mixture of activities and teaching methods (e.g., testimony by role models, skits) relating to a young person’s self, family, and community while focusing on the four core teachings.

***Xinachtli*** is a comprehensive youth leadership development program designed to guide Latina adolescents through their female “rites of passage” process for a healthy development into adulthood, with a focus on the prevention of substance abuse, teen pregnancy, relationship violence, gang violence, and school failure. The curriculum provides a supportive process for young women to develop a positive identity, life skills, and support system. The curriculum developers took into account the following issues in relation to Latina youth: cultural knowledge, understanding of historical trauma, and social-economic conditions that affect the lives of youth today.

Young women are facilitated through four learning cycles: *reflección* (reflection), *creación* (creation), *concientización* (consciousness raising), and *acción* (action). Individual curriculum units focus on the following issues: cultural identity development; women’s human rights, life skills development/healthy rites of passage; health, hygiene, and reproductive health; healthy family relationships; youth relationships, dating violence, and maintaining self-respect; community violence and cycles of oppression; vision and goal setting; violence and human rights as a community health issue; action “Ollin circles”; and community organizing and mobilization. The 12-15-session curriculum, 1 hour and 45 minutes per session, incorporates an educational and organizing process in the development of leadership capacity and personal community responsibility in participating youth to allow them to serve as teachers and guides for other young women in the community.

Facilitators of *El Joven Noble* and *Xinachtli* facilitators are required to participate in training coordinated by the National Compadres Network before implementing the program and will be encouraged to join a network for the ongoing sharing of resources and implementation techniques.

### **Expected Results:**

The programs will be implemented once per year (fall and winter) serving 12 students per series (24 per semester, 48 youth total over the course of the year). Some of the youth who take part in *Xinachtli* and *Joven Noble* will also take part in other Proyecto Bienestar activities. Facilitators will make linkages, as needed, to support students and their families.

- At least 90% of all youth served will say the program has helped them (1) stay away from violence and fighting, (2) take care of problems without violence or fighting, (3) say “no” to things they know are wrong, and (4) try harder in school (Indicator: Student survey).
- 90+% will report they feel a stronger connection to their community and feel better about themselves because they help others (Indicator: Student survey).

After completing these programs, youth will be encouraged to (1) join an extended kinship group for ongoing support and development, (2) talk to Latino/a youth participating in subsequent cohorts of the El Joven Noble and Xinachtli programs at their schools, and (3) serve as mentors to newcomer youth from similar backgrounds. At least 20 youth will receive mentorship.

### **VERIFICATION**

The Agency shall maintain in project files, a record of the verification documents for the program. Verification documents may include referral forms, contact form records, completed needs assessments, signed parental release forms for participation, attendance records, etc.

### **PERFORMANCE MEASURES**

The San Pablo Team for Youth Program evaluation system explores the extent to which programs meet their goals for youth and families served, the quality of the services provided, and evidence that participants benefitted from their involvement.

- **Participation** documents the total number of youth and families served each year, along with the total days youth and families participate in each program cycle.
- **Quality** is the experience of youth in the programs. High quality youth programs are more likely to benefit youth than lower-quality programs.
- **Benefits** to participants measures are drawn from the City of San Pablo's focal assets – Support, Empowerment, Commitment to Learning, and Social Competencies. Each grant strategy has a tailored set of outcome measures based on the program design.



Agencies are responsible for data collection as required, and responsible for complying with any monitoring and reporting requests that are made by the Program Evaluator during the evaluation process. The Program Evaluator will work with Agencies to develop and distribute surveys that will track these performance measures.

<b>Performance Measure 1: Participation</b>
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Participation is measured based on the extent to which programs are serving the targeted number of youth and the extent to which youth attend frequently and regularly. Overall enrollment, number of days attended, and percent of days attended will be collected from attendance data submitted by programs to the City of San Pablo.

<b>Performance Measure 2: Quality</b>
---------------------------------------

Program quality is defined by the extent to which programs are safe, supportive, interactive, and engaging. Quality is assessed based on youth surveys and observations from site visits.

<b>Performance Measure 3: Benefits</b>
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Benefits to youth are defined by the extent to which youth perceive stronger community assets of Empowerment and Support as well as the extent youth report stronger internal assets of Social Competencies and Commitment to Learning. Benefits to youth are assessed based on youth surveys.

**EXHIBIT B**  
**GENERAL SERVICE REQUIREMENTS**

**Clients Served**

1. Agency shall serve children and youth residing or attending school in San Pablo, ages 5-24 and their families. The San Pablo schools are the following:
  - Bayview Elementary School
  - Dover Elementary School
  - Downer Elementary School
  - Helms Middle School
  - Lake Elementary School
  - Riverside Elementary School
  - Richmond High School (serving San Pablo youth)
2. Agency shall not require individuals who are eligible for services under the terms of this Agreement to participate in other related projects or services as a prerequisite to receiving services under this Agreement.
3. Agency shall provide immediate short-term emergency response services as needed and in accordance with its expertise and capacity. Agency recognizes and agrees that, from time to time, the City may need to coordinate and/or make referrals to Agency. In addition, if Agency delivers services on any school campus, Agency shall adhere to the district's emergency protocol and procedures.
4. Agency shall maintain timely and accurate records which reflect service levels, participant characteristics, service outcomes and expenditures under the terms of this Agreement.
5. Agency shall provide information and referral to other appropriate agencies if youth cannot be served by the Agency.
6. Agency shall participate in CARE Team meetings, staff meetings, and other school-based meetings with the goal of coordinating care for students and families and working collaboratively within the school community.

**Personnel**

7. Agency shall notify **Youth Services Program Coordinator** of all staff changes affecting the project funded through this Agreement within seven (7) days of the resignation, firing or any other change. A plan for replacing the staff person will be submitted to the City within fourteen (14) days of the resignation, firing or any other change. This plan will include timelines for replacing the staff person. The Agency will make an effort to prioritize filling positions to ensure continuity of services.
8. Pursuant to California Penal Code section 11105.3, Agency shall obtain criminal record information for each and every person who applies for an employment or volunteer position with Agency, in which he or she would hold a supervisory or disciplinary power over any minor or any person under his or her care pursuant. Agency 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.

**Evaluation**

9. Agency will work with the City's evaluator and participate in activities that assess the effectiveness of San Pablo TFY program services. This includes the distribution, gathering and submission of applicable youth surveys and the coordination and execution of external site visits.
10. Agency shall maintain client demographic data and complete the required City client reports, which will include inputting client information to an online database in a consistent and timely manner.
11. Agency representative shall attend trainings hosted by and/or funded by the City for continuous program quality improvement and staff development.
12. Agency shall assist the City with additional assessment and reporting needs regarding San Pablo TFY funded services. Agency's assistance will include, but not be limited to, assistance with outreach to persons served by Agency's Scope of Services in order to promote meaningful discussion in evaluation and needs assessment.

**EXHIBIT B1**  
**PROGRAM STAFF EXPECTATIONS**

Background on the San Pablo Full Service Community Schools Initiative:

On November 21, 2011, the City of San Pablo City Council passed a resolution to develop a San Pablo Full Service Community Schools (FSCS) Initiative with the goal of transforming all schools in San Pablo into Full Service Community Schools. In a Full Service Community School (Community School), the school district, city, county, community and faith-based organizations, businesses, families and philanthropists form a strong, deep and transparent partnership to jointly address the identified needs of students, families and the community in a comprehensive, integrated and accountable way. The City of San Pablo's Youth, School and Community Partnerships Division is aligned philosophically and programmatically with the San Pablo Community Schools Initiative. TEAM FOR YOUTH has been redirected as the funding arm of the Community Schools Initiative to support agencies interested in expanding or enhancing current programs and services for San Pablo youth and families in alignment with the Community Schools Initiative.

1. Agency fully understands that this Agreement serves as a public commitment to partner with the City of San Pablo towards the success of the Community Schools Initiative, *Where Community Supports Education and Education Supports Community*.
2. Program Staff shall participate and attend school-based meetings to ensure communication, coordination and linkage of services for youth and families served by the funding provided through the City of San Pablo's Team For Youth program.
3. Agency agrees to participate and attend meetings to work toward the strategic goals and objectives of the Community Schools Initiative 2015-2019 Strategic Work Plan "*Where Community Supports Education and Education Supports Community*." Agency further understands and accepts to fully participate in the implementation of the Strategic Work Plan. Less than full participation may adversely impact the ability of the Initiative to complete its purpose.
4. Due to the sensitive nature of some of the information shared, Program Staff must maintain strict confidentiality regarding matters exchanged within the body of the meetings. Additionally, participation is limited to those that have an executed Agreement and/or MOU in good standing with the City of San Pablo Youth, School and Community Partnerships Division.
5. Program Staff are aware that they must comply with the confidentiality laws prescribed in section 830.1 of the California Welfare and Institutions Code, the text of which in effect as of August 2004, is set forth below. Agency hereby agrees to abide by the confidentiality requirement in the course of this agreement.
6. Program Staff will collaborate with other members to the extent possible in meeting the goals of and in carrying out agreed upon programs of the WCCUSD Community Schools Initiative and San Pablo Beacon Community Schools Initiative.

(excerpt)

CALIFORNIA CODES  
WELFARE AND INSTITUTIONS CODE  
SECTION 825-830.1

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.

**EXHIBIT B-2**  
**WCCUSD COMMUNITY PARTNERSHIP PROCESS**  
**& FERPA CONFIDENTIALITY AGREEMENT**

*WCCUSD Community Partnership Process*

The West Contra Costa Unified School District's [Community Partnership Process](#) is the point of entry for community partners in the District. The process streamlines partnerships, increases alignment of services with school site needs, ensures student safety, and creates a detailed inventory of programs and services available to students and families. Agency is required to complete the Community Partnership Process and obtain district badges for all staff who are providing school-based services.

*WCCUSD FERPA Confidentiality Agreement*

The City of San Pablo's Youth, School and Community Partnerships Division is working with an evaluator to evaluate its city-led and grantee-led programs. Evaluation reports will support programs' continuous quality improvement and provide the public with information about the quality and benefits of the youth programs.

A key component of the evaluation is to determine to what extent City of San Pablo youth programs recruit and retain youth. Accurate program attendance tracking is essential to this evaluation's success.

The City of San Pablo worked with Cityspan to create an attendance tracking system that is pre-populated with basic student directory level data from West Contra Costa Unified School District (WCCUSD). This will greatly reduce the administrative burden of data entry as well as create a quality control mechanism.

This Cityspan data will solely be used to analyze youth demographics and participation patterns in San Pablo programs. Information will only be reported in aggregate.

As stated in the WCCUSD Form H- FERPA Confidentiality Agreement,

"§ 99.31 of the FERPA Regulations permits the District to disclose protected records to a contractor with a legitimate educational interest in the record, provided that the contractor (1) performs an institutional service or function for which the District would otherwise use employees, (2) is under the direct control of the District with respect to the use and maintenance of education records, and (3) is subject to the requirements of § 99.33(a) of the FERPA Regulations governing the use and redisclosure of personally identifiable information from education records; and whereas, the Parties desire for Vendor to comply with all Confidentiality Laws to ensure the prevention of any unauthorized disclosure of all confidential records and information of the District."

Agency is required to complete and submit a [WCCUSD Form H - FERPA Confidentiality Agreement](#) to the City of San Pablo prior to accessing the Cityspan system that contains student directory data.

**EXHIBIT C**  
**PROJECT BUDGET**

Funding for this Agreement is made possible through revenue from the Youth, School and Community Partnerships General Fund. Continued funding is contingent upon program performance and availability of funds.

**APPROVED REIMBURSEMENT**

The total approved reimbursement for the contract period July 1, 2017 – June 30, 2019 will not exceed **Thirty Five Thousand Dollars and No Cents (\$15,000.00)**. Should the Agency be reimbursed less than the total approved amount, the remaining funds may be reprogrammed by the City.

**MINIMUM MATCH REQUIRED**

Agency shall ensure that the Match component of the project is fulfilled. The Agency has committed the match value of **Twelve Thousand Eight Hundred and Thirty Dollars and No Cents (\$12,830)** to the project. Failure to generate a minimum 25% match will be cause for the withholding of payment of invoices against this Agreement or to terminate this Agreement.

<b>A. PERSONNEL COSTS</b>					
<b>POSITION</b>	<b>FTE</b>	<b>TFY FUNDS</b>	<b>IN-KIND MATCH</b>	<b>CASH MATCH</b>	<b>TOTAL PROJECT</b>
Program Coordinator	0.5	\$9,000		\$12,830	\$21,830
<b>Total Salaries</b>		\$11,150			\$11,150
<b>Fringe Benefits</b>		\$2,161			\$2,161
<b>Sub-Total Personnel Costs</b>		<b>\$11,161</b>		<b>\$12,830</b>	<b>\$35,141</b>
<b>B. NON-PERSONNEL COSTS</b>					
<b>DESCRIPTION</b>		<b>TFY FUNDS</b>	<b>IN-KIND MATCH</b>	<b>CASH MATCH</b>	<b>TOTAL PROJECT</b>
Communication		\$600.00			\$600.00
Contract Services		\$360.00			\$360.00
Insurance		\$500.00			\$500.00
Office Supplies		\$1,179.00			\$1,179.00
Program Supplies		\$600.00			\$600.00
Travel		\$600.00			\$600.00
<b>Sub-Total Non-Personnel Costs</b>		<b>\$3,839</b>			<b>\$3,839</b>
<b>TOTAL COSTS</b>		<b>\$15,000</b>			<b>\$50,141</b>

**EXHIBIT C1**  
**PROJECT BUDGET NARRATIVE**

The Project Budget Narrative reflects description for use of San Pablo Team for Youth funds only.

<b>A. PERSONNEL COSTS</b>		
<b>POSITION</b>	<b>FTE</b>	<b>DESCRIPTION</b>
Program Coordinator	0.5	The Program Coordinator implements the youth development program for youth at Richmond High School. She will facilitate the curriculum-based programs for young women and young men and play a case management/linkage role to connect participating youth and their families to other resources as needed.
Program Assistant	0.1	The Program Assistant assists with scheduling, data collection, other administrative/clerical tasks.

<b>B. NON-PERSONNEL COSTS</b>	
<b>DESCRIPTION</b>	<b>JUSTIFICATION OF COSTS</b>



**EXHIBIT D**  
**REPORTING SCHEDULE**

**REPORTING GUIDELINES**

All reports shall be submitted by the appropriate deadlines. If reports are not received in a timely manner or not completed, invoices will be held for payment until all pending reports are received and approved.

All reporting documents should be submitted to:

Bertha Romo  
Youth, School and Community Partnerships Division  
Community Services Department  
13831 San Pablo Avenue, San Pablo, CA 94806

**Required Monthly Reports**

1. The Contractor's Invoice Form (Attachment #1) and the Contractor's Detailed Statement of Costs (Attachment #1a) shall be submitted by the **tenth** calendar day of the month for the previous calendar month. Supporting documentation must be included before any payment is processed.
2. The Contractor's Matching Funds Report (Attachment #2) shall be submitted with each invoice. Supporting documentation must be included before any payment is processed.
3. A Monthly Narrative Report (Attachment #3) shall be submitted with each invoice.

**Required Annual Reports**

The Final FY Invoice and Report must be submitted by **July 5 of each year**, consistent with the Finance Department Accounts Payable Fiscal Year-end closing deadline.

**Evaluation Reports**

Agency will be provided with program surveys and shall submit surveys on the dates listed below. Programs that offer services on a semester basis will submit surveys in January and agencies whose programs extend through the entire school year will submit surveys in April.

Reporting Period		Due
Semester	July - December	January 10
School-Year	January - June	April 10

Agency must input participant and attendance data to Cityspan, consistently, no later than by the 10<sup>th</sup> of each month for the previous month.

**Other Documentation Required**

Additional data related to project performance or management may also be requested for auditing or evaluation purposes.

**City of San Pablo – City Manager’s Department  
Contractor’s Invoice Form**

<b>City Contact:</b> Bertha Romo	<b>Division:</b> YSCP	<b>Phone Number:</b> (510) 215-3087
<b>Contractor's Name:</b>		<b>Invoice Number:</b>
<b>Contractor's Address:</b>		<b>Invoice Period:</b>
<b>Project/Program Name:</b>		<b>Agreement Number:</b> YA17-xxxx
<b>Contact Person's Name &amp; Phone Number:</b>		<b>Contract Period:</b> July 1, 2017 – June 30, 2019
		<b>Description      Total Cost</b>
		<b>Personnel</b> \$
		<b>Non-Personnel</b> \$
		<b>Subtotal</b> \$
		<b>Deductions</b> \$
<b>NET AMOUNT OF THIS REQUEST</b>		\$
<b>Fund Source and Amount:</b>		<b>YSCP General Fund TOTAL</b>
YSCP Fund: \$15,000.00		
Contract Budget		<b>\$15,000.00</b>
Less Previous Payments		
Less Net Amount of this Request		
Equals Contract Balance		

## INVOICE CERTIFICATION

I, the undersigned, do hereby certify under penalty of perjury under the laws of The State of California, to the best of my knowledge and belief after diligent inquiry, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against The City of San Pablo, and that I am authorized to authenticate and certify to said claim.

Typed Name

Authorized Signature

Date \_\_\_\_\_

FOR OFFICE USE ONLY			
Acct#:		PO#:	Amount to be paid:
Fund – Object – Division – Project			
I certify this is for official business and is a true and correct statement.	Authorize expenditures of budgeted funds up to \$10,000.	Authorize expenditure of budgeted funds exceeding \$10,000	Approval of adequate documentation.
_____ REQUESTER'S SIGNATURE	_____ DEPARTMENT APPROVAL	_____ CITY MANAGER APPROVAL	_____ FINANCE AUDIT
Date:	Date:	Date:	Date:

## City of San Pablo, City Manager's Department

## Contractor's Detailed Statement of Costs

<b>Contractor's Name:</b>	<b>Name of Person Completing Form:</b>		
<b>Project/Program Name:</b>	<b>Phone Number:</b>	<b>Contract Number:</b> YA17-xxxx	<b>Invoice Number:</b>
<b>Contractor's Address:</b>	<b>Date Form Completed:</b>	<b>Contract Period:</b> July 1, 2017 – June 30, 2019	<b>Invoice Period:</b>

Cost Category	YSCP General Fund	Cumulative Costs to Date	Cost for Report Month**	Budget Balance
<b>Personnel</b>				
Salaries & Wages				
Program Coordinator	\$9,000			
Fringe Benefits	\$2,161			
<b>Subtotal Personnel Expenses</b>	<b>\$11,161</b>			
<b>Non-Personnel</b>				
Communication	\$600.00			
Contract Services	\$360.00			
Insurance	\$500.00			
Office Supplies	\$1,179.00			
Program Supplies	\$600.00			
Travel	\$600.00			
<b>Subtotal Non-Personnel Expenses</b>	<b>\$3,839</b>			
<b>Total Project Expenses</b>	<b>\$15,000</b>			

\*\*Attach copies of supporting documentation

## City of San Pablo, City Manager's Department

## Contractor's Matching Funds Report

<b>Contractor's Name:</b>	<b>Name of Person Completing Form:</b>		
<b>Project/Program Name:</b>	<b>Phone Number:</b>	<b>Contract Number:</b> YA17-xxxx	<b>Invoice Number:</b>
<b>Contractor's Address:</b>	<b>Date Form Completed:</b>	<b>Contract Period:</b> July 1, 2017 – June 30, 2019	<b>Invoice Period:</b>

Cost Category	TOTAL AGENCY MATCH	Cumulative Match to Date	Match for Report Month**	Match Balance
<b>Personnel</b>				
Salaries & Wages				
Program Coordinator	\$13,500			
Program Assistant	\$2,150			
Fringe Benefits				
<b>Subtotal Personnel Expenses</b>	<b>\$15,650</b>			
<b>Non-Personnel</b>				
<b>Subtotal Non-Personnel Expenses</b>	<b>\$0.00</b>			
<b>Total Project Expenses</b>	<b>\$15,650</b>			

**\*\*Attach copies of supporting documentation**

**City of San Pablo – City Manager’s Department  
Monthly Narrative Report**

<b>Today’s Date:</b>		<b>Reporting Period:</b>	
<b>Agency Name:</b>			
<b>Project Name:</b>			
<b>Contact Person(s) and Title(s):</b>			
<b>Person(s) preparing this report:</b>			

1. Describe any accomplishments or activities that Team for Youth youth/agency was involved with.
2. Describe any challenges, delays or setbacks encountered in meeting your goals and/or in providing contracted services.
3. Other comments.

*NOTE: Template is subject to change and agency will be notified in advance.*