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Board Cover Memorandum

To Board of Education

From Kyla Johnson-Trammell, Superintendent
 Sondra Aguilera, Chief Academic Officer
 Vanessa Sifuentes, High School Network Superintendent
 Vanessa Buitrago, High School Network Deputy Superintendent
 Martel Price, Principal, Oakland Technical High School

Meeting Date January 8, 2025

Subject Subgrant Agreement - The Children’s Partnership in collaboration with the California Department of Health Care Services, Peer-to-Peer Youth Mental Technical High School Pilot Demonstration Grant

Ask of the Board Approval by the Board of Education of a Subgrant Agreement #SG2024025, by and between the District and The Children’s Partnership, Los Angeles, CA, via the Department of Health Care Services in an amount not to exceed \$945,805.00, in connection with the implementation of Peer-to-Peer Youth Mental Health High School Pilot Demonstration, as described in Annex 1 (Project Scope of Work), Annex 2 (Approved Budget), and Annex 3 (Reporting Schedule), incorporated herein by reference at though fully set forth, via the Oakland Technical High School, for the period of August 9, 2024 through June 30, 2027, pursuant to the terms and conditions thereof, if any.

Background The Children’s Partnership (TCP) has awarded Oakland Technical High school a multi-year grant to provide holistic mental health support to students. These funds will support vital resources, including staff salaries, student stipends, technical assistance, and program implementation, addressing critical needs in youth mental health. The program is designed to deliver long-term benefits by building capacity for sustainable, culturally responsive peer-to-peer support systems.

Discussion As a result of this grant, Oakland Technical High School students will benefit from the following support structures:

- New and/or improved peer-to-peer youth mental health program
- Support from a technical assistance provider as approved by and in partnership with TCP.
- Learning community meetings established and facilitated by TCP – a peer learning network for collaboration, to share ideas, resources, and approaches around program implementation, policy and systems change,

community engagement, and coalition building and develop plans for action to ensure meaningful youth engagement.

- Quantitative and qualitative demographic and outcome data analysis to inform its peer-to-peer youth mental health program.
- Quarterly check-in meetings, on-site visits, and calls with TCP.

Fiscal Impact No fiscal impact

Attachment(s) ● Partnership Agreement
 ● Award Letter

SUBGRANT AGREEMENT

THIS SUBGRANT AGREEMENT (the “**Agreement**”) is entered into as of August 26, 2024 by and between The Children’s Partnership , a nonprofit corporation organized under the laws of the state of California, with a Federal Employer Identification Number (FEIN) of 46-410639 (“**TCP**”) and Oakland Technical High School, a public high school organized under the laws of the state of California and under the Oakland Unified School District School District (the “**School District**”), a public school district organized under the laws of the state of California with a Federal Employer Identification Number (FEIN) of 94-6000385, (collectively referred to as “**Grantee**,” and together with TCP, the “**Parties**”) pursuant to GFIN 22-20435 (the “**Grant**”) made by the Department of Health Care Services (“**Donor**”) in connection with the implementation of Peer-to-Peer Youth Mental Health High School Pilot Demonstration (the “**Project**”).

WHEREAS, the Parties enter into this agreement in a spirit of partnership, declaring full and mutual commitment to the goals and agreed roles and responsibilities detailed in this Agreement.

NOW THEREFORE, in consideration of the mutual promises and covenants set forth in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

- 1) **Purpose of Agreement.** TCP subgrants to Grantee the work described in the Scope of Work incorporated by reference and attached hereto as [Annex 1](#) (the “**Scope of Work**”). Funds under this Agreement shall be used exclusively for the purposes specified in this Agreement.
- 2) **Term of Agreement.** This Agreement is effective as of August 9, 2024 and terminates as of June 30, 2027 (the “**Term**”), unless the parties otherwise agree in writing.
- 3) **Originating Source of Funding.** The originating source of the grant funds to TCP is Donor. The originating grant period is from June 7, 2023 to June 30, 2027. The agreement number is 22-20435.
- 4) **Agreement Amount and Payment Terms.**
 - a) **Agreement Estimated Amount.** The total estimated funds required for the entire life of the Project is US\$945,805.00 (the “**Estimated Funds**”) as shown on the Budget incorporated by reference and attached hereto as [Annex 2](#) (the “**Budget**”).
 - b) **Obligated Amount.** Of the Estimated Funds, TCP hereby makes available to Grantee up to US\$945,805.00 for Project-related expenditures during the Term (the “**Obligated Amount**”). Grantee must ensure that all funds are expended by December 31, 2026. TCP is not obligated to reimburse Grantee for costs in excess of the Obligated Amount, including, without limitation, as a result of currency fluctuations. All funding under this Agreement, including any funding in addition to the Obligated Amount, if later authorized in writing, is contingent upon:
 - i) **Donor’s Approval.** Donor’s approval of any work plan and/or any related documentation requested by TCP and/or Donor.

- ii) Grantee's Progress. Grantee's satisfactory progress of the Project as determined by TCP and/or Donor.
 - iii) Grantee's Compliance. Grantee's compliance with the terms of this Agreement, TCP's Standard Terms and Conditions incorporated by reference and attached hereto as [Annex 4](#), the Donor Requirements incorporated by reference and attached hereto as [Annex 5](#), and all applicable laws and regulations.
 - iv) Submission of W-9 Form. Grantee's submission of a completed [W-9 form](#) to TCP prior to the first disbursement of funds under this Agreement.
- c) Recoupment of funds. Grantee shall return any unspent funds to Donor, including any funds associated with unsatisfactory completion or lack of completion of subgrantee deliverables set forth in the Scope of Work ([Annex 1](#)). Funds shall be returned immediately upon determining, in collaboration with Donor, that Grantee is not meeting its contractual obligations, including timely completion of deliverables within the required timeframe.

5) **Payment**.

- a) **Disbursement: Fixed Payment Schedule**. Payment under this Agreement shall be made to Grantee in predetermined installments according to the below schedule. Each installment shall be provided to Grantee to carry out the Scope of Work ([Annex 1](#)).
- b) Prior to payment of each installment after the first installment, Grantee shall submit the following documents pursuant to the Reporting Schedule set forth in [Annex 3](#) ("**Reporting Schedule**"):
 - i) Financial Report, in the format of [Annex 6](#), documenting the use of the funds and detailing the expenditures incurred ("**Financial Report**");
 - ii) Narrative Report in the format of [Annex 7](#) ("**Narrative Report**"); and
 - iii) Impact Report in the format of [Annex 8](#) ("**Impact Report**"). The Financial Report, Narrative Report, and Impact Report shall be submitted as laid out .
- c) Each payment will be contingent upon the satisfactory submission and TCP approval of these reports. All budgeted expenditures must be aligned with permissible use of funds.

#	Disbursement Amount	Disbursement Date	Conditions of Disbursement
1	\$236,451.25	Sep 2 - 20, 2024	<ul style="list-style-type: none"> ● Agreement signed by both parties.
2	\$236,451.25	Jan 6 - 10, 2025	<ul style="list-style-type: none"> ● TCP approval of Grantee's Financial Report, Narrative Report, and Impact Report. ● Completion and satisfactory performance of the Activities and Milestones as set out in Annex 1 ("Scope of Work").

3	\$236,451.25	Aug 4 - 19, 2025	<ul style="list-style-type: none"> • TCP approval of Grantee’s Financial Report, Narrative Report, and Impact Report. • Completion and satisfactory performance of the milestones as set out in Annex 1 (“Scope of Work”).
4	\$236,451.25	Jan 5 - 9, 2026	<ul style="list-style-type: none"> • TCP approval of Grantee’s Financial Report, Narrative Report, and Impact Report. • Completion and satisfactory performance of the milestones as set out in Annex 1 (“Scope of Work”).

- d) **Cash Management and Close-Out.** At the end of the Term, or upon its early termination, TCP will make all final payments on a reimbursement basis. The final payment will be made after the final Financial Report has been submitted to TCP, and TCP has verified that no disallowed costs, if any, remain.
- e) **Adjustments.** In the event Grantee owes TCP certain amounts under this Agreement, TCP may set off outstanding amounts against payments to Grantee under this Agreement.
- f) **Responsibility for Disallowed Costs.** If an audit by TCP or Donor occurring during or after the Term of this Agreement determines that funds provided under this Agreement have been expended for a purpose not in accordance with the terms and conditions of this Agreement, Grantee shall promptly pay such amount to TCP upon written request from TCP. Grantee’s responsibility for disallowed costs as set forth in this Section shall survive the expiration or termination of this Agreement.
- g) **Bank Account.** All payments to Grantee under this Agreement will be made by check or by wire transfer to the following bank account upon submitting authorization form provided in [Annex 5](#):

Check Payable to:	Attn: Tien Truong-Account Receivable
Name:	Oakland Unified School District
Address:	1011 Union St, Oakland, CA 94607

- 6) **Reporting and Evaluation.** All reports submitted by Grantee shall be in a format and contain content acceptable to TCP, and as may be required by Donor. All reports must be submitted pursuant to the schedule set forth in [Annex 3](#).
- a) **Performance Reports.** Grantee shall use the templates found in [Annex 7](#) and [Annex 8](#) to submit, in electronic form, narrative progress and key performance indicator reports to TCP that succinctly provide the following information:

- i) Description of results of the Project that are required for the reporting period compared against results established in the Scope of Work ([Annex 1](#));
 - ii) Reasons why established results were not achieved, as applicable; and
 - iii) Analysis and explanation of cost overruns or high unit costs, as applicable.
- b) **Special Reports.** TCP must be notified immediately of developments that may have a significant impact on activities of the Project, including, without limitation, as to security or reputation of Grantee, TCP, or another partner organization. Further notification must be given in the case of problems, delays, or adverse conditions that may materially impair Grantee's ability to meet the objectives of this Agreement. Grantee shall also notify TCP of any instance of fraud while undertaking activities related to this Agreement. These notifications must include a statement of the action taken or contemplated and any assistance needed to resolve the situation.
- c) **Financial Reports.** Grantee shall submit to TCP, in electronic form, a completed Financial Report in the format of [Annex 6](#). All Financial Reports shall be signed and submitted by a representative of Grantee with the authority to certify the Financial Reports. Each Financial Report must be acceptable to TCP, and must include:
 - i) The amount budgeted for each line item, the amount expended against each line in the Budget as of the date of the Financial Report, and the resulting balance remaining in each line; and
 - ii) Grant funds received during the period of the Financial Report, the amount of expenditures against such funds, the purpose of expenditures of such funds, and the balance of funds remaining and unspent.
- d) **Final Reports.** Grantee shall submit to TCP a final report describing the Project's final financial status and a detailed summary of Grantee's activities and results, including an assessment of progress made toward accomplishing the results, the significance of these activities, any important research findings, any comments and recommendations and any additional information that TCP or Donor may reasonably request.
- e) **Monitoring.** Grantee consents to any monitoring that TCP and Donor may reasonably require, including site visits, periodic reviews, audits, and other monitoring activities or requirements.
- f) **Adverse Developments.** Grantee will notify TCP promptly of: (i) any changes in Grantee's status as a nonprofit corporation, tax-exempt public charity, or, if applicable, fiscally-sponsored project in good standing; (ii) any changes in its senior management team or key personnel responsible for carrying out the Project; (iii) the submission of any claim or demand, the filing of any litigation or administrative action, or any other development that has, or could have, a materially adverse effect on Grantee's financial condition, or otherwise materially affect Grantee's ability to carry out the Project; or (iv) any material changes in Project design or implementation.

7) **Termination and Suspension.**

- a) **Termination by TCP.** TCP may terminate or suspend this Agreement at any time, in whole or in part, should (1) TCP and Donor determine that Grantee materially failed to comply with the terms and conditions of this Agreement; (2) Donor, for any reason, fails to fund, terminates or suspends the Grant or that portion of the Grant relating to Grantee's activities; (3) TCP and Donor reasonably determine that Grantee is unable to carry out the purposes of this Agreement in a satisfactory or timely manner; or (4) TCP and Donor reasonably determines an act or omission of Grantee exposed TCP to liability for personal injury or property damage. TCP shall notify Grantee of immediate termination or suspension of the Agreement in writing, including by electronic mail. TCP, at its sole discretion, may choose to provide advance notice of any termination or suspension if, in TCP and Donor's reasonable judgment, a notice period is appropriate given the cause for termination or suspension. If TCP and Donor determines a notice period is appropriate, TCP will notify Grantee of the termination or suspension in a letter that states (1) the reason for termination or suspension, (2) the effective date of termination or suspension, and, (3) in the case of a partial termination, the portion of the Agreement to be terminated or suspended.
- b) **Termination by Grantee.** This Agreement may be terminated, in whole or in part, by Grantee should Grantee determine that TCP materially failed to comply with the terms and conditions of this Agreement. Grantee must provide thirty (30) days written notice of termination to TCP stating: (1) the reasons for termination, (2) the effective date of termination, and, (3) in the case of a partial termination, the portion of the Agreement to be terminated. In the case of a partial termination, if TCP and Donor reasonably determines that the reduced or modified portion of this Agreement will not accomplish the purposes for which the award was made, TCP may terminate the Agreement in its entirety.
- c) **Minimization of Expenditures and Obligations: Transition.** Upon receipt of and in accordance with a termination notice, Grantee shall take immediate action to minimize all expenditures and obligations funded under this Agreement and cancel such obligations whenever and wherever possible. Except as may explicitly be authorized in writing, Grantee shall not incur costs after the effective date of termination. TCP and Grantee will cooperate in the transition of activities and will use reasonable efforts to minimize interruption and any adverse impacts of the termination.
- d) **Return of Funds.** Within thirty (30) days after the effective date of termination, Grantee shall repay to Donor all unexpended program funds that are not otherwise obligated by a legally binding transaction arising from or relating to this Agreement.
- 8) **Force Majeure.** Neither Party shall be responsible for performance delays, acts, or omissions resulting from events beyond its reasonable control, including, without limitation, acts of nature, catastrophic emergency, civil unrest, extraordinary government action (such as government shutdowns, sudden changes in laws affecting this agreement, curfews, or lockdowns), power or utility failures, pandemics, strikes or other labor disturbances (each performance delay, act, or omission being a "**Force Majeure Event**"). The affected Party shall provide the other written

notice within seven (7) days of the occurrence of a Force Majeure Event and keep the other Party apprised during the duration of the Force Majeure Event. Either Party may suspend or terminate this Agreement if the Force Majeure Event continues for thirty (30) days or more.

- 9) **Line Item Flexibility.** Grantee must obtain TCP’s prior written approval before making shifts in summary Budget line items contained in [Annex 2](#) that, in the aggregate, would exceed 10% of the last approved total Budget for the applicable year.

- 10) **Publication.** Grantee fully authorizes and grants TCP the right, for the purpose of reporting to Donor or for any other reason, to: (1) record, take photographs, screenshots, records or other prints of Grantee’s work, activities and events relating to the Project (“**Recordings**”), and (2) collect, create and publish (whether it be on TCP’s website, its general mailings or any other platform) summaries or other writings detailing Grantee’s work, in addition to any related activities or events (“**Stories**”). TCP agrees not to publish any photographs or video recordings of students and/or employees without first obtaining prior written consent. TCP also agrees not to publish any personally identifiable information. Grantee understands and agrees that (A) such Recordings will be without any compensation to Grantee, (B) TCP and Donor will have the exclusive right, title, and interest, including copyright, in the Recordings, and (C) Grantee will not have any right to inspect or approve a Recording or finished product used in the manner or for the purposes specified above.

- 11) **Third-Party Evaluator.** In an effort to ensure the Project’s success, TCP may, at any time, enlist the services of a third-party evaluation firm (“**Third-Party Evaluator**”) to develop evaluation metrics to assess the progress of the Project (“**Evaluation Metrics**”). Throughout the Term, Grantee agrees to (1) cooperate with Third-Party Evaluator and (2) comply with Third-Party Evaluator’s reasonable requests regarding development, implementation, and analysis of the Evaluation Metrics. Grantee further agrees that TCP shall be entitled to share Confidential Information with Third-Party Evaluator in order to facilitate the evaluation intended hereby.

- 12) **Contact Persons.** Reports and notices shall be submitted to the following contacts, or such contracts as each party may identify in writing from time to time:

For TCP:	For Grantee:
Name: Nada Hashem	Name:
Title: Manager of Grants Administration	Title:
Address: 700 S Flower St, Suite 1000 Los Angeles, CA 90017	Address:
Country: USA	Country:
Telephone: (213) 584-3521	Telephone:
Email: nhashem@childrenspartnership.org	Email:

IN WITNESS WHEREOF, each Party's authorized signatory has signed below.

The Children's Partnership, a California Nonprofit
Public Benefit Corporation

Oakland Unified School District,

By:

By:

Name: Mayra Alvarez

Name: Sondra Aguilera

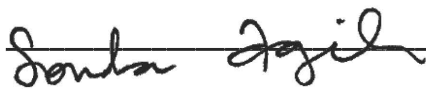
Title: President

Title: Chief Academic Officer

Date: 11/20/2024

Date: 11/21/2024

Signature: 

Signature: 

Name: Benjamin Davis

Title: President, Board of Education

Date: _____

Signature: _____

ANNEXES:

- [Annex 1: Scope of Work](#)
- [Annex 2: Budget and Budget Narrative](#)
- [Annex 3: Reporting Schedule](#)
- [Annex 4: TCP Standard Terms and Conditions](#)
- [Annex 5: ACH Authorization Form](#)
- [Annex 6: Financial Report Template](#)
- [Annex 7: Narrative Report Template](#)
- [Annex 8: Impact Report Template](#)

Approved As To Form By OUSD Legal Department

 10/11/24

Roxanne De La Rocha, Staff Attorney

Annex 1 Scope of Work

Project Overview

Project Title: Peer-to-Peer Youth Mental Health High School Pilot Demonstration

Project Duration: Start Date: August 9, 2024 - End Date: June 30, 2027

The Goals of the Children's Partnership in the California Youth Mental Health Peer-to-Peer Pilot Demonstration

By partnering with Oakland Technical High School, TCP will contribute to the development of a set of standards to support the expansion or implementation of unique, community-specific, and culturally responsive peer support programs. Through providing grant funding, participation in a statewide learning community, and evaluation, TCP's goal is to contribute to advocacy for sustainable funding and infrastructure for youth-driven peer-to-peer programs in California.

Peer-to-Peer Pilot Demonstration Partnership Commitments

TCP expects grantees to adhere to and participate in the following activities, at a minimum:

- Build and/or improve upon and implement a peer-to-peer youth mental health program with fidelity, ensuring that all funds provided under this Agreement are used exclusively for the benefit of Oakland Technical High School.
- Identify and work with a technical assistance provider as approved by and in partnership with TCP.
- Participate in Learning community meetings established and facilitated by TCP – a peer learning network for collaboration, to share ideas, resources, and approaches around program implementation, policy and systems change, community engagement, and coalition building and develop plans for action to ensure meaningful youth engagement.
- Collect data and report via an agreed-upon progress report schedule, using quantitative and qualitative demographic and outcome data related to the peer-to-peer youth mental health program.
- Adhere to reporting and evaluation requirements as defined by TCP in collaboration with the California Department of Health Care Services and selected evaluator.
- Attend regular quarterly check-in meetings, on-site visits, and calls with TCP.

Implementation Plan

Each grantee must develop and submit an Implementation Plan outlining how the grant funding will be utilized. This plan should detail the strategies, activities, and timelines for achieving the project goals.

The Implementation Plan will be subject to approval by both TCP and the Donor. This deliverable should be submitted electronically on the Submittable platform.

Narrative Reporting

The narrative reports are designed to capture the qualitative progress, challenges, and successes of the Peer-to-Peer Youth Mental Health High School Pilot Demonstration at your high school. These reports should provide a comprehensive overview of the program’s implementation, the experiences of participants, and the impact of the initiative on the school community. You will use the template in [Annex 7](#) and submit the reports in accordance with the deliverable schedule below. They should be submitted electronically on the Submittable platform.

Please review [Annex 3](#) for the reporting schedule.

Financial Reporting

The financial reports ensure accountability and transparency in the use of grant funds. These reports should detail all expenditures and provide a clear picture of the financial health of the Peer-to-Peer Youth Mental Health High School Pilot Demonstration. They will also show how spending aligns with the approved budget, highlighting any variances between budgeted and actual expenditures to identify and explain significant discrepancies. You will use the template in [Annex 6](#) and submit the reports on a bi-annual basis and in accordance with the deliverable schedule below. Financial Reports should be submitted electronically on the Submittable platform.

Please review [Annex 3](#) for the reporting schedule.

Impact Reporting

Impact reporting is crucial for tracking the progress and effectiveness of the Peer-to-Peer Youth Mental Health High School Pilot Demonstration using Key Performance Indicators (KPIs). These reports will include quantitative data on various metrics (listed below), providing insights into the program's impact on student outcomes and help identify areas for improvement. These reports will provide a comprehensive overview of the program's performance and progress towards its goals. You will use the template in [Annex 8](#) and submit the reports in accordance with the deliverable schedule below. Impact Reports should be submitted electronically on the Submittable platform.

Please review [Annex 3](#) for the reporting schedule.

Impact Measure	Frequency
Enrollment by grade	Fall, Winter, Spring
Enrollment by gender	Fall, Winter, Spring

Enrollment by race	Fall, Winter, Spring
Total Enrollment	Fall, Winter, Spring
% Suspension Rate	Fall, Winter, Spring
% Expulsion Rate	Fall, Winter, Spring
% Chronic Absenteeism Rate	Fall, Winter, Spring
% Psychiatric response team calls per semester (most current)	Fall, Winter, Spring
% Behavior referrals/incidents (most current)	Fall, Winter, Spring
# of Mental Health Counselors on Staff or Contracted Partners	Fall, Winter, Spring
# of Academic/College Counselors on Staff	Fall, Winter, Spring
Pilot Demonstration Specific Impact Measures	Frequency
# of students serving as peer support specialists	Winter, Spring
# of students who have used peer-to-peer services at least once (total and by race/ethnicity)	Winter, Spring
% of students who return for multiple support sessions	Winter, Spring
** % behavioral health challenges that have decreased (please identify types of behavioral health challenges identified/ tracked)	Winter, Spring
# of students who report positive attitude toward behavioral health (decrease in stigma towards acquiring mental health support)	Winter, Spring
% of students who reported an increase in overall sense of belonging	Winter, Spring
% of students who feel they have the tools and resources to address behavioral health challenges	Winter, Spring
# of students serving as peer support specialists	Winter, Spring

Quarterly Check-ins

1. Purpose: TCP will meet quarterly with the lead administrator(s) for the Peer-to-Peer Pilot Demonstration in order to receive updates on the status of the peer-to-peer pilot program, gain clarity on needs and recommendations and keep each party up to date on important information related to the pilot demonstration.
2. Scheduling: Quarterly check-ins will follow the below calendar with exact dates and times being mutually agreed upon at the earliest convenience of both parties.

Annual Site Visits

1. Purpose: TCP will conduct annual site visits for the purpose of learning, evaluation and communications efforts. Site visits aim to assess the state of the pilot demonstration and to build connectivity between the school site and TCP.
2. Schedule: TCP shall coordinate with the school site to schedule the site visits at mutually agreeable times consistent with the school's academic calendar and best availability. Reasonable notice will be provided to ensure proper preparation.
3. Costs: The costs associated with conducting the site visits, including travel and accommodation expenses, shall be borne by TCP, unless otherwise agreed upon in writing.
4. Amendment: This clause may be amended or modified only by mutual written agreement of the parties.

P2P Pilot Demonstration Learning Community

1. Purpose: The Learning Community brings together all grantees participating in the pilot demonstration, community partners, national peer-to-peer advocates and mental health policy professionals committed to advancing progress in peer support. This is a peer learning network for collaboration, to share ideas, resources, and approaches around program implementation, policy and systems change, community engagement, and coalition building and develop plans for action consisting of meaningful youth leadership.
2. Goals of the Learning Community Established by the Grant:
 - a. Share experiences, best practices and challenges as it relates to your school communities' pilot program.
 - b. Contribute to a set of standard best practices to share with the state to inform Peer support legislation.
 - c. Build connections across communities that we can rely upon, utilize, and call upon outside of the pilot demonstration (build a P2P network)
 - d. Support young people as leaders and young people sharing their own narratives.
3. Expectation: *TCP believes in the power of youth to be able to contribute meaningfully to identifying the best solutions to the challenges and barriers that they face. It is a requirement that students are involved in and leading where appropriate spaces of learning and action.* All grantees are required to participate in and contribute to the Learning Community. Inclusive of contributing to advocacy efforts and sharing best practices, ideas and recommendations within the Learning Community platform alongside other grantees.
4. Time Commitment:
 - a. Twice a semester synchronous online participation in demonstration forum
 - b. P2P Leadership Retreat (Spring 2025)
 - c. Culminating Statewide Convening (Summer 2026)

Schedule of Major Partnership Milestones

Milestone	Date
Quarterly Check-in Call	October 2024
Fall 2024 Site Visit (NorCal)	November 2024
Quarterly Check-in Call	January 2025
Spring 2025 Site Visit (SoCal)	April 2025
Quarterly Check-in Call	April 2025
Spring 2025 Pilot Leaders Retreat	May 2025
Quarterly Check-in Call	June 2025
Fall 2025 Site Visit (NorCal)	November 2025
Quarterly Check-in Call	September 2025
Spring 2026 Site Visit (SoCal)	April 2026
Quarterly Check-in Call	January 2026
Quarterly Check-in Call	April 2026
Statewide Learning Community Convening	July 2026

Annex 2 Approved Budget and Budget Narrative

Category	Subcategory	Amount	Brief Narrative
Staffing			
	Salaries	\$264,000	Project Director, Data Analyst
	Fringe Benefits	\$35,200	Employee benefits + travel and transportation
	Consultants	\$22,000	professionals with expertise in p2p mental health programs, curriculum development, and student engagement strategies. conducting workshops for staff, facilitating training sessions for student leaders, and advising on the implementation of evidence-based practices.
Technical Assistance			
	Curriculum Partners	\$150,000	Project developer
	Specialized Training	\$75,000	Disability Training, Cultural competence training, anti-racism training, and Student Led Educator and Parent Conference.
Student Stipends			
	Student Counselors	\$150,000	15 students per semester, paid monthly
	Student Recognition	\$7,000	Incentivize the active participation of students in the program. Awards, certificates, and other forms of recognition for students who demonstrate leadership, commitment, and positive contributions to the p2p mental health program. Support events and ceremonies.
Operational Costs			
	Affiliation Costs	\$0	
	Office	\$68,000	4k equipment per student/staff
	Capital Improvements	\$20,000	Mentor Center Creation (Couches, tables, chairs, desks)
	Materials	\$10,000	Uniforms, t-shirts, backpacks
	Marketing	\$1,605	Social media ads, printing
	Travel/Transportation	\$0	
	Other	\$0	
	Indirect Costs	\$143,000	Includes: Accounting, Legal Fees, IT Support, and General Office Supplies.
TOTAL		\$945,805	

Annex 3 Reporting Schedule

#	Report	Reporting Period	Submission Deadline
1	Implementation Plan	N/A	10/01/2024
2	Fall 2024 Narrative Report	08/01/2024 - 12/31/2024	01/14/2025
3	Fall 2024 Impact Report	08/01/2024 - 12/31/2024	01/14/2025
4	Q3+Q4 2024 Financial Report	08/01/2024 - 12/31/2024	01/14/2025
5	Winter 2024 Impact Report	08/01/2024 - 02/28/2025	03/11/2025
6	Spring 2025 Impact Report	01/01/2025 - 06/31/2025	07/15/2025
7	Spring 2025 Narrative Report	01/01/2025 - 06/31/2025	07/15/2025
8	Q1+Q2 2025 Financial Report	01/01/2025 - 06/31/2025	07/15/2025
9	Fall 2025 Impact Report	07/01/2025 - 12/31/2025	01/13/2026
10	Fall 2025 Narrative Report	07/01/2025 - 12/31/2025	01/13/2026
11	Q3+Q4 2025 Financial Report	07/01/2025 - 12/31/2025	01/13/2026
12	Winter 2025 Impact Report	08/01/2025 - 02/28/2026	03/10/2026
13	Spring 2026 Impact Report	01/01/2026 - 06/31/2026	07/14/2026
14	Spring 2026 Narrative Report	01/01/2026 - 06/31/2026	07/14/2026
15	Q1+Q2 2026 Financial Report	01/01/2026 - 06/30/2026	07/14/2026
16	Fall 2026 Impact Report	07/01/2026 - 12/31/2026	01/12/2027
17	Fall 2026 Narrative Report	07/01/2026 - 12/31/2026	01/12/2027
18	Q3+Q4 2026 Financial Report	07/01/2026 - 12/31/2026	01/12/2027
19	Final Report	08/01/2024 - 06/30/2026	02/28/2027

Annex 4

TCP Standard Terms and Conditions

- 1) Relationship of the Parties. The Parties are independent contractors of each other, and nothing in this Agreement creates an employer/employee, partnership, agency, or joint venture relationship. Neither Party has authority to enter into any agreement in the name of the other, or to create or assume any obligation of any kind, express or implied, on behalf of the other, except as specifically provided in this Agreement.
- 2) Ownership of Work. Unless otherwise agreed to in this Agreement or subsequently by written agreement signed by the Parties, (1) all right, title, and interest in and to the Work (as defined below) shall vest with TCP and Donor, (2) each Party will take any actions, approved by TCP and at its expense, required to protect TCP's and Donor's right in the Work, and (3) upon request, Grantee shall provide TCP all originals, copies, or other media containing or comprising the Work. "**Work**" shall include all services and/or deliverables performed under this Agreement, as well as data, materials, documents, files, notes, summaries, and any copies.
- 3) Confidential Information. Neither Party shall disclose Confidential Information (as defined below) of the other Party to anyone or make use of such Confidential Information for its own purposes without the owner's prior written consent; provided, however, that Confidential Information may be disclosed to government authorities if the disclosure is required by the terms or requirements of the Grant or otherwise by law. In the event disclosure is required by law, the disclosing party will use commercially reasonable efforts to provide the owner notice and a reasonable opportunity to defend against such disclosure. "**Confidential Information**" includes all information, in any form, relating to one party and furnished or obtained by the other under this Agreement including, without limitation, client and donor information, attorney-client privileged information, strategies, personnel information and financial information. Confidential Information does not include information that the receiving party knows or reasonably should know, information generally known to the public, information already known to the receiving party before receiving such information, or information independently developed. Each Party agrees to, at its option, immediately return or destroy, and shall not retain, copies of any Confidential Information and/or property of the other Party upon the termination of this Agreement and/or upon the owner's request; provided that neither party will be obligated to return or destroy Confidential Information that is contained in its archives to comply with legal or regulatory requirements or a bona fide record retention policy.
- 4) Books and Records. Grantee shall maintain books, records, documents and other evidence relating to the project in accordance with Generally Accepted Accounting Principles (GAAP) to sufficiently substantiate expenditures charged to this Project, as well as any reported cash or contributions in-kind cost share or matching requirement. Accounting records that are supported by documentation will at a minimum be adequate to clearly support all transactions incurred under the Agreement, all cost of the Project supplied by other sources, and the overall progress of the Project.
- 5) Use of Name, Trademark, or Logo. Neither Party shall use the name, trademark, or logo of the other in any form of publicity relating to the work under this Agreement without the other

Party's written consent. The reporting of information required pursuant to the terms of the Grant will not constitute a violation of the foregoing confidentiality provisions.

- 6) Compliance with Laws. Each Party shall comply with all laws, regulations, and orders applicable to its performance under this Agreement.
- 7) Anti-Terrorism Certification. Each Party certifies that it has not provided and will not provide material support or resources to any individual or organization with the knowledge or intent that the support or resources be used to prepare for or carry out an act of terrorism in violation of applicable laws.
- 8) Environmental Tobacco Smoke Certification. Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994 (the "**Act**"), requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting this Agreement the Grantee certifies that it will comply with the requirements of the Act.
- 9) Conduct. Grantee represents and warrants in connection with its work, that it:
 - a) Shall not discriminate on the basis of race, ethnicity, religion, national origin, gender, age, sexual orientation, marital status, citizenship status, disability, or military status.
 - b) Shall comply with the Statement of Commitment on Eliminating Sexual Exploitation and Abuse by UN and Non-UN personnel. Both parties commit to develop and/or disseminate organization-specific strategies or messages to prevent and respond to sexual exploitation and abuse, ensure that complaint mechanisms for reporting sexual exploitation and abuse are accessible, investigate allegations of sexual exploitation and abuse in a timely and professional manner, take appropriate action against perpetrators of sexual exploitation and abuse and protect victims and informants from retaliation.
 - c) Shall not carry out any practice inconsistent with the rights set forth in the Convention on the Rights of the Child.
 - d) Shall perform and complete its work hereunder in accordance with generally accepted industry standards, practices, and principles applicable to similar work.

- e) Shall not carry on propaganda or try to influence legislation¹ of any government except as specifically provided in this Agreement.
 - f) Shall not participate or intervene in any political campaign for or against any candidate for public office.
- 10) Anti-Corruption. Grantee shall maintain and comply with a written code of conduct that prohibits giving anything of value, directly or indirectly, to any person or entity, including government officials, in the form of a bribe or kickback; establishes appropriate limitations on transactions with relatives or related businesses or ventures; and otherwise properly governs the performance of its employees engaged in soliciting, awarding or administering contracts, and receiving gifts. Grantee shall promptly inform TCP in writing of any violations relating to its obligations hereunder and shall perform and cooperate with any investigation TCP, in its discretion, may require.
- 11) Assumption of Liability/Indemnification. Grantee hereby assumes all liability for all loss, damage, cost and expense arising out of or in any way connected with the operation or performance of, or the failure to perform, any duty, obligation, or activity on Grantee's part, its subcontractor(s), agent(s), or employee(s) in connection with this Agreement. Grantee recognizes that activities associated with the Agreement may expose Grantee and its personnel, vendors, and/or agents to both direct and indirect safety and security risks. Grantee is solely responsible for ensuring that adequate measures are taken to provide for the safety and security of anyone working on its behalf and/or under its direction. Grantee shall fully indemnify, hold harmless, and defend TCP, its subsidiaries, and affiliates, and each of their respective officers, directors, employees, and agents from and against any and all third-party claims, demands, liabilities, and expenses (including reasonable attorneys' fees) that arise from or are in any way related to the negligence, recklessness, intentional wrongdoing, fraud, infringement or misappropriation of intellectual property, and/or breach of any obligation under this Agreement by Grantee and/or its subcontractor(s), agent(s), or employee(s). Grantee will carry or obtain the insurance, if any, specified in the Project Plan.
- 12) Non-Waiver. Failure by either Party to insist upon strict compliance with any of the terms of this Agreement shall not be deemed a waiver of such terms, nor shall any specific waiver or relinquishment be deemed a blanket waiver or relinquishment of such right or power. No waiver shall be binding unless in writing and signed by the Party granting the waiver.
- 13) Governing Law. This Agreement shall be governed by the laws of the State of California.
- 14) Dispute Resolution. Any dispute ("**Dispute**") shall be construed and governed in accordance with the laws of the State of California exclusively and shall be brought exclusively in the appropriate Federal or State court located in the City of Los Angeles, California, the jurisdiction to which the Parties irrevocably consent. Prior to commencing arbitration or litigation, the Parties will first attempt in good faith to resolve the Dispute through confidential negotiation for a period of

¹ The term "influence legislation" refers to the project's goal of advocating for sustainable funding and infrastructure for youth-driven peer-to-peer programs. This advocacy includes sharing the outcomes of the program and best practices with state policymakers to inform future legislation related to peer-to-peer youth mental health support. It is not intended to directly lobby or intervene in political campaigns, but rather to contribute to broader policy discussions that align with the project's objectives.

forty-five (45) calendar days. Such negotiation shall be between the Parties' senior management, each of whom must have authority to settle the Dispute.

- 15) Entire Agreement. This Agreement states the complete agreement of the Parties and supersedes any prior or contemporaneous agreements, whether oral or written, with respect to the subject matter of this Agreement. If any provision of this Agreement is found invalid, illegal or unenforceable, then the validity, legality and enforceability of the remaining provisions of this Agreement will not in any respect be affected or impaired thereby. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. The Parties are entitled to rely on a counterpart executed and delivered by email/fax to the same extent as a counterpart with an original signature.
- 16) Subgrants and Subcontracts; Assignment. Grantee shall not subgrant/subcontract any portion of its performance without the prior written consent of TCP, except as set forth in the Agreement. Notwithstanding the foregoing, Grantee may enter into contracts with third parties as required to conduct its normal operations and on customary business terms without the consent of TCP. Grantee shall not transfer or assign its interest in this Agreement in whole or in part without the prior written consent of TCP. All terms and conditions of this Agreement shall be binding upon the respective Parties hereto, their personal representatives, successors, and assigns.

Annex 5 ACH Authorization Form

As a payment option, **The Children's Partnership** offers payees the opportunity to receive future payments electronically, rather than by check. Your payments will be deposited into the checking account of your choice. To receive payments electronically, you must complete this form.

ACH Authorization

I (we) hereby authorize The Children's Partnership to initiate entries to my (our) checking/savings accounts at the financial institution listed below and, if necessary, initiate adjustments for any transactions credited/debited in error. This authority will remain in effect until The Children's Partnership is notified by me (us) in writing to cancel it in such time as to afford The Children's Partnership and Chase Bank a reasonable opportunity to act on it.

Company Name:

Bank Name:

ABA/Routing Number (9 digits):

Account Number:

Authorized Signature*

Print Name

Title

Contact Phone Number

Payment Notification E-mail Address (optional):

*** By signing, you are hereby authorizing The Children's Partnership to make an ACH payment to the account listed. You certify that you are an individual authorized to provide this banking information to The Children's Partnership and that the account listed is a valid business account which can accept payments to satisfy your company's invoices.**

		Disability Training								
		Cultural Competence Training								
		Anti-racism Training								
<i>Student Stipends</i>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	
<i>Operational Costs</i>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	
	Affiliation Costs									
	Office									
		Rent								
		Utilities								
		Maintenance								

Annex 7 Narrative Report Template²

P2P Pilot Demonstration Narrative Report

Semester YYYY

Executive Summary

[Summary of major achievements and challenges encountered during the reporting period.]

Key Success Stories and Testimonials

Program Implementation

1. Program Model Description:
 - Detailed description of the peer-to-peer program model implemented.
 - Specific activities and strategies used in the program.
2. Student Involvement:
 - Description of how students were involved in the design and implementation of the program.
 - Number of students participating as peer leaders, counselors, or ambassadors.
3. Technical Assistance:
 - Details of the technical assistance received and its impact on the program.
 - Collaboration with community-based organizations or external providers.

Program Activities and Milestones

1. Key Activities:
 - Overview of major activities conducted during the reporting period (e.g., training sessions, peer support meetings, workshops).
2. Milestones Achieved:
 - List and description of milestones achieved as per the proposed program plan.
 - Comparison of actual progress against planned milestones.

Outcomes and Impact

[Summarize evaluation methods used (surveys, focus groups, interviews). Summarize key findings from the evaluation and any preliminary results.]

² This template is subject to change after input from the selected evaluator and communication firm.

[Share quantitative data alongside qualitative stories that highlight the program's impact. Include student feedback. Note any observed changes in school culture and well-being. Include anecdotes or specific instances where the program made a difference.]

Challenges and Lessons Learned

1. Overcoming Challenges

[Share stories about challenges faced during the program and how they were addressed. Highlight any innovative solutions or approaches that were particularly effective.]

2. Lessons Learned:

[Discuss key lessons learned from the program. Include reflections on what worked well and what could be improved, using specific examples to illustrate your points.]

Financial Overview

[Description of how the grant funds were used to support the program activities during the reporting period. Explain any significant variances between the budgeted and the actual expenditures. Document any budget amendment requests/approvals, if any.]

Appendices

- Copies of training materials, promotional materials, and other relevant documents.
- Semester YYYY Impact Report
- Semester YYYY Financial Report

School Name:	Oakland Technical High School	
Subgrant Number:	SG2024025	
Grant Period:	Aug 9, 2024 - June 30, 2027	
Report Period:	Mon DD, YYYY - Mon DD, YYYY	
Report Submission Date:	Mon DD, YYYY	
Prepared By:	Full Name Position Email Phone number	Signature:

Annex 8 Impact Report Template³

#	Indicator	Measures	Fall 2024	Winter 2024	Spring 2025	Fall 2025	Winter 2025	Spring 2026	Overall Average	Notes
1	% Suspension Rate	<i>Actual</i>							#DIV/0!	
		<i>Target</i>							#DIV/0!	
		<i>Baseline</i>							#DIV/0!	
		<i>% Target</i>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
2	% Expulsion Rate	<i>Actual</i>							#DIV/0!	
		<i>Target</i>							#DIV/0!	
		<i>Baseline</i>							#DIV/0!	
		<i>% Target</i>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
3	% Chronic Absenteeism Rate	<i>Actual</i>							#DIV/0!	
		<i>Target</i>							#DIV/0!	
		<i>Baseline</i>							#DIV/0!	
		<i>% Target</i>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
4	% Psychiatric response team Calls per semester	<i>Actual</i>							#DIV/0!	
		<i>Target</i>							#DIV/0!	
		<i>Baseline</i>							#DIV/0!	
		<i>% Target</i>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
5	% Behavior referrals/incidents	<i>Actual</i>							#DIV/0!	
		<i>Target</i>							#DIV/0!	

³ This template is subject to change by TCP and after input from the selected evaluator

		<i>Baseline</i>							#DIV/0!		
		<i>% Target</i>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
6	# of Mental Health Counselors on Staff or Contracted Partners	<i>Actual</i>							#DIV/0!		
		<i>Target</i>							#DIV/0!		
		<i>Baseline</i>								#DIV/0!	
		<i>% Target</i>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
7	# of Academic/College Counselors on Staff	<i>Actual</i>							#DIV/0!		
		<i>Target</i>							#DIV/0!		
		<i>Baseline</i>								#DIV/0!	
		<i>% Target</i>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
8	# of students serving as peer support specialists	<i>Actual</i>							#DIV/0!		
		<i>Target</i>							#DIV/0!		
		<i>Baseline</i>								#DIV/0!	
		<i>% Target</i>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
9	# of students who have used peer-to-peer services at least once (total)	<i>Actual</i>							#DIV/0!		
		<i>Target</i>							#DIV/0!		
		<i>Baseline</i>								#DIV/0!	
		<i>% Target</i>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
10	% of students who return for multiple support sessions	<i>Actual</i>							#DIV/0!		
		<i>Target</i>							#DIV/0!		
		<i>Baseline</i>								#DIV/0!	
		<i>% Target</i>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
11	** % behavioral health challenges that have decreased	<i>Actual</i>							#DIV/0!		

	(please identify types of behavioral health challenges identified/ tracked)	Target						#DIV/0!	
		Baseline						#DIV/0!	
		% Target		#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
12	# of students who report positive attitude toward behavioral health (decrease in stigma towards acquiring mental health support)	Actual						#DIV/0!	
		Target						#DIV/0!	
		Baseline						#DIV/0!	
		% Target		#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
13	% of students who reported an increase in overall sense of belonging	Actual						#DIV/0!	
		Target						#DIV/0!	
		Baseline						#DIV/0!	
		% Target		#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
14	% of students who feel they have the tools and resources to address behavioral health challenges	Actual						#DIV/0!	
		Target						#DIV/0!	
		Baseline						#DIV/0!	
		% Target		#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
15	# of students serving as peer support specialists	Actual						#DIV/0!	
		Target						#DIV/0!	
		Baseline						#DIV/0!	
		% Target		#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!



Nada Hashem <nhashem@childrenspartnership.org>

Congratulations!

The Children's Partnership <reply-to+654fc07a-139f-46b4-a358-5e4d20f9dda3@email.submittable.com>
To: nhashem@childrenspartnership.org

Thu, Jul 11, 2024 at 10:06 AM

Submittable 

Dear **Oakland Technical High School**,

On behalf of The Children's Partnership in collaboration with the California Department of Health Care Services, we are thrilled to formally inform you that you have been selected as a recipient of the Peer-to-Peer Youth Mental Health High School Pilot Demonstration grant! You have been selected as one of eight high schools across California to receive funding to develop a new or further expand your existing peer-to-peer program.

Oakland Technical High School will be awarded a total amount of **\$945,805.00**.

We are excited to partner with you over the course of the demonstration to contribute to the development of a set of standards to support unique, community-specific, and culturally responsive peer support programs. Through providing this grant funding, participating in a statewide learning community, and evaluation, we will contribute to advocacy for sustainable funding and infrastructure for youth-driven peer-to-peer programs in California.

We know you have many questions and we are excited to meet with you to discuss the details, deliverables, expectations, award disbursement schedule and more.

As a next step, please [schedule an Introductory Grantee Meeting for the week of July 29 - Aug 2 here](#).

Congratulations!

Raven Jones

Director, Peer-to-Peer Youth Mental Health

The Children's Partnership

[REPLY](#)

[VIEW SUBMISSION](#)

Submission ID: 45995425

Sent by [Submittable](#).

[101 E Front St Suite 501, Missoula, MT 59802](#)

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