

| | |
|-------------------|-------------|
| File ID Number | 18-2473 |
| Introduction Date | 1/9/2019 |
| Enactment Number | 19-0031 |
| Enactment Date | 1/9/2019 If |
| By | |



**OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Board of Education**

November 14, 2018

To: Board of Education
 From: Kyla Johnson-Trammell, Superintendent
 Subject: Grant Agreement Acceptance - City of Oakland - Violence Intervention Services

ACTION REQUESTED:

Approval by the Board of Education of Second Amendment to the Grant Agreement between District and OUSD alternative education high schools for Fiscal Years 2016-2019, to support life coaching to juvenile offenders referred by the Juvenile Justice Center Transitional Center, extending the agreement term from January 1, 2016 through June 30, 2018 to June 30, 2019.

BACKGROUND:

Second Amendment to the Grant Agreement for OUSD alternative education high schools for Fiscal Years 2016-2019 was submitted for funding as indicated in chart below. The Grant Face Sheet and grant agreement packets are attached.

| File ID # | Backup Document Included | Type | Recipient | Grant's Purpose | Time Period | Funding Source | Grant Amount |
|-----------|--------------------------|-------|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| 18-2473 | Yes | Grant | Oakland Unified School District Alternative Education High Schools | To support life coaching to juvenile offenders referred by the Juvenile Justice Transitional Center (JJC) with a focus on school placement, probation discharge, and brokering of local support services via the Office of Alternative Education | January 1, 2016 - June 30, 2019 | City of Oakland, Measure Z: The Oakland Public Safety and Services Violence Prevention Act | \$214,000.00, increasing the amount from \$500,000 for a total amount not to exceed \$714,000 |

DISCUSSION:

The District created a Grant Face Sheet process to:

- Review proposed grant projects at OUSD sites and assess their contribution to sustained student achievement
- Identify OUSD resources required for program success

OUSD received a Grant Face Sheet and a completed grant application for the program listed in the chart by the school.

FISCAL IMPACT:

The total amount of grant will be provided to OUSD schools from the funder.

- Grants valued at: \$214,000.00

RECOMMENDATION:

Approval by the Board of Education of Second Amendment to the Grant Agreement for OUSD alternative education high schools for Fiscal Years 2016-2019 to accept same, if granted, in whole or in part, pursuant to the terms and conditions thereof and to submit amendments thereto, for the grant year, if any.

ATTACHMENTS:

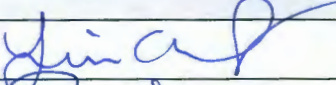
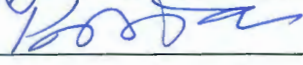
- Grant Face Sheet
- Grant Letter
- Check #: 983902

OUSD Grants Management Face Sheet

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Title of Grant: Measure Z: Oakland Public Safety and Services Violence Prevention Act | Funding Cycle Dates: January 1, 2016 – June 30, 2019 |
| Grant's Fiscal Agent: Lucia Moritz Oakland Unified School District Office of Alternative Education 1000 Broadway, Suite 600 Oakland, CA 94607 | Grant Amount for Full Funding Cycle: \$714,000 |
| Funding Agency: Oakland Unite Violence Prevention Programs City of Oakland Department of Human Services 150 Frank Ogawa Plaza, Suite 4340 Oakland, CA 94612 (510)893-4374 www.oaklandunite.org | Grant Focus: To support life coaching to juvenile offenders referred by the Juvenile Justice Center Transitional Center (JJC), with a focus on school placement, probation discharge, and brokering of local support services. |
| List all School(s) or Department(s) to be Served: Oakland Unified School District Alternative Education High Schools | |

| Information Needed | School or Department Response |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| How will this grant contribute to sustained student achievement or academic standards? | The grant will be used to provide Violence Intervention Services in accordance with the 2014 Oakland Public Safety and Services Violence Prevention Act (Measure Z). The grant provides intensive case management services for justice involved youth in alternative ed. schools. |
| How will this grant be evaluated for impact upon student achievement? (Customized data design and technical support are provided at 1% of the grant award or at a negotiated fee for a community-based fiscal agent who is not including OUSD's indirect rate of 4.75% in the budget. The 1% or negotiated data fee will be charged according to an Agreement for Grant Administration Related Services payment schedule. This fee should be included in the grant's budget for evaluation.) | Grantee shall be monitored and evaluated by the City in terms of its effectiveness and timely compliance with the provisions of this Agreement and the effective and efficient achievement of the Scope of Work. |
| Does the grant require any resources from the school(s) or district? If so, describe. | This amendment grant will require the use of district resources to ensure the successful implementation of the grant, specifically, the work of district funded individuals in the Alternative Education Department. OUSD is required to match 20% of the total budget totaling \$44,910 for FY 18-19. |
| Are services being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU? (If yes, include the district's indirect rate of 4.25% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.) | No |
| Will the proposed program take students out of the classroom for any portion of the school day? (OUSD reserves the right to limit service access to students during the school day to ensure academic attendance continuity.) | No |
| Who is the contact managing and assuring grant compliance? (Include contact's name, address, phone number, email address.) | Lucia Moritz Office of Alternative Education 1000 Broadway, Suite 440 (510)879-8838 Email: lucia.moritz@ousd.org |

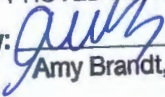
Applicant Obtained Approval Signatures:

| Entity | Name/s | Signature/s | Date |
|---------------------------------------------------------------------------------------------------------------------|----------------|-------------------------------------------------------------------------------------|----------|
| Principal | Lucia Moritz |  | 11/13/18 |
| Department Head <small>(e.g. for school day programs or for extended day and student support activities)</small> | Preston Thomas |  | 11/13/18 |

Grant Office Obtained Approval Signatures:

| Entity | Name/s | Signature/s | Date |
|----------------|-----------------------|-------------|------|
| Fiscal Officer | Marcus Battle | | |
| Superintendent | Kyla Johnson-Trammell | | |

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the General Counsel
APPROVED FOR FORM & SUBSTANCE

By: 
Amy Brandt, Attorney at Law
11-20-18



DOCUMENT CHECKLIST /SUBMITTAL TO CITY CLERK

TO: CONTRACTS STAFF/PROJECT MANGER and CITY CLERK: Please sign the attached Schedule T and file this document checklist with City Clerk. Please initial and date the "routing" portion of this form as noted below.

| DATE TO: | DEPARTMENT: | INITIALS: | DATE REC'D: | DATE RETURNED: |
|----------|--------------------|-----------|-------------|----------------|
| | City Attorney | | | |
| | City Administrator | | | |
| | City Clerk | | | |

*Please submit complete documents to the City Clerk. Please use the checklist as your guide.

Project Name: Oakland Unite – life coaching service /youth life coaching
Contractor: Oakland Unified School District Alternative Education
Dates: 07/01/18 – 06/30/19
Contract Amount: \$214,000 (total \$714,000)

PLEASE NOTE: The following documents must remain attached as required. Please ensure each attachment is part of the packet submitted to the Clerk's Office.

| Notes | Included | |
|-------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| N/A | | Original Agreement with Schedule Q (PS, CS, Grant, DBE, I.T. and others: hybrid) |
| | X | Amendment (PS, CS, <u>Grant</u> , DBE, I.T. and others) # <u>2</u> |
| | X | Request from Project manager/Contract Summary Form/ Online Tracking Form |
| | X | City Administrator's Office Authority Checklist |
| | X | Schedule T |
| | X | Resolution(s) both current and previous (# <u>87195</u>) |
| N/A | | Bid and Performance Bonds (as applicable) |
| | X | Schedule A - Scope of Work (Contractor's bids) |
| N/A | | Schedule B-1 – Declaration of Compliance with Arizona Resolution 82757 |
| N/A | | Schedule B-2 -Conditional Waiver per Ordinance |
| | X | Schedules C-1 Compliance with the Americans With Disabilities Act |
| N/A | | Schedule D – Ownership, Ethnicity, Gender Questionnaire |
| N/A | | Schedule E (non-construction) Project Consultant Team |
| N/A | | Schedule E2 - Oakland Workforce Verification Form |
| | X | Schedule K – Pending Dispute Resolution |
| N/A | | Schedule M –Part A (and Active Status_with Secretary of State, if Corporation) |
| N/A | | Schedule M - Part B Independent Contractor Questionnaire (Requesting Department only) |
| | X | Schedule N (Declaration of Compliance- Living wage ordinance) |
| | X | Schedule N-1 (Equal Benefits Ordinance Certificate – approved on <u>2006</u>) |
| N/A | | Schedule O -Disclosure of Campaign Contributions |
| | X | Schedule P – Nuclear Free Zone Ordinance 11474 CMS |
| | X | Schedule Q - **Evidence of current insurance with endorsement (CGL with Endorsement, Auto, PL, WC and WOS) OR Waiver approved by Risk Management |
| N/A | | Schedule R (construction) Subcontractor, Supplier, Trucking List |
| N/A | | Schedule U- Compliance Commitment Agreement |



DOCUMENT CHECKLIST /SUBMITTAL TO CITY CLERK

| | | |
|-----|---|------------------------------------------------------|
| | X | Schedule V – Affidavit |
| | X | Oakland's Minimum Wage Law acknowledgement |
| | X | Affirmative Action acknowledgement |
| N/A | | Contractor's License (Construction) |
| N/A | | Schedule Z, Parts A and B |
| N/A | | Current City of Oakland Business Tax (public entity) |

**Please refer to Schedule Q. Includes general liability additional insured, auto-liability, workers compensation & professional liability (errors and omission)

COMMENTS: _____

Signature of Project/Contract Staff

Extension/email

Jasmine Chan
 Print Name

07/12/18
 Date

City Administrator's Contract Authority Checklist

(Purchasing Ordinance, OMC Chapter 2.04) Revised 2016



City of Oakland

Purchase Authority of the City Administrator (OMC §2.04.020.A).

The City Administrator's contract authority is \$250,000 for procurement, construction and services, which includes non-professional, professional, technical and scientific services, provided a competitive solicitation is done.

The City Administrator may waive the competitive process for professional services contracts up to \$50,000, upon a determination that it is in the City's best interests to waive competition.

The City Administrator's Purchasing Authority NOT Applicable -

Loans, Development Agreements (e.g., Development and Disposition Agreements, Exclusive Negotiating Agreements, etc.), Real Estate Agreements (Leasing, Sales or Acquisition of Real Property).

- The Purchasing Ordinance does not establish City Administrator authority to award or execute these types of agreements. Such authority is contained in the Oakland Charter and separate legislation.

Pay-go Grant Authority (OMC 2.04.017).

- The City Administrator is authorized to make Pay-go grants on behalf of Council members to a non-City organization (e.g., a school or neighborhood association) in any amount, provided the grant will be used for purposes consistent with restrictions on the pay-go funding source.

Purchases Subject to Appropriation of Funds (OMC 2.04.040A)

All contracts authorized by the Council or City Administrator must have prior appropriation and allocation of funds for the City programs, activities, functions or operations, which the purchase is intended to support.

Competitive Award Process: (A) Informal, (B) Formal, (C) Request for Proposals, (D) Cooperative Agreement, (E) Bid, Or (F) Grant.

Council authorized this contract by way of *Resolution No. 87095* C.M.S., as attached.

The consultant/contractor or vendor was selected through a formal or informal competitive process as mandated? Y N

Or, advertising and bidding or RFP/RFQ process was waived in *Resolution No. C.M.S.*, as attached.

Three (3) local certified firms were solicited and named as follows: _____ Y N

Identify the local certified firm selected? _____

If "No" explain why? _____

Completed by , on this 11th day of July 2018.

Signature: Contract Administrator/Project Manager



City of Oakland

SCHEDULE T CONTRACT SUMMARY TRANSMITTAL *

FOR USE BY ALL CITY AGENCIES AND DEPARTMENTS FOR PROCUREMENT, CONSTRUCTION AND PROFESSIONAL SERVICES CONTRACTS

- 1. Agency: Oakland Unite Department: Human Services
- 2. Project Name: Grant amendment between the City of Oakland and Oakland Unified School District to provide life coaching services Project Amount: \$214,000
- 3. Budget / Funding: (** Multiple Funding Sources - Complete Additional Funding Section on Page 2)
Fund #: 2252 Org #: 78311 Account #: 54919 Project #: 1004149 Program #: PS37 Encumbrance Amount \$: 214,000
- 4. Project Manager / Responsible Employee Name: Valerie Okelola
Title: Program Analyst I Phone: 238-3345 email: vokelola@oaklandnet.com
- 5. Supervisor / Direct Report or Alternate Employee Contact:
Name: Josie Halpern-Finnerty Phone: 238-2350 email: JHalpern-Finnerty@oaklandnet.com
- 6. Consultant / Contractor Name: Oakland Unified School District Alternative Education
Address: 1000 Broadway, Oakland CA Phone: 879-8200 email: _____
- 7. Type of Contract (Mark X): Professional Service: Construction: Commodities: Technology:
- 8. Statement of Contract Goal / Purpose: Grantee shall provide life coaching services to juvenile offenders referred by the Juvenile Justice Center Transition Center
- 9. Actual or Estimated Notice To Proceed (NTP) Date: 7/1/18 Estimated Completion Date: 6/30/19
- 10. Resolution Number: 87195 Resolution Date: 5/15/18
- 11. Location of the Contract Documents: _____

THIS PORTION MUST BE COMPLETED BY THE AGENCY / DEPARTMENT AND/OR THE PROJECT MANAGER

Insert language below regarding the evaluation of performance and/or audit requirements. For example: This contract is subject to an independent audit initiated by the City of Oakland and/or this contract will be evaluated quarterly according to the deliverables defined below. Please attach separate sheets if required.

| Performance, Inspection, Fiscal Reporting and Audit Requirements | |
|------------------------------------------------------------------|--|
| Performance Evaluation: | |
| Inspection Requirement: | |
| Fiscal Reporting Requirement: | |
| Audit Requirement: | |

| Deliverables | Date Due | Completion Date | Responsible Source (Prime, Sub, Supplier, Other) | Performance |
|--------------|----------|-----------------|--------------------------------------------------|-------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

| | |
|-------------------------------------------------------------------------------------|---------------------|
| City Representative: <u><i>Valerie Okelola</i></u> <small>(Please Print)</small> | Date: <u>8/3/18</u> |
| City Representative Signature: _____ | |

| | |
|------------------------------------------------------------------------|---------------------|
| City Clerk: <u><i>Diana Scott</i></u> <small>(Please Print)</small> | Date: <u>8/3/18</u> |
| City Clerk Signature: _____ | |

* Must be attached to the signed Contract / Agreement and the First and Final (last) Payment Requests

CONTRACT SUMMARY TRANSMITTAL PROCEDURE

Note: This Contract Summary Transmittal form must be completed and attached to the signed Contract / Agreement

Note: Agency / Department - Project Managers are responsible and must ensure:

Contract Compliance and Employment Services performed the following:

- 1) Compliance Analysis
- 2) Equal Benefits Determination
- 3) Living Wage Determination

Note: Before submission of a Contract:

Schedule M (Part A and B) must be submitted to the City Attorney's Office for written approval

- 1) Consultant / Contractor must complete Schedule M - Part A
- 2) The City Agency / Department must complete Schedule M - Part B

Note: A photocopy of the completed Contract Summary Transmittal form must be attached to the first and final payment request:

- 1) Photocopy the front and back of the completed Contract Summary Transmittal form
- 2) Photocopy must be attached to the back-up documentation, on the first payment request and on the final payment request that is submitted to the Finance and Management Agency / Accounts Payable Section

| Contract Transmittal Procedure | Date Received | Received Initials | Date Returned | Returned Initials |
|------------------------------------------------------------------------------------------|---------------|-------------------|---------------|-------------------|
| Contract: Send to the City Attorney's Office for First Review | | | | |
| Contract: Send to the Consultant / Contractor | | | | |
| Contract: Send to the City Attorney's Office for Final Signature | | | 7/25 | am |
| Contract: Send to the Agency / Department Fiscal Services to Encumber Funds | | | | |
| Contract: Send to the Finance and Management Agency / Purchasing Division *** | | | | |
| Contract: Send to the Agency / Department for Director's Signature | | | 7/26 | CD |
| Contract: Send to City Administrator's Office for Approval (for contracts over \$15,000) | | | 8/1/18 | JC Er DB |
| Contract: Send to City Clerk's Office | 8/3/18 | DB | | |

*** All Contracts are sent to the Finance and Management Agency / Purchasing Division to ensure the required Funds are encumbered
Funds that are not encumbered may result in a delayed payment to the Consultant and/or Contractor

**Additional Funding Section

| Fund Number | Organization Number | Account Number | Project Number | Program Number | Encumbrance Amount |
|-------------|---------------------|----------------|----------------|----------------|--------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

2018 APR 26 PM 2:56

OAKLAND CITY COUNCIL

Approved as to Form and Legality


City Attorney

RESOLUTION No. 87195 C.M.S.

Introduced by Councilmember _____

RESOLUTION:

(1) AUTHORIZING THE CITY ADMINISTRATOR TO AMEND GRANT AGREEMENTS AND FUND DIRECT CITY SERVICES FOR VIOLENCE INTERVENTION PROGRAMS FOR A TOTAL ESTIMATED AMOUNT OF \$8,563,005 FOR FISCAL YEAR 2018-2019; AND ENTER INTO GRANT AGREEMENTS TO SUPPORT VIOLENCE PREVENTION NETWORK CAPACITY-BUILDING EFFORTS FOR FISCAL YEAR 2018-2019 IN A TOTAL AMOUNT NOT TO EXCEED \$380,000; AND

(2) WAIVING THE COMPETITIVE SOLICITATION PROCESS REQUIREMENTS AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AN AGREEMENT WITH CITYSPAN TECHNOLOGIES, INC. FOR LICENSING AND HOSTING OF A WEB-BASED, CLIENT-LEVEL TRACKING AND CONTRACT MANAGEMENT DATABASE SYSTEM FROM JULY 1, 2018 THROUGH JUNE 30, 2019, AND AMEND THE AGREEMENT TO RENEW FOR TWO ADDITIONAL YEARS IN A TOTAL THREE-YEAR CONTRACT AMOUNT NOT TO EXCEED \$200,000

WHEREAS, Oakland voters passed the 2014 Oakland Public Safety and Services Violence Prevention Act ("Safety and Services Act") in 2014, approving a series of taxes to support violence intervention objectives including programs and services that provide support to high-risk youth and young adults to interrupt the cycle of violence and recidivism; and

WHEREAS, the Safety and Services Oversight Commission ("Oversight Commission") recommended and City Council approved a three-year priority spending plan for violence intervention funds in summer 2015 and subsequently approved recommendations to execute grant agreements with non-profit and public agencies selected through an Request for Proposal (RFP) process in fall 2015 and spring 2016; and

WHEREAS, City Council allocated \$110,000 annually from the City's General Purpose Fund in the Fiscal Year (FY) 2017-2019 Adopted Budget for transitional housing and support for commercially sexually exploited children (CSEC), awarded through HSD's RFP process; and

WHEREAS, following an RFP process the City Council approved violence prevention grant agreements from January 1, 2016 through June 30, 2017 pursuant to Resolution No. 85926 C.M.S. and Resolution No. 86084 C.M.S., and approved amendments to renew the agreements from July 1, 2017 through June 30, 2018 pursuant to Resolution No. 86767 C.M.S.; and

WHEREAS, City Council approved the creation of a new Department of Violence Prevention (DVP) on June 20, 2017 (Resolution No. 13451 C.M.S.) with the mission to dramatically reduce violence crime and to serve communities impacted by violence to end the cycle of trauma; and

WHEREAS, The City Administrator's Office is leading a planning process for the DVP and anticipates hiring the permanent Chief of Violence Prevention in the summer of 2018; and

WHEREAS, the Human Services Department (HSD) recommends renewing agreements with most current grantees and continuing network capacity-building efforts for one additional year to align the planning processes for Safety and Services Act-funded violence intervention services with the planning process for the DVP; and

WHEREAS, a new spending plan for violence intervention services will be brought to the Oversight Commission and City Council in the fall of 2018 following strategic planning; and

WHEREAS, currently funded programs provided services to over 6,100 individuals affected by violence in Oakland from January 2016 through December 2017; and

WHEREAS, initial findings by the independent evaluator demonstrated that Adult Life Coaching and Adult Employment/Education Support Services improve participant outcomes related to violence in comparison to a group of similar individuals; and

WHEREAS, HSD contract monitoring activities found the majority of grantees to be in compliance with the terms of their awards and staff recommends renewal for most previously funded agencies for FY 2018-2019; and

WHEREAS, HSD will work closely with the five programs for whom renewed funding is contingent upon making improvements in certain areas identified during monitoring activities, and will provide an update to the Oversight Commission on progress in FY 2018-2019; and

WHEREAS, Safety and Services Act funds are available and will be used for violence intervention services in FY 2018-2019 and will be supplemented by carryforward funds, aforementioned General Purpose Funds for CSEC, and previously authorized grant funding; and

WHEREAS, staff recommends executing amendments to renew grant agreements and executing a new grant agreement with the following service providers and funding direct City service positions in the amounts specified below for a total estimated amount of \$8,563,005 for FY 2018-19, for the purpose of funding violence intervention services to high-risk youth and young adults:

Table 1: Oakland Unite FY 2018-2019 Renewal Amounts

| Sub-Strategy | Agency | FY 18-19 Amt. | Type | Fund | Fund | Org | Project |
|---------------------|---------------------------------------------|---------------|-------|---------|------|-------|---------|
| Youth Life Coaching | Alameda County Probation - JJC Coordination | \$96,300 | Grant | MZ 1819 | 2252 | 78311 | 1004149 |
| | East Bay Agency for Children | \$214,000 | Grant | MZ 1819 | | | |
| | East Bay Asian Youth Center | \$304,950 | Grant | MZ 1819 | | | |

Table 1: Oakland Unite FY 2018-2019 Renewal Amounts

| Sub-Strategy | Agency | FY 18-19 Amt. | Type | Fund | Fund | Org | Project |
|----------------------------------------------|----------------------------------------------------------------------------|--------------------|---------|---------|------|-------|---------|
| | Motivating Inspiring Supporting and Serving Sexually Exploited Youth, Inc. | \$165,850 | Grant | MZ 1819 | | | |
| | Oakland Unified School District - School Enrollment Coordination | \$85,600 | Grant | MZ 1819 | | | |
| | OUSD Office of Alternative Education | \$214,000 | Grant | MZ 1819 | | | |
| | The Mentoring Center | \$107,000 | Grant | MZ 1819 | | | |
| | Youth ALIVE! | \$192,600 | Grant | MZ 1819 | | | |
| Subtotal | | \$1,380,300 | | | | | |
| Adult Life Coaching | ABODE Services | \$124,120 | Grant | MZ 1819 | 2252 | 78311 | 1004151 |
| | Community & Youth Outreach, Inc. | \$374,500 | Grant | MZ 1819 | | | |
| | Roots Community Health Center | \$124,120 | Grant | MZ 1819 | | | |
| | The Mentoring Center | \$374,500 | Grant | MZ 1819 | | | |
| | HSD Lead Life Coach (1 FTE Outreach Developer) | \$157,302 | In City | MZ 1819 | | | 1004164 |
| | HSD Life Coaches (3 FTE Case Managers and Participant Stipends) | \$452,439 | In City | MZ 1819 | | | 1004165 |
| Subtotal | | \$1,606,981 | | | | | |
| Youth Employment and Education Support | The Youth Employment Partnership, Inc. | \$256,800 | Grant | MZ 1819 | 2252 | 78311 | 1004152 |
| | Alameda County Office of Education | \$197,950 | Grant | MZ 1819 | | | |
| | Bay Area Community Resources, Inc. | \$128,400 | Grant | MZ 1819 | | | |
| | Youth Radio | \$133,750 | Grant | MZ 1819 | | | |
| Subtotal | | \$716,900 | | | | | |
| Adult Employment and Education Support | Beyond Emancipation | \$117,700 | Grant | MZ 1819 | 2252 | 78311 | 1004153 |
| | Building Opportunities for Self-Sufficiency | \$214,000 | Grant | MZ 1819 | | | |
| | Center for Employment Opportunities, Inc. | \$342,400 | Grant | MZ 1819 | | | |
| | Civicorps Schools | \$267,500 | Grant | MZ 1819 | | | |
| | Oakland Private Industry Council, Inc. | \$214,000 | Grant | MZ 1819 | | | |
| Subtotal | | \$1,155,600 | | | | | |
| Shooting/Homicide Response & Support Network | Catholic Charities of the Diocese of Oakland | \$321,000 | Grant | MZ 1819 | 2252 | 78311 | 1004155 |
| | Community & Youth Outreach, Inc. | \$107,000 | Grant | MZ 1819 | | | |
| | Youth ALIVE! | \$133,750 | Grant | MZ 1819 | | | |
| Subtotal | | \$561,750 | | | | | |

Table 1: Oakland Unite FY 2018-2019 Renewal Amounts

| Sub-Strategy | Agency | FY 18-19 Amt. | Type | Fund | Fund | Org | Project |
|-------------------------------------------------------|----------------------------------------------------------------------------|--------------------|---------|------------------|------|-------|-------------|
| Street Outreach | Building Opportunities for Self-Sufficiency | \$347,750 | Grant | MZ 1819 | 2252 | 78311 | 1004156 |
| | Youth ALIVE! | \$845,300 | Grant | MZ 1819 | | | |
| | HSD Violence Prevention Network Coordinator | \$181,571 | In City | MZ 1819 | | | 1004168 |
| | HSD Violence Prevention Network Liaison | \$147,737 | In City | MZ 1819 | | | 1004167 |
| <i>Subtotal</i> | | \$1,522,358 | | | | | |
| Commercially Sexually Exploited Children Intervention | Motivating Inspiring Supporting and Serving Sexually Exploited Youth, Inc. | \$185,600 | Grant | MZ 1819/ Reserve | 2252 | 78311 | 1004157/TBD |
| | Bay Area Women Against Rape | \$78,110 | Grant | MZ 1819 | | | 1004157 |
| | Covenant House California* (Dreamcatcher Youth Services) | \$165,000 | Grant | GPF | | | 1010 |
| <i>Subtotal</i> | | \$428,710 | | | | | |
| Family Violence Intervention | Family Violence Law Center | \$481,500 | Grant | MZ 1819 | 2252 | 78311 | 1004158 |
| <i>Subtotal</i> | | \$481,500 | | | | | |
| Innovation Fund | Community Works West, Inc. | \$107,000 | Grant | MZ 1819 | 2252 | 78311 | 1004159 |
| | Seneca Family of Agencies | \$107,000 | Grant | MZ 1819 | | | |
| <i>Subtotal</i> | | \$214,000 | | | | | |
| Community Engagement | Community Building Specialists (2 FTE) | \$276,069 | In City | MZ 1819 | 2252 | 78311 | 1004163 |
| | Community Engagement Coordinator (1 FTE) | \$168,837 | In City | MZ 1819 | | | 1004162 |
| | The Youth Employment Partnership, Inc.** | \$50,000 | Grant | SAMHSA/MZ | | | 2128 |
| <i>Subtotal</i> | | \$494,906 | | | | | |
| | | \$8,563,005 | | | | | |

* Covenant House now runs the Dreamcatcher Youth Services program; HSD seeks authority to enter into a grant agreement with this agency. General Purpose Funds may be supplemented by Measure Z carryforward funds contingent on adoption of the FY 2018-2019 Midcycle Budget.

** SAMHSA funds may be supplemented by Measure Z carryforward; amount not to exceed \$50,000.

; and

WHEREAS, following a RFQ process City Council also approved, pursuant to Resolution No. 86310 C.M.S., contracts for training and technical assistance services to the violence intervention network for the period July 1, 2016 through June 30, 2017, with an option to renew for one additional year from July 1, 2017 through June 30, 2018; and

WHEREAS, Bright Research Group and Pathways Consultants developed a capacity-building program for the grantee network that includes training in motivational interviewing, trauma-informed approaches, supervision and self-care, and certifications in community coaching and job development; and

WHEREAS, based on evaluation feedback that grantees find these supports important to provision of high-quality services, HSD recommends allocating Safety and Services Act funds to continue capacity-building efforts for the grantee network for one additional year by entering into grant agreements with the following providers in the following amounts for FY 2018-2019:

Table 2: FY 2018-2019 Capacity-Building Grants

| Sub-Strategy | Agency | FY 18-19 Amount | Type | Fund | Fund | Org | Project |
|---------------------------------|-----------------------|------------------|-------|-----------------|------|-------|---------|
| Training & Technical Assistance | Bay Area Legal Aid | \$15,000 | Grant | MZ Reserve | 2252 | 78311 | TBD |
| | Bright Research Group | \$250,000 | Grant | MZ 1819 | 2252 | 78311 | 1004161 |
| | Pathways Consultants | \$100,000 | Grant | MZ 1819/Reserve | 2252 | 78311 | TBD |
| | Root & Rebound | \$15,000 | Grant | MZ Reserve | 2252 | 78311 | TBD |
| Total | | \$380,000 | | | | | |

; and

WHEREAS, HSD and the Safety and Services Act independent evaluators rely upon data entered by grantees in the database developed by Cityspan to conduct detailed participation and outcome analyses, and for statistical reports that summarize grantee services; and

WHEREAS, Cityspan Technologies, Inc. (“Cityspan”) is unique among vendors in that it offers pre-configured solutions and highly customized applications that are responsive to program requirements and has demonstrated expertise and capability through development of client-level tracking and project management database systems for Oakland and other major cities; and

WHEREAS, HSD proposes waiving the competitive multi-step solicitation process and entering into a new contract with Cityspan to provide database services for FY 2018-2019, with an option to renew for two additional years for a total three-year contract amount not to exceed \$200,000 using funds available from the portion of the Safety and Services Act set aside for evaluation and overseen by the City Administrator; and

WHEREAS, Oakland Municipal Code (“OMC”) section 2.04.042 requires the City Administrator to conduct a competitive multiple-step solicitation process for the acquisition of any computerized or information technology (“IT”) system; and

WHEREAS, OMC 2.04.042.D provides that the City Council may waive the competitive solicitation process for IT acquisitions upon a recommendation of the City Administrator and a finding and determination by the City Council that it is in the best interests of the City to waive the process; and

WHEREAS, the City Administrator recommends waiving the competitive multi-step solicitation process for the contract with Cityspan because HSD currently uses Cityspan for violence intervention programs as well as other HSD programs and it is cost-effective and beneficial to continue to use a unified database system in order to share information, track participants, monitor grants and contracts, and analyze data across programs within HSD; and

WHEREAS, the City Administrator has determined that the aforementioned professional services agreements are of a professional and temporary nature and shall not result in the loss of employment or salary by any person having permanent status in the competitive civil service; now, therefore be it

RESOLVED: That the City Administrator is authorized to amend the grant agreements with the listed service providers and enter into a grant agreement with Covenant House California, in the amounts specified above in Table 1, and fund direct City service positions (contingent upon adoption of the City midcycle budget), for a total estimated amount of \$8,563,005 for FY 2018-2019, for the purpose of funding violence intervention services to high-risk youth and young adults; and be it

FURTHER RESOLVED: That the City Administrator is authorized to enter into grant agreements with the agencies in Table 2 above to provide training and technical assistance services to the grantees providing violence prevention services for a total amount not to exceed \$380,000; and be it

FURTHER RESOLVED: That the City Administrator is authorized to adjust the grant amounts of the grant agreements listed in Table 2 so long as the total for all four grant agreements does not exceed \$380,000; and be it

FURTHER RESOLVED: That pursuant to OMC sections 2.04.042 and for the findings set forth above and in the report accompanying this item, the City Council finds and determines that it is in the best interests of the City to waive the competitive multi-step solicitation process requirements for the contract with Cityspan, and so waives the requirements; and be it

FURTHER RESOLVED: That the City Council hereby authorizes the City Administrator to execute an agreement with Cityspan for FY 2018-2019, with an option to renew for two additional years to provide licensing and hosting, web-based client level tracking, and contract management database systems for violence intervention programs for a total three-year contract amount not to exceed \$200,000; and be it

FURTHER RESOLVED: That based on the information provided by the City Administrator, the Council finds that this contract is of a professional and temporary nature and shall not result in the loss of employment or salary by any person having permanent status in the competitive civil service; and be it

FURTHER RESOLVED: That any unexpended balances shall be placed into the Safety and Services Act Reserve - Fund (2252), HSD Policy and Planning Organization (78311), and Measure Z Reserve Project (TBD); and be it

FURTHER RESOLVED: That the City Administrator is hereby authorized, without returning to Council, to conduct all negotiations, execute and submit all documents, including but not limited to applications, agreements, amendments, modifications, payment requests and related actions which may be necessary for the above-referenced agreements; and be it

FURTHER RESOLVED: That said agreements shall be approved as to form and legality by the Office of the City Attorney and placed on file in the Office of the City Clerk.

MAY 15 2018

IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

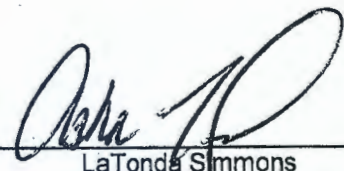
AYES - BROOKS, CAMPBELL WASHINGTON, GALLO, GIBSON MCELHANEY, GUILLEN, KALB, KAPLAN,
~~ALL COUNCILORS~~ -7

NOES - 0

ABSENT - 0

ABSTENTION - 0

Accused - Heid - 1

ATTEST: 

LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California

SECOND AMENDMENT TO THE GRANT AGREEMENT
BETWEEN THE CITY OF OAKLAND
AND OAKLAND UNIFIED SCHOOL DISTRICT OFFICE OF ALTERNATIVE
EDUCATION

This SECOND AMENDMENT dated July 1, 2018 amends the original Grant Agreement dated January 1, 2016 ("Agreement") and amended July 1, 2017, by and between the City of Oakland, a municipal corporation ("City"), and Oakland Unified School District Office Of Alternative Education ("Grantee") (together, the "Parties").

RECITALS

- A. The Parties entered into the Agreement for the amount of \$300,000, for eighteen months from January 1, 2016 through June 30, 2017 to fund certain community-related programs.
- B. The Parties entered into a First Amendment to amend the Agreement to increase the grant amount by an additional \$200,000, and extend the term of the Agreement for twelve months from July 1, 2017 through June 30, 2018.
- C. Pursuant to City of Oakland Resolution No. 87195, the Parties wish to enter into a Second Amendment to replace the Scope of Services, increase the grant amount, and extend the time for performance by one year, through June 30, 2019, as provided herein.

NOW THEREFORE, The Parties hereby agree to amend the Agreement as follows (text additions are indicated with underlined text and text deletions are indicated by ~~strikeout text~~):

1. Grant

Section 1 ("Grant") is hereby amended to read

Subject to the terms and conditions of this Agreement, the City agrees to provide a grant of funds to Grantee in an amount up to Three Hundred Thousand dollars (\$300,000) for January 1, 2016 through June 30, 2017, Two Hundred Thousand dollars (\$200,000) for July 1, 2017 through June 30, 2018, and Two Hundred Fourteen Thousand dollars (\$214,000) for July 1, 2018 through June 30, 2019, for a total grant amount not to exceed Seven Hundred Fourteen Thousand dollars (\$714,000) (the "Grant").

2. Scope of Work

For services provided from July 1, 2018 through June 30, 2019 Grantee agrees to provide the services in the Scope of Work attached to this Second Amendment as Schedule A and incorporated herein by reference.

3. Time of Performance

Section 4 (“Time of Performance”) is hereby amended to read:

The grant term shall begin on January 1, 2016 and shall end on June 30, 2019 ~~June 30, 2017~~.

4. **Events of Default and Remedies**

The last paragraph of Section 18 (“Events of Default and Remedies”) is hereby amended to read:

Unless otherwise terminated as provided in this Agreement, this Agreement will be terminated on June 30, 2019 ~~June 30, 2017~~.

5. **Living Wage Adjustments**

As provided in Section 24 (“Living Wage Requirements”) Grantee agrees to comply with the Oakland Living Wage Ordinance and pay adjusted wage rates for employees who perform services under or related to the Agreement. Effective July 1, 2018 the hourly wage rate is \$13.75 per hour with health benefits and \$15.78 per hour without health benefits.

6. **Attachments**

Grantee affirms that it has completed and attached all of the following documents, which are incorporated into this Second Amendment by this reference, and made a part hereof.

- a. Schedule A – Scope of Work
- b. Schedule B – Budget
- c. Schedule C-1 – Compliance with the American Disabilities Act
- d. Schedule K – Pending Dispute Disclosure Form
- e. Schedule N - Living Wage Ordinance
- f. Schedule N-1 Equal Benefits Declaration of Non-discrimination
- g. Schedule P -1 Nuclear Free Zone
- h. Schedule V – Affidavit of Non-Disciplinary or Investigatory Action
- i. Schedule Q – Insurance Requirements (ACORD, Additional Insured Endorsement & Workers Compensation)
- j. Current Business Tax Certificate

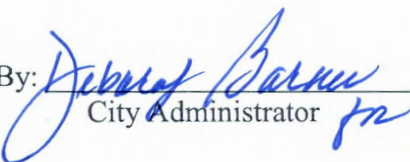
All other terms and conditions of the Agreement, except for those modified by this Second Amendment, shall remain unchanged and in full force and effect.

[SIGNATURES ON NEXT PAGE]

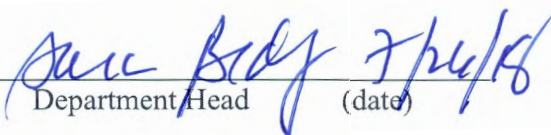
If terms of this Second Amendment are acceptable to Grantee and City, then sign and date below.

“CITY”

CITY OF OAKLAND, a municipal corporation

By:  7/31/18 ju
City Administrator (date)

Approved for forwarding:

By: 
Department Head (date)

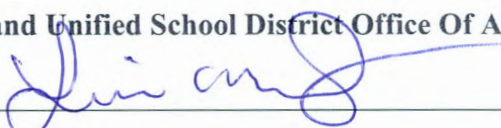
87195
Resolution Number

Approved as to form and legality:

By: 
Deputy City Attorney

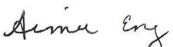
“GRANTEE”


Oakland Unified School District Office Of Alternative Education

By: 

Name: Lucia Moritz

Title: Executive Director, Alternative Education

 1/10/2019
Aimee Eng
President, Board of Education

 1/10/2019
Kyla Johnson-Trammell
Secretary, Board of Education

SCHEDULE A
Oakland Unite Grantee Services Scope of Work
July 2018- June 2019

This Scope of Work outlines services that will be provided by ***Oakland Unified School District Alternative Education (OUSD Alt. Ed.)*** (Grantee) as a condition of receiving funds from the **City of Oakland** (City) Human Services Department (HSD).

The violence prevention programs administrated by HSD, funded by the Oakland Public Safety and Services Violence Prevention Act of 2014 (Measure Z) and other funding sources are collectively called '**Oakland Unite**' and may be referred to as such throughout this scope.

SECTION I: INTENSIVE YOUTH LIFE COACHING SERVICES

A) Description of Services

1. ***Oakland Unified School District Alternative Education*** (Grantee), as a provision of receiving Measure Z funding from the City in the Intensive Youth Life Coaching strategy, shall provide life coaching services to juvenile offenders referred by the Juvenile Justice Center Transition Center (JJC) as well as participants referred from other approved referral sources that meet the required risk factors, with a focus on school placement, probation discharge, and brokering of local support services. This will include the hiring of 2. FTE life coaches and the provision of services to 48 youth annually over the contract period of July 1, 2018- June 30, 2019. Agency may roll-over up to 40% of an annual caseload of participants from 2017 – 2018 to be counted towards the overall participant deliverable for the 2018 – 2019 contract.
2. **Start-up Efforts:** No new staff will need to be hired. All staff is already aboard with OUSD Alt Ed as well as sub-grantee Community & Youth Organizing Inc. (CYO). OUSD Alt. Ed. Case Managers will gradually transition out existing youth to accommodate new incoming referrals. The grantee will be required to attend trainings and planning meetings. Agencies will participate in the Intensive Life Coaching Network and will be required to follow all protocols established by this team related to collaborative life coaching for youth leaving the JJC as well as participants referred through the alternative referral sources. Agencies must be prepared to have a presence at the JJC, including meeting with youth and families as appropriate. Staff will be required to obtain background clearances as required by Alameda County Probation, in order to meet with youth within the JJC.
3. **Services Summary:**
 - a. **Program Design:**

Oakland Unite-funded life coaches will work closely with staff at the Juvenile Justice Center (JJC) Transition Center, probation staff, school personnel, the youth and his/her family to develop a life map, provide support, engage with the young person and family, and provide incentives for milestone achievement. Eligible youth, ages 14-18, are referred by the enrollment manager at the Transition Center of the JJC or referred by one of the approved alterative referral services, and will be enrolled in intensive life coaching services at OUSD Alt Ed. These services will consist of near-daily contact with face-to-face contact averaging two times per week. Caseload size will not exceed 15:1 at any given time, with 48 youth having been served by the end of the contract year (6/30/2019). Life coaches are responsible for the following outreach and recruitment duties: 1) one-on-one outreach to all youth referred, and appropriate follow-up with parents/caregiver; 2) maintain careful and consistent record of contacts and outreach activities; 3) maintain working relationships with staff at the JJC Transition Center, probation staff, Oakland Unite grantees, and school personnel; and 4) maintain a presence of accessibility at the JJC, probation, and the Transition Center. Life coaches will be required to pass

probation's clearance before providing pre-release services to youth in the JJC as appropriate.

b. Program Elements:

Duration of life coaching will be up to 18 months with the intensity of life coaching support based on the youth's need — see 'Life Coaching Phases and Expectations'. Life coaches are responsible for the following duties included, but not limited to: 1) establish and maintain a caseload of up to 15 youth who are juvenile offenders; 2) conduct an intake, needs and risk assessment, and develop a Life Map for all youth being referred—Oakland Unite will provide these life coaching tools; 3) maintain careful and consistent case files for each youth, this includes copies of legal documents, incentive payments, and supporting documents — see more information on incentive guidelines below; 4) maintain near-daily contact with each youth – two contacts of which must be in-person; 5) monitor youth's school attendance and school performance; 6) conduct both school and home visits at least once per month at each location; 7) provide youth access to needed health and social services such as mental health, substance abuse, housing, etc.; 8) connect youth to work experience and employment training opportunities available through the Oakland Unite Education and Employment strategy—once a referral is made, communicate with the Employment Case Manager on a regular basis to support participant success; 9) facilitate youth peer support groups and/or connect youth to external peer support groups; 10) maintain accurate and timely documentation of all service notes in CitySpan and participant files on a bi-weekly basis, including a reason for exiting the program indicated in both CitySpan and the participant's case file; 11) communicate regularly and consistently with probation staff, school staff, and staff of other service providers to support youth's successful compliance and/or transitions in/out of probation, school, and systems; 12) actively participate in violence prevention activities and staff development trainings provided by the City of Oakland, Alameda County, and Oakland Unified School District; and 13) life coaches will attend court with participants.

c. Incentives:

Incentives will be provided to all participants receiving life coaching services at a rate of \$800 per participant annually. Incentive funds cannot be used in other line items of the agency's budget.

Incentive Amount Guidelines: Incentive amounts will be allocated based on participants' monthly progress towards identified goals and milestone(s) achieved. Incentive allocation should be based on each participant's life map, which is informed through the needs assessment. The life map should be revisited with active participants after 3-6 months to discuss progress towards goals, action step completion and adjusted as necessary. For participants owing restitution, life coaches are encouraged to work with youth to allocate a portion of their incentives towards restitution, which should be reflected in the Life Map. However, the participant can decide to not pay restitution with their incentive payment.

Amounts may vary by participant, depending on the milestone(s) achieved each month. In general, incentive amounts per milestone will depend on the difficulty of the action item. Milestone examples with corresponding incentive amounts are as follow:

- Attend an initial meeting and complete enrollment paperwork with life coach, training program coordinators, mental/medical health providers, education and employment specialist, etc.: \$25-\$50 per item per month
- Attain legal documentation/materials, school transcripts, transportation, safe housing, etc.: \$25-\$50 per item per month
- Successful completion of orientation for job training, life skills, or other related programs or courses: \$50-\$100 per item per month
- Consistent attendance at identified program, course, or group: \$50-\$150 per item per month
- Successful completion of program or course: \$75-\$100 per item per month

- Achieve or maintain educational milestones (passing one section of GED, etc.): \$25-\$100 per month
- Demonstrate progress towards or completion of court order or probation/parole conditions (passing a drug test hearing): \$50-\$150 per item per month
- Participate in mentoring /anti-violence events/mediations: \$50-\$100 per item per month
- Reconnect with child(ren) or family member(s): \$25-\$100
- Consistent school attendance: \$50

Documentation Requirements for Incentive Program: Monthly participant incentive forms and supporting documentation for milestones must be kept in the participant's confidential file — acceptable documentation includes copies of:

- Dated case file and CitySpan notes by life coach
- Completed paperwork, proof of enrollment forms, legal documents, report cards, pay check stubs, certificates of completion, etc.
- Letters or emails from program coordinators/staff, probation officer, or parole agent confirming attendance, compliance, completion, participation, etc.
- A copy of each check with the participant's signature must also be attached to the monthly participant incentive form and incentive amounts must be recorded into CitySpan monthly.

d. Life Coaching Protocol:

Initial Contacts

Upon receiving a referral from the JJC Transition Center:

- Contact probation officer (PO) within two (2) days of referral (if applicable) — note that you can follow-through with the next steps, even if you have not yet connected with the PO; continue to make efforts to reach the PO
- If participant is being referred from and approved additional referral source, life coaching agency must make sure participant meets 5 out of the 8 set risk factors (reference additional referral sources document) and enter participant's information in CitySpan (including demographic information) to enroll participants in life coaching services.
- Contact family within two (2) days of referral — make every effort to contact family immediately, and proceed to contacting youth, even if the family has not been contacted
- Contact youth within three (3) days. If contact cannot be made with the youth within three (3) days, notify the OUSD Program Manager immediately
- Contact appropriate school personnel within the first week of receiving a referral. If a youth has been identified as having a special need, contact OUSD Special Education Department within the first week of referral
- Conduct an intake and needs assessment within the first week of contact. Life coaches will develop a comprehensive and individualized Life Map for each youth, based upon the needs assessment and input from youth
- When available, life coaches will use probation risk assessment data to help inform the intensity of Life Map support services
- Life coaches will refer youth/family for appropriate and necessary services to address identified needs, including but not limited to: education, employment, mental health, substance abuse, legal aid, housing, safety, and transportation
- If youth continue to be chronically absent or if another significant challenge arises, report that information immediately to the parents/caregiver, probation officer and OUSD Program Manager

Ongoing Contact

- High-frequency contact (phone, text, email) is required during the first three months of life coaching, at least 4-7 times a week; frequency of contact can decrease or increase over time, based on need and progress of participant
- In-person contact with youth must be at least twice a week during first three months of life coaching, and then at least once a week after that; frequency of contact can decrease or increase over time, based on need and progress of participant
- Regular home and school visits are expected at least once a month
- Probation officers and parents/identified adult should be contacted and communicated with regularly, ideally once a month, unless more frequent contact is warranted
- All attempts to contact youth and families should be documented
- Life coaches will provide brief updates/reports to OUSD, probation, and Oakland Unite when requested
- Life coaches will participate in Multi-Disciplinary Team (MDT) meetings to discuss and develop youth Life Maps
- Life coaches will link youth to 4E waiver and Oakland Unite employment opportunities when appropriate

4. Coordination and Mandatory Meetings:

- Life coaches and the program manager must attend monthly case conference meetings held by HSD to discuss participant success, challenges, and support needs
- Grantee shall have all JJC life coaches attend quarterly OU Youth Life Coaching Network (with adult-serving life coaches) meetings and trainings
- Grantee will have life coaching representation at all Youth Education and Employment collaboration meetings
- Grantee will have life coaching representation at MDT meetings
Missing meetings or extreme tardiness will result in a 5% withholding and corrective action

5. Participant Deliverables Recap: OUSD Alt Ed will provide life coaching services to 48 participants that will be enrolled in program services. OUSD Alt Ed will provide 1,920 hours during the grant period.

B) Schedule for Reporting and Invoicing

The schedule for reporting, invoicing, and payments for this sub-strategy is as follows:

| Types of Report | Due Date | Payment Amount |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------|
| Advance (if requested) due upon execution of the contract | July 2018 | \$42,800.00 (20% of total) |
| Submit Progress Report documenting achievement of Quarter 1 deliverables | Friday, October 12, 2018 | \$42,800.00 (20% of total) |
| Submit Progress Report documenting achievement of Quarter 2 deliverables | Friday, January 11, 2019 | \$42,800.00 (20% of total) |
| Submit Progress Report documenting achievement of Quarter 3 deliverables <i>Proof of twenty-percent (20%) match of total Oakland Unite funds must be submitted*.</i> | Friday, April 12, 2019 | \$42,800.00 (20% of total) |
| Submit Final Progress Report documenting achievement of deliverables for entire contract | Wednesday, July 31, 2019 | \$42,800.00 (20% of total) |

| | | |
|---------------------|--|---------------------------|
| Total Amount | | \$214,000.00 TOTAL |
|---------------------|--|---------------------------|

* See "Oakland Unite Requirements for All Grantees" for additional details regarding proof of match.

C) Schedule for Deliverables for July 1, 2018- June 30, 2019

Payment for this sub-strategy will be based on performance of the deliverables listed below as well as submission of invoices documenting expenditures of project funds in approved categories:

| Benchmarks to be Achieved | Quarter | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------------------|----------------------------|---------------------------|
| | Q1: Ends Sept. 30, 2018 | Q2: Ends Dec. 31, 2018 | Q3: Ends March 31, 2019 | Q4: Ends June 30, 2019 |
| Deliverables (on which payment is based) | | | | |
| # of life coaching participants (2. FTE X 15= 30 + 18 staggered participants) | 12 | 24 | 36 | 48 |
| # of life coaching hours (Avg. of 40hr/participant = 1 hr/week with each participant over 12-18 months) include total life coaching hours (40hr LC x 48 participants) | 480 | 960 | 1440 | 1920 |
| # of participants re-enrolled in school/other education program | 12 | 24 | 36 | 48 |
| # of participants with one supportive adult identified | 12 | 24 | 36 | 48 |
| # of participants referred to OU employment training/placement (40%) | 3 | 6 | 9 | 12 |
| # of Life Maps created | 12 | 24 | 36 | 48 |
| # of presentations at community meetings | N/A | 1 | 2 | 3 |
| Other Reported Benchmarks (on which payment is not based) | | | | |

SECTION II: OAKLAND UNITE REQUIREMENTS FOR ALL GRANTEES

A) Oakland Unite Service Requirements

- Funds Must Supplement:** Grantee understands that Oakland Unite funds may not be used to supplant other funds. Oakland Unite funds may be used to expand or enhance existing programs or to initiate new services or programs.
- Oakland Residents:** Grantee shall provide services to Oakland residents only with Oakland Unite funds, unless given authority to provide services to non-residents by HSD staff for a specific reason (i.e. safety of participant).

3. **Mandatory Meetings:** Grantee shall appoint an appropriate staff member to attend and participate in the following meetings. Failure to attend mandatory meetings can result in the reduction of up to 5% of the scheduled payment for that fiscal quarter.
 - a. **Quarterly Grantee Convening:** Grantee shall appoint appropriate staff members to attend the quarterly meetings of Oakland Unite grantees held by HSD and/or the independent evaluator.
 - b. **Training and Technical Assistance:** Grantee may be asked to appoint appropriate staff members to attend relevant training and technical opportunities hosted by Oakland Unite.
 - c. **Community-Based Meetings:** Grantee shall attend at least three (3) community-based meetings to make presentations about the Oakland Unite Violence Prevention Programs, and the work their agency is funded to do. Presentations must be approved by the Program Officer, and must meet the following criteria:
 - i. Organized by an agency other than the grantee (exception: National Night Out)
 - ii. Event must be geared towards adults
 - iii. Events must have at least 5 attendees
4. The Grantee shall adhere to the instructions and procedures to be provided, and revised from time to time, by HSD in the Oakland Unite Grantee Manual.

B) Reporting, Documentation and Evaluation Requirements

The Grantee shall submit the following reports, at the time and in the number of copies specified, to the Program Officer designated by Oakland Unite. If requested to do so by the Program Officer, the Grantee shall present an oral briefing on any report submitted.

1. **Progress Reports:** Reports should address progress in terms of program implementation and completing the tasks specified in the previous section(s), plans for the resolution of any problems which may arise and, if necessary, an updated work plan for the remainder of the contract period as documented in the CitySpan database.

Grantee will provide four (4) quarterly Progress Reports via the Cityspan database that include the information above and also compile program data on required deliverables and other measurable benchmarks listed in the previous section(s), as well as other program data requested for the purpose of evaluation, including but not limited to, client demographics, and client service dosages. Progress Reports will be due by the following dates:

- Friday, October 12, 2018 (1st quarter)
- Friday, January 11, 2019 (2nd quarter)
- Friday, April 12, 2019 (3rd quarter)
- Wednesday, July 31, 2019 (Final Report)

2. **Data Collection:** In addition to program data described above, Grantee may be asked to participate in data collection related to measurable data outcomes. This may include any viable information on: a) criminal convictions; b) school attendance; c) school re-entry; and d) violent injury or re-injury. This information may be supplemented by data from institutional partners such as Oakland Unified School District, Alameda County Probation, and the California Department of Corrections and Rehabilitation.
3. **Evaluation:** Grantee agrees to comply with data requests from the independent evaluation provider as well as from the internal process evaluator from the City Administrator's Office. Grantee is required to input client and program data electronically on a regular basis and submit

automated invoices and progress reports electronically. Grantee agrees to participate and assist in all evaluation activities prescribed by the independent evaluator, including but not limited to site visits, surveys, assessments and interviews. Grantee agrees to communicate with the independent evaluator in a timely fashion.

HSD reserves the right to withhold up to 5% of Grantee's scheduled payment if the independent evaluator indicates that the Grantee has not been responsive to the evaluator's requests.

4. **Consent Forms:** Grantee will collect signed Release of Information forms for every client for whom individual level services are provided. For minors, services that require parental permission in order for the minor to participate in the program also require a signature of consent from parent/guardian or legal designee if they are a ward of the Court.

The City reserves the right to withhold up to 5% of Grantee's scheduled payment if the Grantee does not demonstrate a sufficient effort to collect consent forms from each participant for whom individual-level services are provided.

5. **Grievance Procedures:** Grantee will provide a formal procedure for clients to express and resolve grievances, including denial of services. The grievance procedure will be made available to all clients, either through public posting in the service site or through the client intake process and documented in the client's file.
6. **Match:** The Grantee will provide documentation of the twenty percent (20%) match of the total amount of Oakland Unite funds for each sub-strategy (noted above) in which the grantee receives funds. Match documentation will be required for the entire Oakland Unite contract period of July 1, 2018- June 30, 2019 by the third quarter: Friday, April 12, 2019.
7. **Lead Agencies and Fiscal Sponsors:** The Grantee shall comply with the required guidelines for monitoring of sub-grantees that will be provided in the Oakland Unite Grantee Manual, including but not limited to: ensuring documentation of service provision and submission of quarterly invoices and progress reports, and conducting program observations and site visits to review service delivery and fiscal and management controls.
8. **Service Provision Documentation:** Grantee is required to keep on file all documentation related to the enrollment and services provided to each participant, and of all events held as part of the grant. All required documentation should be kept on file for at least five years after the end date of this contract. HSD staff will examine the following documentation during site and file review visits:
 - a. Street and/or General Outreach: A log that includes the time, date, location, number of staff and number of people served at each street and/or general outreach event.
 - b. Intensive Outreach: A file for each participant that includes an intake form, a log with the date and time of each contact, proof of eligibility, and an Oakland Unite consent form.
 - c. Group Services: A sign-in sheet for each group session held that includes the time, date, location and the names with signatures for each participant. Eligibility and consent forms for each group participant must also be maintained.
 - d. Employment Services: Program files must include proof of eligibility and work readiness (e.g., social security card, ID card, etc.), incentive/stipend logs, job placement/retention verification, and consent forms for each participant.
 - e. Case Management Services: A file for each participant that includes: proof of eligibility; an intake form and/or an assessment form; a separate case plan; record of any incentives/stipends received, and an Oakland Unite consent form.

- i. Case Management Tools: Grantees will be asked to share intake, assessment, and case plan tools with HSD in Quarter 1 of the contract period in order to co-develop a shared or similar set of tools across Oakland Unite grantees providing case management.
 - ii. Contacts and Case Notes: Each contact that is entered into CitySpan database should have an associated case note. Case notes should be concise, but should contain sufficient information to justify the length and purpose of the contact, and the relation to participant's needs and goals.
 - iii. Case Notes should Include: the date of the contact, the length of the contact, items discussed, progress made in reaching the goals of their case plan, and the staff member involved. Case notes should be legible, use acceptable grammar and abbreviations should be used carefully.
- f. Mental Health Services: A file for each participant that includes: proof of eligibility; an intake form; any assessments completed; and an Oakland Unite consent form. Contacts that are documented in the CitySpan database must have associated case notes in CitySpan and/or in another format accessible to Program Officers for review.
 - g. Trainings: A sign-in sheet that includes the time and date of the event and signatures of each training participant.

C) Payment

1. The City agrees to pay the Grantee a sum not to exceed the Grant amount for the performance of sub-strategy deliverables and project outcomes, and based on project expenditures in approved categories as outlined in the attached **Budget** and **Budget Narrative**.
2. Grant funds may only pay for the Grantee's services, materials, supplies, equipment, administration and other operating expenses of the Grantee subject and applicable to and allowable under this Agreement.
3. The Grantee shall submit invoices for services with an accompanying progress report according to the schedule(s) set forth above via the CitySpan database. The invoice will be generated and include a budget summary of expenses incurred, an update on the completion of scheduled deliverables, and any other information or documentation required by this Agreement. The City or its designee will determine whether the deliverables have been satisfactorily completed and warrant the scheduled payment to the Grantee.
4. The Grantee's failure to satisfactorily render the deliverables due as indicated on the schedule(s) above may result in a reduction in payment for that sub-strategy based, in part, on the percentage of work not completed. Failure to complete deliverables may also result in suspension of payment, termination of this Agreement, and disqualification from contracting for or receiving funds from the City during the next twelve months.
5. The Grantee shall adhere to the instructions and procedures to be provided and revised, from time to time, by the City concerning invoices and progress reports, which may include requests for additional supporting documentation of reporting expenditures at any time.
6. For state and federally funded programs, the City will require supporting documentation of all reported expenditures. Documentation may consist of copies of the following as relevant:
 - a. Personnel expenditures: payroll reports
 - b. Purchase of goods or services: itemized vendor invoices and statement showing payment to vendor
 - c. Stipends to clients/participants: recipient list, contact information, and stipend amount

Definitions:



OAKLAND UNITE
Budget Narrative
July 1, 2018 - June 30, 2019

Lead Agency: OUSD Alternative Education Office
Sub-strategy: Intensive Case Management

DIRECT COSTS

A. PERSONNEL

Subtotal \$ 28,979.00

The Project Director, Debra Mendoza, will manage the Alternative Education Intensive Youth CM program. She will serve as a critical bridge between stakeholders, including Probation Department staff, OUSD/ACOE's placement managers at the JJC, OUSD and ACOE Alternative Education schools, OCYO, other Measure Y-funded CM agencies, members of the Oakland Youth Violence Prevention Collaborative (YVPC), and the Oakland Unite evaluator. She will: connect referred youth and their families to the OCYO case managers; collaborate with principals and teachers; plan professional development for case managers; and liaise with other partners in behavioral health and employment. She will participate in Oakland Unite provider meetings, convene quarterly YVPC meetings, and be responsible for data collection on project activities, outcomes, and reporting to the City. She will devote 0.5 FTE based on a \$57,958 annual salary, including benefits, which translates into **\$28,979.00** that will be charged to Measure Z.

Lucia Moritz, Director of Alternative Education, will oversee the Project Director and help liaise with Transition Team agencies, Probation, CYO, school site staff, service provider partners, and ensure program is aligned with the work of Alt Ed schools and broader OUSD initiatives. She will devote 10% of her time to this project as match, valued at \$10,486 based on a \$104,860 annual salary; \$0 will be charged to Measure Z.

High School Office Executive Assistant, Nancy Gomez will assist with communications, printing, facilities requests, and taking reservations for trainings. She will devote 5% of her time to this project, valued at \$2,742.50 based on a \$54,850 salary; \$0 will be charged to Measure Z.

Fringe and Benefits

Subtotal \$ 5,795.80

Fringe and Benefits for the Project Director, AltEd Director, and AltEd Administrative Assistant, calculated at different rates (10-30%), amount to \$8,441.50 of which \$5,795.80 will be charged to Measure Z. Ms. Moritz's and Ms. Gomez's benefits include medical, dental, vision, retirement, workers comp, SUI, disability, and life insurance. Ms. Mendoza is allocated funding, \$5,795.80, to purchase her own benefits.

B. OTHER DIRECT COSTS

Subtotal \$ 0

- i. **General Office Supplies/Software:** The supply budget is \$750 provided as a match from the OUSD Alt Ed office.
- ii. **Program Materials & Supplies:** The program material budget will be \$1,125 for program materials and supplies, which will include printed materials and refreshments for Welcome



OAKLAND UNITE

Budget Narrative

July 1, 2018 – June 30, 2019

Circles, Life Skill classes, leadership-based diversion activities, and multidisciplinary team meetings for client youth.

- iii. **Telephone/Internet/Communications:** Local calls will be made for program related communications and will amount to \$50 monthly. The total telephone budget is \$900, which will be contributed as match.
- iv. **Travel/Transportation:** The program manager, Debra Mendoza, will receive \$1,000.00 in travel reimbursements calculated at \$0.575 per mile, which will be provided as a match from the OUSD Alt Ed office.
- v. **Staff Training/Professional Development:** Two case managers will attend OUSD sponsored professional development on restorative justice practices, social-emotional learning, trauma-informed supports, and mental health interventions at a cost of \$100 per hour for a total of 150 hours. The cost, \$22,500, will be provided as a match from the OUSD Alt Ed office.

C. SUBGRANTEES/CONSULTANTS

Subtotal \$168,625

Community & Youth Outreach will provide the bulk of direct services to client youth referred to the JJP/OUSD Intensive Case Management project. \$168,625 will be requested from Measure Z and \$45,650 will be provided as match.

Alameda County Office of Education will connect CYO case managers to Probation-referred students at ACOE Bridge Academy and Quest Academy and provide space for the intensive youth case management services. Includes .2 of the Chief of Schools' time to liaise with OUSD AltEd, the Transition Team, Probation, CYO, school site staff, career pathways program staff, service provider partners, and other agencies on behalf of target youth, facilitate case managers' access to relevant professional development opportunities in ACOE, and participate in YVPC collaborative meetings. \$3,666 will be provided as match.

Total Direct Costs = \$316,276.70; \$203,400 of which will be charged to Measure Z.

Sub-Grantee: Community & Youth Outreach
Sub-strategy: Intensive Case Management

DIRECT COSTS

A. PERSONNEL

Subtotal \$ 86,000



OAKLAND UNITE
Budget Narrative
July 1, 2018 - June 30, 2019

Two case managers will provide intensive case management services to youth at a caseload of up to 1:15, anticipated to engage each youth for 12-18 months. Includes initial intake, assessment, development of individualized case plan; facilitating Welcoming Circles; brief 1:1 contacts with each youth at least three times per week, and more in-depth contacts biweekly, for check-ins, monitoring progress, coaching, mentoring; outreach to engage parents/caregivers, including home visits; leading curriculum-based Life Skills/Peer Support classes; providing crisis management; referrals for mental health and other needed services; advocacy with service providers on behalf of youth and their families; legal system advocacy. Case managers will participate in Oakland Unite provider meetings as well as multidisciplinary Coordination of Services Team meetings at school on behalf of youth in their caseload, and liaise regularly with Probation officers and other service providers working with the youth. They will receive training in intensive case management approaches, supporting students' educational success, trauma-informed care, restorative justice principles and practices, case documentation and other record keeping, and other relevant areas. They will devote 2 FTE to this project based off an annual salary of \$43,000, which amounts to \$86,000 and will be charged to Measure Z.

Sikander Iqbal, Deputy Director, will provide direct supervision, training, and support for the case managers as a team and in individual supervision (one hour weekly), liaise with the Project Director and other service providers; participate in Oakland Unite provider meetings and YCPC meetings. He is also responsible for providing data on clients, services, and outcomes to OUSD AltEd. He will dedicate 15% of his time to this project as match, valued at \$11,250, which will be provided as match by CYO.

Rosalina Santiago, Administrative Assistant, will assist with day-to-day administrative and clerical, duties and will support during site visits and audits. She will devote 25% of her time to this project, valued at \$10,500 based on a \$42,000 salary; \$0 will be charged to Measure Z.

Fringe and Benefits

Subtotal \$17,200

Fringe and Benefits for the three case managers and deputy director is calculated at 20% and amounts to \$20,950, which \$17,200 will be charged to Measure Z.

B. OTHER DIRECT COSTS

Subtotal \$ 22,295

i. **Equipment/Computer:** \$4,6000 for equipment and/or maintenance, including computer software upgrades, etc. The amount requested from Oakland Unite is \$2,100.

ii. **Facility Rental:** These are the pro-rated costs of space rental, utilities, building maintenance and other occupancy costs that are directly used to provide the services for this project.

The organization's cost for space rental, utilities and janitorial services \$49,200 per year. 25% percent of the facility will be used for the proposed program, so the direct occupancy cost is \$12,505. The amount requested from Oakland Unite is \$12,505.

iii. **General Office Supplies/Software:** General Office Supplies/Software are estimated on a monthly allowance of \$2,040 for 12 months cost for office supplies, including but not limited to paper, pens, stationery supplies, etc. The amount requested from Oakland Unite is \$840.



OAKLAND UNITE

Budget Narrative

July 1, 2018 - June 30, 2019

- iv. **Program Materials & Supplies:** Program Supplies are estimated on a monthly allowance of \$1,000 for 12 months. Program supplies will be used for outreach events and other materials to support the program. This includes but is not limited to: food for outreach events, information cards, business cards, uniforms. The amount requested from Oakland Unite is \$250.
- v. **Telephone/Internet/Communications:** Telephone/Internet/Communications \$2,700 for cell phones, landline and fax and office internet and Communications software costs for 12 mos. This line item will pay for Case Managers' cell phone costs as well as other communications related costs. The amount requested from Oakland Unite is \$1,600.
- vi. **Travel/Transportation:** Estimated on maximum mileage of 182 miles for 52 weeks reimbursed at the federal rate of \$0.555 or approx. \$3,600. Case Manager's transportation costs will reflect participant and school visits, program meetings and/or trainings and other program related tasks . The amount requested from Oakland Unite is \$2,600 is CYO request.
- i. **Staff Training/Professional Development:** Case Managers attend relevant professional development trainings. Line item will cover registration fees or help cover cost associated with training cost for facilitators. We will budget \$1,200 per case manager for a total of \$3,600. The amount requested from Oakland Unite is 2,400..

C. WAGES, STIPENDS, AND FLEXIBLE FUNDS

Subtotal \$38,400

- i. **Stipends:** The stipend fund budget is \$38,400: \$800 per client x 48 clients per year; to use as incentives to reward clients for steady engagement with the program and to be used in accordance with Oakland Unites stipend fund structure. The amount requested from Oakland Unite is **\$38,400**.

D. INDIRECT COSTS CYO

Subtotal \$ 4,729.50

\$11,600 will be provided by CYO as a match.

Total Direct Costs = \$213,535; \$168,625 will be charged to Measure Z funds.

INDIRECT COSTS

5% of direct costs, or **\$10,600** in Measure Z funds will be charged as an un-itemized administrative fee.

Total Direct and Indirect Costs = \$336,333; \$214,000 will be requested from Measure Z.

Measure Z: Lead Agency Budget
Fiscal Year-July 2018 - June 2019

Lead Organization Name: OUSD Alternative Education
 Sub-Strategy Intensive Youth Case Management

PLEASE FILL IN YELLOW CELLS ONLY

| I. DIRECT COSTS | | | Oakland Unite Request | Match - Minimum 20% of annual amount | Total Project Budget |
|----------------------------------------------------------------------------------------|---------------|------------------|-----------------------|--------------------------------------|----------------------|
| A. PERSONNEL | | | | | |
| Lead Agency Positions | Annual Salary | % FTE on project | | | |
| Project Director | \$ 57,958 | 50% | \$ 28,979.00 | \$ - | \$ 28,979.00 |
| Director, Alt Ed | \$ 104,860 | 10% | | \$ 10,486.00 | \$ 10,486.00 |
| Administrative Assistant, Alt | \$ 54,850 | 5% | | \$ 2,742.50 | \$ 2,742.50 |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| Subtotal | | | \$ 28,979.00 | \$ 13,228.50 | \$ 42,207.50 |
| Fringe Benefits & Rate | rate: 20% | | \$ 5,796.00 | \$ 2,645.70 | \$ 8,441.70 |
| SUBTOTAL | | | \$ 34,775.00 | \$ 15,874.20 | \$ 92,856.70 |
| B. OTHER DIRECT COSTS | | | | | |
| Equipment/Computer Upgrades | | | | | \$ - |
| Facility/Classroom Rental | | | | | \$ - |
| General Office Supplies/Software | | | | 750 | \$ 750.00 |
| Program Materials and Supplies | | | | 1,125 | \$ 1,125.00 |
| Telephone/Internet/Communications | | | | 900 | \$ 900.00 |
| Travel/Transportation | | | | 1,000 | \$ 1,000.00 |
| Staff Training/Professional Development | | | | 22,500 | \$ 22,500.00 |
| Consultants (not subgrantees) | | | | | \$ - |
| SUBTOTAL | | | \$ - | \$ 26,275 | \$ 26,275 |
| C. WAGES, STIPENDS, and FLEXIBLE FUNDS | | | | | |
| | Amount | # of clients | | | |
| Wages (wage/hr x # hours) | | | | | \$ - |
| Stipend | | | | | |
| Flexible funds/ Client Incentives | | | | | |
| SUBTOTAL | | | | | |
| D. SUBGRANTEES | | | | | |
| Community & Youth Outreach | | | 168,625 | 44,910 | \$ 213,535.00 |
| Alameda County Office of Education | | | - | 3,666 | \$ 3,666.00 |
| SUBTOTAL | | | \$ 168,625 | \$ 48,576 | \$ 217,201 |
| II. INDIRECT COSTS | | | | | |
| May not exceed 10% of ENTIRE Oakland Unite direct costs (Including Subgrantee budgets) | Rate: | | | | |
| | | 5.30% | \$ 10,600.00 | | |
| GRAND TOTAL | | | \$ 214,000 | \$ 90,725 | \$ 336,333 |

1 - SUBGRANTEE BUDGET

Fiscal Year- January 2018 - June 2019

| | | | | | |
|--------------------------------------------------------------------------------------------------------------|----------------------|-------------------------|---------------------------------------|----------------------------------------------------|-----------------------------|
| Subgrantee Name: | | | Community & Youth Outreach | | |
| PLEASE FILL IN YELLOW CELLS ONLY | | | | | |
| I. DIRECT COSTS | | | Oakland Unite Request | Match - at least 20% of total annual amount | Total Project Budget |
| A. PERSONNEL | | | | | |
| Lead Agency Positions | Annual Salary | % FTE on project | | | |
| Case Managers (2 FTE) | \$ 43,000 | 200% | \$ 86,000.00 | | \$ 86,000.00 |
| Deputy Director | \$ 75,000 | 15% | | \$ 11,250.00 | \$ 11,250.00 |
| Admin Assistant | \$ 42,000 | 25% | | \$ 10,500.00 | \$ 10,500.00 |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| Subtotal | | | \$ 86,000.00 | \$ 21,750.00 | \$ 107,750.00 |
| Fringe Benefits & Rate | rate: | 20% | \$ 17,200.00 | \$ 3,750.00 | \$ 20,950.00 |
| SUBTOTAL | | | \$ 103,200.00 | \$ 25,500.00 | \$ 128,700.00 |
| B. OTHER DIRECT COSTS | | | | | |
| Equipment/Computer Upgrades | | | 2,100 | 2,500 | 4,600 |
| Facility/Classroom Rental | | | 12,505 | - | 12,505 |
| General Office Supplies/Software | | | 840 | 1,200 | 2,040 |
| Program Materials and Supplies | | | 250 | 750 | 1,000 |
| Telephone/Internet/Communications | | | 1,600 | 1,100 | 2,700 |
| Travel/Transportation | | | 2,600 | 1,000 | 3,600 |
| Staff Training/Professional Development | | | 2,400 | 1,200 | 3,600 |
| Consultants | | | | | - |
| SUBTOTAL | | | \$ 22,295 | \$ 7,750 | \$ 30,045 |
| C. WAGES, STIPENDS, and FLEXIBLE FUNDS | | | | | |
| | Amount | # of clients | | Other Sources | |
| Wages (wage/hr x # hours) | | | | | \$ - |
| Stipend | \$ 800.00 | 48 | \$ 38,400.00 | | \$ 38,400 |
| Flexible funds/ client incentives | | | | | |
| SUBTOTAL | | | \$ 38,400 | \$ - | \$ 38,400 |
| TOTAL DIRECT COSTS | | | \$ 163,895 | | |
| II. INDIRECT COSTS | | | | | |
| May not exceed 10% of ENTIRE Oakland Unite direct costs (including Lead Agency and other Subgrantees) (5.3%) | | | \$ 4,729.50 | \$ 11,660.00 | \$ 16,389.50 |
| GRAND TOTAL | | | \$ 168,625 | \$ 44,910 | \$ 213,535 |

Combined Grants Schedules



Business Name Oakland Unified School District Phone (510) 879-8200 Email _____
 Address 1000 Broadway City Oakland State CA Zip 94607 Federal ID # _____
 City of Oakland Business License Number _____ Completed by: _____ Phone if different _____

Schedule C-1 – (Declaration of Compliance with the Americans with Disabilities Act)

I declare under penalty of perjury that my company will comply with the City Of Oakland **American with Disabilities Act** obligations.

Schedule K – (Pending Dispute Disclosure)

- Are you or your firm involved in a pending dispute or claim Against the City of Oakland or its Agency? (Please check one) Yes No
- If “Yes”, please list existing and pending lawsuit(s) and claim(s) with the title, contract date, brief description of the issues, officials or staff persons involved in the matter and the City department/division administering the contract. Contract Title and Number: _____
 Date: _____ Official(s), Staff person(s) involved: _____
 Administering Department/Division: _____ Issues: _____
- (check) *Additional Disputes listed on Attachment*

Schedule N - (Living Wage – Declaration of Compliance) Grants accumulating over \$100K, Grants under \$100K mark N/A

Employment Questionnaire: Please respond to the following questions:

| | Responses |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| (1) How many permanent employees are employed with your company? (If less than 5, stop here) | 4,500 |
| (2) How many of your permanent employees are paid above the Living Wage rate? | All |
| (3) How many of your permanent employees are paid below the Living Wage rate? | None |
| (4) Number of compensated days off per employee? (Refer to item “a” above) | Based on union contracts |
| (5) Number of trainees in your company? | N/A |
| (6) Number of employees under 21 years of age, employed by a nonprofit corporation for after school or summer employment for a period not longer than 90 days. | N/A |

Schedule N-1 – (Equal Benefits – Declaration of Nondiscrimination) Grants accumulating over \$25K, Grants under \$25K mark N/A

Section A. Grantee Information

- (1) Are you an EBO certified firm (Please check one) Yes No (if yes, please attached certificate and skip Schedule N-1)
 (2) Approximate Number of Employees in the U.S. _____ (3) Are any of your employees covered by a collective bargaining agreement or union trust fund? (Please check one) Yes No (4) Union name(s) 8 different unions

Section B. Compliance

- (1) Does your company provide or offer access to any benefits to employees with spouses or to spouses of employees? (Please check one) Yes No
 (2) Does your company provide or offer access to any benefits to employees with domestic partners? (Please check one) Yes No

Section C. Benefits PLEASE CHECK EACH BENEFIT THAT APPLIES

| Benefits | Offered to Employees only | Offered to Employees and their spouses | Offered to Employees and their Domestic Partners | Not Offered at all | Documentation attached |
|---------------------------------------|-------------------------------------|----------------------------------------|--------------------------------------------------|--------------------------|--------------------------|
| Health | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dental | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Vision | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Retirement (Pension, 401K, etc) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bereavement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Family Leave | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Parental Leave | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Employee Assistance Program | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Relocation & Travel | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Company Discount, Facilities & Events | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Credit Union | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Child Care | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

(1) CFAR is a City Financial Recipient. (2) Domestic Partner is defined as a same sex couples or opposite sex couples registered as such with a state or local government domestic partnership registry

Schedule P – (Nuclear Free Zone - Ordinance 11474 C.M.S.)

- I declare under penalty of perjury that I have read Ordinance 11478 C.M.S. titled "An Ordinance Declaring the City of Oakland a Nuclear Free Zone and Regulating Nuclear Weapons Work and City Contracts with and Investment in Nuclear Weapons Makers", as provided on the City's website, see "footnote" below I certify that my firm conforms with the conditions as defined in Ordinance 11478 C.M.S.
- I declare that my company is **NOT** in compliance with Ordinance 11478 C.M.S., but my proposal/bid should be considered because: _____

Schedule V – (Affidavit of Non-Disciplinary or Investigatory Action)

I certify that the following entities: Equal Employment Opportunity Commission (EEOC), Department of Fair Employment & Housing (DFEH) or the Office of Federal Contract Compliance Programs (OFCCP) has not taken disciplinary or investigatory action against the Firm. If such action has been taken, attached hereto is a detailed explanation of the reason for such action, the party instituting such action and the status or outcome of such action. Initial: *DM for LM*

Oakland's Minimum Wage Law – (Resolution 85423 C.M.S. - Oakland Municipal Code Section 5.92, et seq.) I certify that I have read Oakland's minimum wage law and I am in full compliance with all its provisions. Initial: *DM for LM*

Affirmative Action - I certify that I/we shall not discriminate against any employee or applicant for employment because of race, color, creed, sex, sexual orientation, national origin, age, disability, Acquired Immune Deficiency Syndrome (AIDS) AIDS related complex, or any other arbitrary basis and shall insure compliance with all provisions of Executive Order No. 11246 (as amended by Executive Order No. 11375). I certify that I/we shall not discriminate against any employee or applicant for employment because they are disabled veteran of the Vietnam era and shall insure compliance with all provisions of 41CFR60-250.4 where applicable. Initial: *DM for LM*

By signing and submitting this combined schedules form the prospective primary participant's authorized representative hereby obligates the proposer(s) to the stated conditions referenced in this document. I declare under penalty of perjury that the foregoing is true and correct.

Name of Individual: Marion McWilliams Title: General Counsel
Signature: *Marion McWilliams* Date: 4/4/18

PLEASE NOTE: Detailed descriptions of all policies represented in this combined form may be found at Contracts and Compliance website "Policies and Legislation" address <http://www2.oaklandnet.com/Government/o/CityAdministration/d/CP/s/policies/index.htm> For an electronic copy of this combined form and copies of standalone contract Schedules R, E, O, Q, Exit Affidavit and Schedule G please go to this web address <http://www2.oaklandnet.com/Government/o/CityAdministration/d/CP/s/FormsSchedules/index.htm>



City of Oakland

Equal Benefits Ordinance

Certificate of Compliance

is hereby awarded to

Oakland Unified School District

For satisfying all requirements necessary for compliance with the Equal Benefits Ordinance

Deborah Barnes

Deborah Barnes
Contract Compliance & Employment Services Manager

September 28, 2006

Date

Chan, Jasmine

From: Okelola, Valerie
Sent: Monday, July 16, 2018 9:55 AM
To: Chan, Jasmine
Subject: FW: Insurance Documentation | Oakland Unified School District

Hi Jasmine,

Michael's email is included below – thanks!

From: Bailey, Michael
Sent: Monday, July 16, 2018 9:01 AM
To: Okelola, Valerie <VOkelola@oaklandca.gov>
Subject: RE: Insurance Documentation | Oakland Unified School District

Valerie,

OUSD meets the City's insurance requirements.

Thanks,

Michael Bailey
Risk Management
(510) 986-2898

From: Okelola, Valerie
Sent: Friday, July 13, 2018 3:50 PM
To: Bailey, Michael <MBailey@oaklandca.gov>
Subject: Insurance Documentation | Oakland Unified School District

Hi Michael,

Does the attached insurance documentation suffice for Oakland Unified School District? They are working with Oakland Unite to provide life coaching services to juvenile offenders and place students exiting the Juvenile Justice Center (JJC) in an Oakland Unified School District (OUSD) educational site or other educational institution and refer eligible youth to life coaching services.

Thanks,

Valerie
Valerie Okelola
Program Analyst I, Oakland Unite
City of Oakland Human Services Department
150 Frank Ogawa Plaza, Suite 4340
Oakland, CA 94612
Phone 510-238-3345
<http://oaklandunite.org>

CERTIFICATE OF COVERAGE

Issue Date

6/22/2018

ADMINISTRATOR:

LICENSE # 0451271

Keenan & Associates
1111 Broadway, Suite 2000
Oakland, CA 94607

510-986-6750
www.keenan.com

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS BELOW.

ENTITIES AFFORDING COVERAGE:

ENTITY A: Northern California ReLIEF

ENTITY B:

ENTITY C:

ENTITY D:

ENTITY E:

COVERED PARTY:

Oakland Unified School District
1000 Broadway, Suite 680
Oakland CA 94607

THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE COVERED PARTY NAMED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED HEREIN IS SUBJECT TO ALL THE TERMS AND CONDITIONS OF SUCH COVERAGE DOCUMENTS.

| ENT LTR | TYPE OF COVERAGE | COVERAGE DOCUMENTS | EFFECTIVE/ EXPIRATION DATE | MEMBER RETAINED LIMIT / DEDUCTIBLE | LIMITS |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------|
| A | GENERAL LIABILITY <input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> GOVERNMENT CODES <input checked="" type="checkbox"/> ERRORS & OMISSIONS | NCR 01711-10 | 7/1/2018 7/1/2019 | \$ 250,000 | COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000 |
| A | AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> HIRED AUTO <input checked="" type="checkbox"/> NON-OWNED AUTO <input type="checkbox"/> GARAGE LIABILITY <input checked="" type="checkbox"/> AUTO PHYSICAL DAMAGE | NCR 01711-10 | 7/1/2018 7/1/2019 | \$ 250,000 | COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000 |
| A | PROPERTY <input checked="" type="checkbox"/> ALL RISK <input checked="" type="checkbox"/> EXCLUDES EARTHQUAKE & FLOOD <input type="checkbox"/> BUILDER'S RISK | NCR 01711-10 | 7/1/2018 7/1/2019 | \$ 250,000 | \$ 250,250,000 EACH OCCURRENCE |
| A | STUDENT PROFESSIONAL LIABILITY | NCR 01711-10 | 7/1/2018 7/1/2019 | \$ 250,000 | \$ Included EACH OCCURRENCE |
| | WORKERS COMPENSATION <input type="checkbox"/> EMPLOYERS' LIABILITY | | | \$ | <input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER \$ E.L. EACH ACCIDENT |
| | EXCESS WORKERS COMPENSATION <input type="checkbox"/> EMPLOYERS' LIABILITY | | | \$ | \$ E.L. DISEASE - EACH EMPLOYEE \$ E.L. DISEASE - POLICY LIMITS |
| | OTHER | | | \$ | \$ |

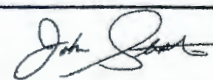
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL PROVISIONS:

Oakland Unified School District/ Oakland Unite Wrap Around Services for Oakland Students through the coverage expiration date.

CERTIFICATE HOLDER:

Juvenile Justice Center, Transition Center
2500 Fairmont Drive
San Leandro CA 94578

CANCELLATION.....SHOULD ANY OF THE ABOVE DESCRIBED COVERAGES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING ENTITY/JPA WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE ENTITY/JPA, ITS AGENTS OR REPRESENTATIVES.

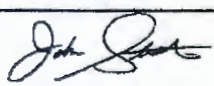


John Stephens

AUTHORIZED REPRESENTATIVE

DISCLAIMER

The Certificate of Coverage on the reverse side of this form does not constitute a contract between the issuing entity(ies), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the coverage documents listed thereon.

| Northern California ReLIEF | | CERTIFICATE OF COVERAGE | | | Issue Date 6/26/2018 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------------------------------------------------------------|
| ADMINISTRATOR: Keenan & Associates 1111 Broadway, Suite 2000 Oakland, CA 94607 510-986-6750 www.keenan.com | | LICENSE # 0451271 | THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS BELOW. | | |
| COVERED PARTY: Oakland Unified School District 1000 Broadway, Suite 680 Oakland CA 94607 | | ENTITIES AFFORDING COVERAGE: ENTITY A: Northern California ReLIEF ENTITY B: ENTITY C: ENTITY D: ENTITY E: | | | |
| THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE COVERED PARTY NAMED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED HEREIN IS SUBJECT TO ALL THE TERMS AND CONDITIONS OF SUCH COVERAGE DOCUMENTS. | | | | | |
| ENT LTR | TYPE OF COVERAGE | COVERAGE DOCUMENTS | EFFECTIVE/ EXPIRATION DATE | MEMBER RETAINED LIMIT / DEDUCTIBLE | LIMITS |
| A | GENERAL LIABILITY <input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS MADE OCCURRENCE <input checked="" type="checkbox"/> GOVERNMENT CODES <input checked="" type="checkbox"/> ERRORS & OMISSIONS | NCR 01711-10 | 7/1/2018 7/1/2019 | \$ 250,000 | COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 2,000,000 |
| A | AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> HIRED AUTO <input checked="" type="checkbox"/> NON-OWNED AUTO <input type="checkbox"/> GARAGE LIABILITY <input checked="" type="checkbox"/> AUTO PHYSICAL DAMAGE | NCR 01711-10 | 7/1/2018 7/1/2019 | \$ 250,000 | COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000 |
| A | PROPERTY <input checked="" type="checkbox"/> ALL RISK <input checked="" type="checkbox"/> EXCLUDES EARTHQUAKE & FLOOD <input type="checkbox"/> BUILDER'S RISK | NCR 01711-10 | 7/1/2018 7/1/2019 | \$ 250,000 | \$ 250,250,000 EACH OCCURRENCE |
| A | STUDENT PROFESSIONAL LIABILITY | NCR 01711-10 | 7/1/2018 7/1/2019 | \$ 250,000 | \$ Included EACH OCCURRENCE |
| | WORKERS COMPENSATION <input type="checkbox"/> EMPLOYERS' LIABILITY | | | \$ | [] WC STATUTORY LIMITS [] OTHER \$ E.L. EACH ACCIDENT |
| | EXCESS WORKERS COMPENSATION <input type="checkbox"/> EMPLOYERS' LIABILITY | | | \$ | \$ E.L. DISEASE - EACH EMPLOYEE \$ E.L. DISEASE - POLICY LIMITS |
| | OTHER | | | \$ \$ | |
| DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL PROVISIONS: As respects to the agreement between the City of Oakland and Oakland Unified School District for OUSD Alternative Education to provide Intensive Case Management Services to youth transitioning out of the Juvenile Justice Center into Alternative Education Schools in OUSD through the coverage expiration date. | | | | | |
| CERTIFICATE HOLDER: City of Oakland 150 Frank H Ogawa Plaza, Suite 4216 Oakland CA 94612 | | | CANCELLATION..... SHOULD ANY OF THE ABOVE DESCRIBED COVERAGES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING ENTITY/JPA WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE ENTITY/JPA, ITS AGENTS OR REPRESENTATIVES. | | |
| | | |  John Stephens AUTHORIZED REPRESENTATIVE | | |

DISCLAIMER

The Certificate of Coverage on the reverse side of this form does not constitute a contract between the issuing entity(ies), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the coverage documents listed thereon.

| | | |
|---------|--------------------------------|------------|
| WC-1814 | CERTIFICATE OF COVERAGE | 06/28/2018 |
|---------|--------------------------------|------------|

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>CSAC Excess Insurance Authority C/O ALLIANT INSURANCE SERVICES, INC. PO BOX 6450 NEWPORT BEACH, CA 92658-6450 PHONE (949) 756-0271 / FAX (619) 699-0901 LICENSE #0C36861</p> | <p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BELOW. THIS CERTIFICATE OF COVERAGE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER</p> <p>IMPORTANT: If the certificate holder is requesting a WAIVER OF SUBROGATION, the Memorandums of Coverage must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p> <p>COVERAGE AFFORDED BY: A - See attached schedule of insurers</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <p>Member: OAKLAND UNIFIED SCHOOL DISTRICT ATTN: REBECCA LITTLEJOHN 1000 BROADWAY SUITE 440 OAKLAND, CA 94607</p> | <p>COVERAGE AFFORDED BY: B</p> <p>COVERAGE AFFORDED BY: C</p> <p>COVERAGE AFFORDED BY: D</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|

Coverages

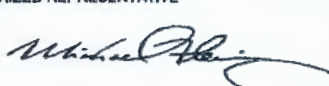
THIS IS TO CERTIFY THAT THE MEMORANDUMS OF COVERAGE AND POLICIES LISTED BELOW HAVE BEEN ISSUED TO THE MEMBER NAMED ABOVE FOR THE PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED BY THE MEMORANDUMS AND POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH MEMORANDUMS AND POLICIES.

| CO LTR | TYPE OF COVERAGE | MEMORANDUM/ POLICY NUMBER | COVERAGE EFFECTIVE DATE (MM/DD/YYYY) | COVERAGE EXPIRATION DATE (MM/DD/YYYY) | LIABILITY LIMITS |
|--------|-----------------------------------------------------|------------------------------------------------------|--------------------------------------|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A | EXCESS WORKERS' COMPENSATION & EMPLOYER'S LIABILITY | See attached Schedule of Insurers for policy numbers | 07/01/2018 | 07/01/2019 | WORKERS' COMPENSATION: Difference between Statutory and Member's \$500,000 Retention EMPLOYERS' LIABILITY: Difference between \$5,000,000 and Member's Retention |

LIMITS APPLY PER OCCURRENCE FOR ALL PROGRAM MEMBERS COMBINED.

Description of Operations/Locations/Vehicles/Special Items:

AS RESPECTS EVIDENCE OF COVERAGE FOR AGREEMENT BETWEEN OAKLAND UNIFIED SCHOOL DISTRICT AND CITY OF OAKLAND FOR INTENSE CASE MANAGEMENT SERVICES TO YOUTH TRANSITIONING OUT OF THE JUVENILE JUSTICE CENTER INTO THE SCHOOLS.

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Certificate Holder</p> <p>CITY OF OAKLAND ATTN: RISK MANAGEMENT 150 FRANK H. OGAMA PLAZA OAKLAND, CA 94612</p> | <p>Cancellation</p> <p>SHOULD ANY OF THE ABOVE DESCRIBED MEMORANDUMS OF COVERAGE/POLICIES BE CANCELLED BEFORE THE EXPIRATION THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE MEMORANDUMS OF COVERAGE/POLICIES PROVISIONS.</p> <hr/> <p>AUTHORIZED REPRESENTATIVE</p> <p style="text-align: center;"></p> <p style="text-align: center;">CSAC EXCESS INSURANCE AUTHORITY</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

ENDORSEMENT

ADDITIONAL COVERED PARTY

| COVERED PARTY | COVERAGE DOCUMENT | ADMINISTRATOR |
|---------------------------------|-------------------|---------------------|
| Oakland Unified School District | NCR 01711-10 | Keenan & Associates |

Subject to all its terms, conditions, exclusions, and endorsements, such additional covered party as is afforded by the coverage document shall also apply to the following entity but only as respects to liability arising directly from the actions and activities of the covered party described under "as respects" below.

Additional Covered Party:

City of Oakland
150 Frank H Ogawa Plaza, Suite 4216
Oakland CA 94612

As Respects:

As respects to the agreement between the City of Oakland and Oakland Unified School District for OUSD Alternative Education to provide Intensive Case Management Services to youth transitioning out of the Juvenile Justice Center into Alternative Education Schools in OUSD through the coverage expiration date.

The City of Oakland, its Councilmembers, directors, officers, agents, employees and volunteers are included as an Additional Covered Party. This coverage shall be Primary to the Certificate Holder's coverage and the Certificate Holder's coverage shall be noncontributory.



Authorized Representative

Issue Date: 6/26/2018

CERTIFICATE NO.

ISSUE DATE (MM/DD/YYYY)

WC-1814

CERTIFICATE OF COVERAGE

06/28/2018

CSAC Excess Insurance Authority

**C/O ALLIANT INSURANCE SERVICES, INC.
PO BOX 6450
NEWPORT BEACH, CA 92658-6450**

PHONE (949) 756-0271 / FAX (619) 699-0901
LICENSE #0C36861

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BELOW. THIS CERTIFICATE OF COVERAGE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER

IMPORTANT: If the certificate holder is requesting a WAIVER OF SUBROGATION, the Memorandums of Coverage must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

COVERAGE AFFORDED BY: **A - See attached schedule of insurers**

Member:
OAKLAND UNIFIED SCHOOL DISTRICT
ATTN: REBECCA LITTLEJOHN
1000 BROADWAY SUITE 440
OAKLAND, CA 94607

COVERAGE AFFORDED BY: **B**

COVERAGE AFFORDED BY: **C**

COVERAGE AFFORDED BY: **D**

Coverages

THIS IS TO CERTIFY THAT THE MEMORANDUMS OF COVERAGE AND POLICIES LISTED BELOW HAVE BEEN ISSUED TO THE MEMBER NAMED ABOVE FOR THE PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED BY THE MEMORANDUMS AND POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH MEMORANDUMS AND POLICIES.

| CO LTR | TYPE OF COVERAGE | MEMORANDUM/ POLICY NUMBER | COVERAGE EFFECTIVE DATE (MM/DD/YYYY) | COVERAGE EXPIRATION DATE (MM/DD/YYYY) | LIABILITY LIMITS |
|--------|-----------------------------------------------------|------------------------------------------------------|--------------------------------------|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A | EXCESS WORKERS' COMPENSATION & EMPLOYER'S LIABILITY | See attached Schedule of Insurers for policy numbers | 07/01/2018 | 07/01/2019 | WORKERS' COMPENSATION: Difference between Statutory and Member's \$500,000 Retention EMPLOYERS' LIABILITY: Difference between \$5,000,000 and Member's Retention |

LIMITS APPLY PER OCCURRENCE FOR ALL PROGRAM MEMBERS COMBINED.

Description of Operations/Locations/Vehicles/Special Items:

AS RESPECTS EVIDENCE OF COVERAGE FOR AGREEMENT BETWEEN OAKLAND UNIFIED SCHOOL DISTRICT AND CITY OF OAKLAND FOR INTENSE CASE MANAGEMENT SERVICES TO YOUTH TRANSITIONING OUT OF THE JUVENILE JUSTICE CENTER INTO THE SCHOOLS.

Certificate Holder

CITY OF OAKLAND
ATTN: RISK MANAGEMENT
150 FRANK H. OGAMA PLAZA
OAKLAND, CA 94612

Cancellation

SHOULD ANY OF THE ABOVE DESCRIBED MEMORANDUMS OF COVERAGE/POLICIES BE CANCELLED BEFORE THE EXPIRATION THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE MEMORANDUMS OF COVERAGE/POLICIES PROVISIONS.

AUTHORIZED REPRESENTATIVE



CSAC EXCESS INSURANCE AUTHORITY

**CSAC EXCESS INSURANCE AUTHORITY
 EXCESS WORKERS' COMPENSATION PROGRAM
 2018/2019 SCHEDULE OF INSURERS
 OAKLAND UNIFIED SCHOOL DISTRICT**

| PROVIDER | MEMORANDUM/ POLICY NUMBER | LIMIT |
|--------------------------------------|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CSAC Excess Insurance Authority | EIA-PE 18 EWC-158 | Workers' Compensation and Employers' Liability: \$2,500,000 each accident/each employee for disease (Difference between \$2,500,000 and the individual member's retention) |
| Safety National Casualty Corporation | SP 4058381 | Workers' Compensation: Statutory each accident/each employee for disease excess of \$2,500,000 Employers Liability: \$2,500,000 each accident/each employee for disease excess of \$2,500,000 |

ENDORSEMENT NO. U-4

**CSAC EXCESS INSURANCE AUTHORITY
EXCESS WORKERS' COMPENSATION**

WAIVER OF SUBROGATION ENDORSEMENT

It is understood and agreed that Section VIII, **SUBROGATION** of the **CONDITIONS** section of the Memorandum of Coverage is deleted in its entirety and replaced by the following:

VIII. **SUBROGATION**: In the event of any payment under this Memorandum, the Authority shall be subrogated, to the extent of such payment, to all the **Covered Party's** rights of recovery therefore, and the **Covered Party's** shall execute all papers required and shall do everything that may be necessary to secure such rights. Any amount recovered as a result of such proceedings, together with all expenses necessary to the recovery of any such amount shall be apportioned as follows: The Authority shall first be reimbursed to the extent of its actual payment hereunder. If any balance then remains, said balance shall be applied to reimburse the **Covered Party's**. The expenses of all proceedings necessary to the recovery of such amount shall be apportioned between the **Covered Party's** and the Authority in the ratio of their respective recoveries as finally settled. If there should be no recovery in proceedings instituted solely on the initiative of the Authority, the expenses thereof shall be borne by the Authority.

It is further agreed that nothing herein shall act to increase the Authority's limit of indemnity.


This endorsement is part of the Memorandum of Coverage and takes effect on the effective date of the Memorandum of Coverage unless another effective date is shown below. All other terms and

Effective Date: June 25, 2018

Memorandum No.: EIA 18 EWC-00

Issued to: ALL MEMBERS

Issue Date: June 25, 2018


Authorized Representative
CSAC Excess Insurance Authority

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. OAKLAND UNIFIED SCHOOL DISTRICT | |
| 2 Business name/disregarded entity name, if different from above | |
| 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) ▶ EDUCATIONAL INSTITUTION K-12 | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i> |
| 5 Address (number, street, and apt. or suite no.) See instructions. 1000 BROADWAY, SUITE 680 | Requester's name and address (optional) |
| 6 City, state, and ZIP code OAKLAND, CA 94607 | |
| 7 List account number(s) here (optional) | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

| | |
|-----------------------------------------|--|
| Social security number | |
| [] [] [] - [] [] - [] [] [] [] | |
| OR | |
| Employer identification number | |
| 9 4 - 6 0 0 0 3 8 5 | |

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

| | | |
|------------------|----------------------------|-------------------------|
| Sign Here | Signature of U.S. person ▶ | Date ▶ 4/23/2018 |
|------------------|----------------------------|-------------------------|

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

CITY OF OAKLAND
One Frank H. Ogawa Plaza
Oakland, CA 94612

VENDOR NO. 36074

CHECK NUMBER 983902

| INVOICE NUMBER | DESCRIPTION | NET AMOUNT |
|----------------|------------------------------------------------------|------------|
| ADV1004149 | H78E026-19(ANNIE)\HSD/MEASURE Z-OAKLAND UNITE | 42,800.00 |
| | <i>1</i> <i>118</i> <i>01-9180-1000000-0101-1262</i> | |
| | <i>Escape RW.</i> | |
| | | 42,800.00 |

THE FACE OF THIS CHECK IS BLUE. THE BACK CONTAINS A SIMULATED WATERMARK

CITY OF OAKLAND
ONE FRANK H. OGAWA PLAZA
OAKLAND, CA 94612

JPMorgan Chase Bank, N.A.
Sacramento, California

90-7162
3222

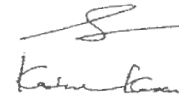
CHECK # 983902

DATE 11-Oct-2018

AMOUNT \$ **42,800.00

Forty-Two Thousand Eight Hundred Dollars And Zero Cents*****

PAY TO THE ORDER OF OAKLAND UNIFIED SCHOOL DISTRICT
ATTN: MONICA VAUGHAN
4521 WEBSTER STREET
OAKLAND, CA, 94609



TWO SIGNATURES REQUIRED
VOID AFTER 180 DAYS

⑈983902⑈ ⑆322271627⑆ 563285720⑈

SEE REVERSE SIDE FOR OPENING INSTR. ONE

City of Oakland
One Frank H. Ogawa Plaza
Oakland, CA 94612

OAKLAND UNIFIED SCHOOL DISTRICT
ATTN: MONICA VAUGHAN
4521 WEBSTER STREET
OAKLAND, CA, 94609