



City of
Santa Rosa
Recreation, Parks &
Community Services

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Request for Qualifications (RFQ) **Cycle V**

July 1, 2011 – June 30, 2012

Santa Rosa's CHOICE

*Community Helping Our
Indispensable Children Excel*

Reclaiming Our Youth Gang Prevention and Intervention Grant Program

Release date: March 14, 2011

Application due date: April 25, 2011 - 5:00 p.m.

For more information, please contact:
Santa Rosa Recreation, Parks, & Community Services - Neighborhood Services
Serena Lienau 543-3457
slienau@srcity.org

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RFQ Application Process and Timeline

ACTIVITY	DESCRIPTION	DATE
RFQ Release	The Request for Qualifications process is open and additional resource materials are available at the following website: Gangprevention.srcity.org	March 14, 2011
Technical Assistance Workshop	This Workshop is designed to review the RFQ Packet and provide assistance to applicants in completing the application. Attendance at this workshop is not required but strongly encouraged. <u>Location:</u> Steele Lane Community Center 415 Steele Lane, Santa Rosa 95403 <u>Please RSVP to:</u> Serena Lienau, slienau@srcity.org or 543-3457	March 25, 2011 9:00 – 12:00pm
Technical Assistance	Staff will be available to answer questions regarding the content of the application by phone or email. Contact: Serena Lienau, slienau@srcity.org or 543-3457	March 14 – April 25, 2011
Deadline for Submission of Applications	Applications must be received by City by April 25, 2011 at 5:00 p.m. <i>See Part IV: Submission and Exhibit Requirements for specific submission details.</i> Staff will issue signed and emailed acknowledgement receipts for each applicant.	<i>April 25, 2011 5:00 p.m.</i>
Application Review	Applications received by the City by the April 25, 2011 deadline will be reviewed by the Grant Review Team.	April 25 to May16, 2011 <i>(Subject to change)</i>
Notification	Notification to each applicant's Executive Director will be made soon after qualification and funding recommendations have been made by the Review Team. The City has the final decision-making authority regarding which applicants qualify to be on the Eligible Service Providers list. Final funding decisions will be made by the City and are subject to appropriation of funds by the City Council for the fiscal year.	May 2011
Funding Agreement Development	Staff will work with service providers to develop Cycle V service Funding Agreements for execution by mid-May 2011	May – June 2011
Services Begin	Any work done prior to entering into a Funding Agreement with the City will be at the applicant's expense.	July 1, 2011

ENTRY CRITERIA

To be considered for CHOICE Reclaiming Our Youth funding from the City of Santa Rosa, applicants must meet all ENTRY CRITERIA at the time of submittal. **Applicants who do not meet all entry criteria will not be considered and no evaluation of the application will be made.** Submitted applications must be responsive to all proposal instructions and requirements.

Eligible Applicants	<p>Applicants must be one of the following entities:</p> <ul style="list-style-type: none"> • A government agency • A private non-profit agency with 501(c)(3) status. • Any recognizable association of people with a fiscal agent that agrees to abide by the City's grant agreement on behalf of the association. The fiscal agent will be the legal representative of the project and may only be used once. Funds approved for the project will be awarded to the fiscal agent and the Funding Agreement for award of grant funds will be made between the City and the fiscal agent. The fiscal agent must sign Exhibit J in this packet, which shows agreement to apply for funding on behalf of the association and to comply with the responsibilities of a fiscal agent. The fiscal agent must also show proof that it is either a government agency or a private non-profit agency with 501(c)(3) status.
Eligible Clientele/ Target Population	<p>Projects must serve target population(s) as identified in the assessment process and endorsed by the MGPTF Policy Team. See Part III, B, Target Populations.</p>
Eligible Services	<ol style="list-style-type: none"> 1. Personal Transformation Through Cognitive Development and Youth Support Groups 2. Short Term Curriculum Based Youth Support Groups 3. Social Recreational, Cultural, and Community Service Intervention Activities 4. Gang Mediation/Intervention Response 5. Outpatient Substance Abuse Services 6. Services for Adjudicated Youth 7. Parent and Family Support 8. Domestic Violence Services to Youth and Children

PART I
Santa Rosa's CHOICE
Reclaiming Our Youth, Gang Prevention and Intervention Grant
Program Overview & Funding Process

A. Background

In 2003 the Mayor's Gang Prevention Task Force (MGPTF) and the Mayor's Advisory Board were created in response to increased gang activity in the City of Santa Rosa. From the beginning there was an understanding that this was not a problem that we could "arrest our way out of". Gangs are a community-wide problem and require a community-wide response. The community was invited to participate in strategic planning sessions to determine the direction and content of the response needed. There was an outpouring of support. Several committees were formed and much work was accomplished. However, it became obvious that to make real progress, a stable source of funding was needed to provide consistent, long term support and programs for youth and families.

In November 2004, Santa Rosa voters passed a sales tax measure to fund critical public safety improvements in Police, Fire and Recreation & Parks. Expected to generate a total of about \$7 million per year for the next 20 years, the sales tax provides the Recreation & Parks Department with roughly \$1.4 million per year to fund crucial youth development programs and other activities designed to address the community's gang prevention and intervention needs. This includes coordination of the MGPTF Policy Team and Operational Team and start-up and operation of 17 new after-school recreation programs that will provide safe places for children to learn and grow in schools and neighborhood centers throughout Santa Rosa. Thirty-five percent of the Recreation and Parks share of the revenue each year will fund in-school violence prevention and conflict resolution education, as well as grants to local non-profits providing related services that will enhance youth asset development and reduce risk factors.

In 2008, the CITY released a triennial Request for Qualifications to establish a list of eligible service providers for 2008-2011. Only the service providers on the list were eligible for funding for each fiscal year within the triennial qualification term. Through the needs assessment process conducted during the fall 2010, the CITY determined the need to establish an annual Request for Qualifications. This needs assessment identified the following Eligible Service Areas for the 2011 Request for Qualifications release:

1. Personal Transformation Through Cognitive Development and Youth Support Groups
2. Short Term Curriculum Based Youth Support Groups
3. Social, Recreational, Cultural, and Community Service Intervention Activities
4. Gang Mediation/Intervention Response
5. Outpatient Substance Abuse Services
6. Services for Adjudicated Youth
7. Parent and Family Support
8. Domestic Violence Services to Youth and Children

B. Annual Qualification Process

Commencing in 2011 with Cycle V, the CITY will implement an annual Request for Qualifications (RFQ) process that identifies agencies whose capabilities to provide services match identified needs. All agencies deemed qualified are eligible to receive funding for the current funding cycle and are eligible to participate on the Mayor's Gang Prevention Task Force Operational Team.

C. Funding Allocation

Funding for the current the eligibility period is subject to the appropriation of funds by the City Council. By issuing this RFQ, the City does not make any assurances that it will enter into any such Funding Agreements and is not committed to any future year. Funding for future years of an existing Funding Agreement will be at the discretion of the CITY and will be contingent upon available funds.

D. Service Needs Identification

The CHOICE Santa Rosa's CHOICE, Reclaiming Our Youth Gang Prevention and Intervention Grant Program service needs have been identified through the following steps:

- Community Needs Assessments by way of focus groups with youth, parents, service providers, and schools conducted throughout the City during October through January 2011.
- Community needs as assessed by the MGPTF Operational Team.
- Review of other data, such as crime and school reports/surveys related to the CHOICE target populations
- California Healthy Kids Survey for grades 5, 7, 9 and 11 in all Santa Rosa schools
- Review and analysis of data from program evaluations of CHOICE service providers
- Funding allocation approval by Santa Rosa City Council

E. Service Provider Selection

A review team will review all completed applications from service providers that meet the minimum eligibility requirements. Members of the review team will evaluate and score each response to the RFQ, and make recommendations to City staff. ~~CHOICE service providers with an existing funding agreement are eligible for pre-qualification within the eligible service area for which they already receive funding and the final determination of qualification will be at the discretion of City staff.~~ However, if an existing CHOICE service provider desires to apply for a different eligible service area, a new application must be completed. ***Selection as an eligible provider does not guarantee that the City will enter into a funding agreement with any eligible provider.*** The review team will focus on the following requisites in selecting the eligible service providers:

- 1) The strategy of strengthening and expanding City of Santa Rosa partnerships and service collaborations in providing Gang Prevention or Intervention services.
- 2) The service provider's past and current experience, expertise, and capacity in operating high quality, cost-effective gang prevention/intervention programs for youth and/or families exhibiting high risk behaviors.
- 3) The development of realistic and measurable client outcomes.
- 4) The service provider's understanding and history of utilizing a strength-based approach, such as the developmental assets theory, in the design and delivery of services to youth and families.

F. RFQ Cost/No City Obligation

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

G. Inquiries and/or Requests for Clarification

Any requests for clarification of the RFQ shall be made no later than ten (10) calendar days before the deadline for submission and shall be made to: Serena Lienau, 415 Steele Lane, Santa Rosa, CA 95403. Any City response resulting in a change to the RFQ will be made in the form of an addendum to the RFQ and will be sent to all parties to whom the RFQ has been issued and an address is known.

H. Terms and Conditions of Agreement

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

I. Acceptance or Rejection of Applications

The City reserves the right to reject any items or groups of items offered in response to this RFQ. The City reserves the right to waive any minor informality or irregularity in any response. The City may, for any reason, decide not to award grants as the result of this RFQ.

J. Confidentiality

Responses to this RFQ become the property of the City of Santa Rosa. At such time as one or more applicants are recommended to the City Manager/City Council, all responses become a matter of public record and shall be regarded as such.

Each applicant should be aware that, although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City of Santa Rosa might not be in a position to establish that the information that an applicant submits is a trade secret. If the request is made for information marked "Confidential", the City will give notice to allow the applicant to seek protection from disclosure by a court of competent jurisdiction.

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

K. Reservations & Rights by the City of Santa Rosa

1. The attached sample proposed Grant Funding Agreement is subject to changes by the City. If applicants have any concerns signing this agreement "as is", applicants should include a letter with their application stating that this agreement cannot be executed by their firm and list the specific changes requested. Applicants not willing to sign the agreement "as is" may not be awarded a grant. Actual award of funding is dependent on a successful Funding Agreement negotiation. If a grant agreement in the form and substance acceptable to the City cannot be completed within a reasonable time frame as determined by the City, the City may terminate negotiations and pursue an agreement with a different eligible service provider.
2. Applicants submitting a proposal agree that by submitting an Application, they authorize the City to verify any or all information given in the Application.
3. The award of a grant by the City to an organization which proposed to use sub-applicants for the performance of work under the Funding Agreement resulting from this RFQ should not be interpreted to limit the City's right to approve sub-applicants.
4. The City reserves the right, after grant award, to amend the resulting Funding Agreement as needed through the term of the contact to best meet the needs of all parties.
5. This RFQ shall be governed according to the laws of the State of California.
6. If any provisions of the RFQ shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.
7. The City of Santa Rosa reserves the right to revise or amend any part of this RFQ up to the due date and time for accepting Applications. Such revisions and amendments, if any, shall be announced by addendum to this RFQ. Copies of such addendums shall be furnished to all applicants who have obtained application documents subsequent to the RFQ advertisement. If the revisions and addendums require changes, the due date set for applications may be postponed by such number of days as in the opinion of the City shall enable applicants to revise their applications. In any case, the due date shall

be at least five (5) working days after the last addendum, and the addendum shall include an announcement of the new due date, if applicable.

8. The City reserves the right to consider an applicant's financial standing as a basis for denying eligibility, including, in City's estimation, the financial ability or lack of financial ability of any applicant to carry out and successfully complete the proposed services.

PART II

Requirements

A. Grant Funding Agreements

The City of Santa Rosa Recreation and Parks Department will begin Funding Agreement negotiations with those applicants selected from the eligible service provider list and an agreement will be executed in substantially the same form attached hereto as the Grant Funding Agreement. The Agreement shall specify defined areas of service, measurable outputs, and client objectives. This will ensure that funds are spent toward achieving measurable outcomes, and not utilized for extraneous services or unrelated overhead. Acceptable administrative charges must be **directly related** to the supervision and/or implementation of the proposed direct services. Upon execution of the agreement and delivery of satisfactory evidence of required insurance, payment of the grant award will be released to GRANTEE in two (2) installments over the Term of the Agreement. In order to determine the installment amounts, the Grant Award shall be divided by the number of months within the Term (12 months). Each installment of the Grant Award shall be equal to the monthly award amount (total Grant Award divided by 12) times six (6), less 10% from each installment towards the Retention Amount. The Retention Amount will be released to GRANTEE within thirty (30) days following the satisfactory completion by GRANTEE of the Evaluation and final Progress Report in accordance with the terms set forth in the Grant Funding Agreement. The timing of the release of each installment and Retention Amount of the grant award shall be as set forth in the Grant Funding Agreement.

In order for the Funding Agreement to be executed with the proper signature, Grantees are required to pass a Board resolution giving signature authority to an agency representative to enter into agreements with the City of Santa Rosa on behalf of the agency, generally in the applicable form set forth in Resolution for Non-Profit or Government Signature (Exhibit K-1 or K-2) to this RFQ. Agencies are also required to submit Certificates of Insurance (Exhibit D) demonstrating insurance coverage for the Santa Rosa's CHOICE, Reclaiming Our Youth Gang Prevention and Intervention funded services.

B. Funding Matching Requirement

The Santa Rosa's CHOICE, Reclaiming Our Youth Gang Prevention and Intervention Grant Program requires a minimum of a 20% cash match of the funds awarded (non-City funding match). When used to augment the proposed project, expenditures for items such as personnel and operating expenses may be considered a match. All matching items specified in the budget will become a requirement under the Funding Agreement. The matching of direct funds and/or in-kind resources above the 20% is encouraged, but a minimum of 20% must be a direct monetary match contribution.

C. Mayor's Gang Prevention Task Force (MGPTF) Operational Team and Gang Prevention Awareness Week Participation

The Santa Rosa's CHOICE, Santa Rosa's CHOICE, Reclaiming Our Youth Gang Prevention and Intervention Grant Program is committed to the concept of collaborative service delivery models as the most effective means of utilizing limited resources to address the needs of the target population. Grantees receiving any funding from the Santa Rosa's CHOICE, Santa Rosa's CHOICE, Reclaiming Our Youth Gang Prevention and Intervention Grant Program are required to be active participants in the MGPTF Operational Team. Grantees must submit a Memorandum of Understanding **during the Funding Agreement negotiation period** which indicates the applicant's commitment to participate with the City and the MGPTF Operational Team. In addition, grantees are required to be active participants in the annual Gang Prevention Awareness Week in collaboration with the City of Santa Rosa CHOICE staff.

D. Evaluation Model Participation

The Santa Rosa's CHOICE, Santa Rosa's CHOICE, Reclaiming Our Youth Gang Prevention and Intervention Grant Program will utilize a rigorous evaluation model created and used by California Crime Prevention Associates (CCPA) to evaluate the effort, effect and results of funded services. Funded organizations will be expected to participate in technical assistance training workshops, help to design the program-specific components of the evaluation, and administer data collection activities. CCPA's basic approach to the evaluation has been to build the capacity of providers, better articulate their accomplishments, practice continuous improvement, and explain how their youth customers are fare better as a result of having participated in the program.

E. Service Partner Agreements

Selected Grantees will be required to submit a separate Service Partner Agreement between all collaborative partners with the submission of the RFQ. See Exhibit E, for sample. Collaborative partners are defined as any entity that will share resources, whether cash match or in-kind, that impacts the delivery of the proposed service. Examples of collaborative partners may include, but are not limited to:

- School sites where services will be provided;
- School districts where services will be provided; and
- Other non-profit community or faith-based organizations.

F. Insurance

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

PART III

Services Requested

A. Youth Development Approach

The strategies developed by the MGPTF and funded by the City of Santa Rosa's CHOICE, Reclaiming Our Youth, Gang Prevention and Intervention Grant Program are part of a larger effort by the City of Santa Rosa to provide comprehensive youth services to the youth and families of Santa Rosa. All of which are founded on a developmental asset model of youth services. The model acknowledges that all youth progress through critical developmental transitions, and that optimum healthy development is best achieved by promoting assets, or strengths in youth, families, communities and schools. Click to view the [Search Institute's description of the 40 developmental assets](#)

Developmental planning of model services delivery has shifted from fixing youth's problems to promoting youth's strengths. It has also moved beyond programs to relationships. The 40 Developmental Assets defined by the Search Institute are essential building blocks for young people's achievement, as well as avoidance of high-risk behaviors. However, programs need not address all 40 assets, but a tactical combination of them is critical. The following are some general ideas for how providers can build assets for children & adolescents:

- Involve youth in leadership program planning, and program evaluation
- Provide a range of structured activities for youth with diverse interests and needs
- Provide opportunities where young people feel supported and safe
- Coordinate activities and priorities with other service providers
- Focus on asset building in programming, including building social competencies, engaging youth service, strengthening personal identity, and shaping risk-avoidance behaviors

The Santa Rosa's CHOICE, Reclaiming Our Youth, Gang Prevention and Intervention Grant Program aims at supporting programs that develop skills and competencies resulting in healthy and thriving youth and families. Personal and social competencies that ought to be developed for youth engaged in problematic behaviors are the following:

- Good health habits
- Critical thinking and reasoning skills
- Knowledge of essential life skills
- Personal and social responsibility
- Positive family communication
- Good coping and self-regulation skills
- Commitment to good use of time
- Planning for the future and future life events
- Sense of connectedness and social integration
- Positive relationships with adults

B. Primary and Secondary Prevention, and Intervention Services

In addition to the Youth Development model, the City of Santa Rosa is focusing its efforts on providing targeted programming for the groups identified in the figure below. Recognizing that all youth have individual needs and range from gang-impacted individuals to “Hard-core” gang member, specialized programming is required in order to successfully encourage the resiliency of youth. The City of Santa Rosa has adopted the framework introduced by Phelan Wyrick, PhD, Gang Program Coordinator with the Office of Juvenile Justice and Delinquency Prevention which identifies three distinct categories of service for targeted youth. According to Wyrick, “The strongest community-based anti-gang initiatives will combine four strategies – enforcement, intervention, secondary prevention, and primary prevention – to maximize the impact across the individuals in all four groups represented in Figure 1.” Below is an excerpt from his article “Gang Prevention: How to Make the ‘Front End’ of Your Anti-Gang Effort Work” (United States Attorneys’ Bulletin, May 2006) which defines Primary Prevention, Secondary Prevention, and Intervention.

Figure 1:



- **Group 1** – represents serious, chronic, and violent offenders that are a relatively small portion of the population, but are responsible for a disproportionately large share of illegal activity.
- **Group 2** – consists of gang-involved youth and associates who make up a relatively larger share of the population, are responsible for significant levels of illegal activity but are not necessarily in the highest offending category.
- **Group 3** – [represents] youth who have already displayed early signs of delinquency and risk for gang membership, but are not yet gang-involved...likely for gang membership in the near future.

- **Group 4** – represents everyone else living in a community where gangs are present.

Phelan Wyrick further describes the types of programming to be offered for each category listed on the pyramid above.

- **Intervention** – includes a balance of services and opportunities with supervision and accountability that is tailored to the circumstances of individual gang-involved or high-risk youth...Effective gang intervention requires coordinated partnerships of agencies and service providers that use information-sharing across agency types (police, juvenile courts, schools, prosecution, community agencies) to facilitate targeting and outreach to gang-involved youth and their families, a system of graduated sanctions, and effective case management.
- **Secondary Prevention** – refers to programs and services that are directed toward youth who have already displayed early signs of problem behavior and are at high-risk for gang involvement...[and] are most likely to face the choice of whether or not to join that gang in the near future.
- **Primary Prevention** – refers to services and supports that reach the entire population in communities with high crime or gang activity. These efforts typically address needs or risk factors in a way that is available to all youth and families, or supports the community as a whole.

For more information, click on the links below:

[OJJDP - Gang Prevention: An Overview of Research and Programs - James C. Howell](#)

[US Attorneys' Bulletin - Gang Prevention: How to Make the "Front End" of Your Anti-Gang Effort Work - Phelan Wyrick, PhD.](#)

Definition of Target Service Youth Population Profiles

Gang-Impacted Individuals:

1. Knows some neighborhood gang members, but does not associate with them.
2. Admires or respects gang lifestyle characteristics.
3. Sees gang member as "living an adventure."
4. Has no personal contact with juvenile justice system.
5. Has periodic family crises and/or has a child welfare case.
6. Is low-income, and/or lives in overcrowded living conditions.
7. Has no or limited participation in structured social/recreational programs in neighborhood.
8. Lives in gang-organized "turf" area where the gang is highly visible.

9. Exhibits early signs of school-related academic, attendance and behavior problems.
10. Has experience in gang intimidation or has seen violent gang acts.
11. Feels unsafe alone in neighborhood.
12. Has family members who have lived or are living a juvenile delinquent, criminal and/or gang lifestyle.
13. Is beginning to experiment with drug/alcohol use.

Delinquent Individuals:

1. Has had several contacts with the juvenile justice system and law enforcement. May have spent time in juvenile hall, may have had a probation officer and/or may have participated in delinquency diversion program.
2. Does not see the future as providing for him/her, but more from a perspective of "you have to take what you can get."
3. Casually and occasionally associates with gang members.
4. Has a high rate of school absences, and experiences school failure and disciplinary problems.
5. Uses free time after school to "hang out", and does not participate in sports, hobbies or work.
6. Carries a knife or other weapon for safety and/or intimidation.
7. Is unemployed, does not want a job, and/or sees working at minimum wage as "slave wages."
8. Is suspicious and hostile toward others who are not in his/her close circle of friends.
9. Does not value other people's property.
10. Believes and follows his/her own code of conduct, not the rules of others.
11. Only follows friends' advice, and does not trust anyone other than friends.
12. Uses alcohol and illegal drugs.
13. Has had numerous fights, and sees violence as primary way to settle disagreements and maintain respect.
14. May claim a turf or group identity, but still values independence from gang membership.
15. May have been placed in an alternative home or living placement for a period.

Gang Supporter:

1. Personally knows and admires gang members. Has an exclusive group of friends with whom he/she hangs out.
2. Considers many gang-related activities acceptable.
3. Feels he/she has a lot in common with gang members.
4. Sees gang involvement as an acceptable alternative source for power, money and prestige.
5. Wears gang style clothing and/or gang colors/symbols.
6. Promotes the use of gang cultural expressions and terminology.

7. Identifies with a gang-related affiliation and/or turf, but has not officially joined a gang. Is ready to join a gang.
8. Regularly uses/abuses alcohol and drugs.
9. Does not seek out a job, and earns money through sale of illegal drugs and/or stolen property.
10. Has accepted the value of intimidation and violence as the best way to settle disagreements.
11. Carries a weapon.
12. Has personal goals/desires, which still take precedence over gang-affiliated membership obligations.
13. Probably has gang-related tattoos.
14. Has drawing of gang insignia or symbols on notebook/book covers, on bedroom walls, on bed, etc.

Gang Member:

1. Has joined a gang.
2. Associates almost exclusively with gang members to the exclusion of family and former friends.
3. Participates in gang crimes and other related activities.
4. Rejects the authority figures of family, of school, and within the community.
5. Sees intimidation and physical violence as the way to increase personal power, prestige and rank in gang. He/she is active in "gang banging."
6. Regularly uses/abuses alcohol and other drugs.
7. Engages in illegal drug sales and/or stealing as his/her primary source of income.
8. Owns a firearm or has immediate access to a firearm.
9. Is not yet considered a "core gang member" by himself/herself, or by other gang members.
10. Has spent time in juvenile hall, juvenile camp or California Youth Authority.
11. Recruits new gang members.
12. May have been identified or certified as a gang member by law enforcement agencies.
13. Has specific rival and allied gang business to deal with regularly.
14. Has gang-related tattoos.
15. Identifies specific individuals or groups as enemies.

"Hard Core" Gang Member:

1. Is totally committed to the gang and its lifestyle.
2. Totally rejects anyone or any value system, other than the gang's.
3. Believes that the gang, its members, and/or his/her family live for or will die for the gang.
4. Will commit any act with the approval of or a demand from the gang.
5. Does not accept any authority other than the gang's.

6. Has an established track record of defending and building the gang's reputation. Considers himself/herself a core gang member and so do others. Sees the future prosperity of the gang partially dependent on himself/herself.
7. Has fully submerged his/her personal goals and identity in the gang's collective identity and goals.
8. Has specific rival and allied gang business to deal with regularly.
9. Has likely been identified or certified as a gang member by law enforcement agencies.
10. Has been incarcerated by the juvenile justice system (Juvenile Hall, Youth Ranch, and/or California Youth Authority) for gang-related behavior.
11. Has adopted and/or earned gang status within gang system.

D. Eligible Services

The services described in this RFQ represent an outline of essential activities for projects funded through the Santa Rosa's CHOICE, Reclaiming Our Youth Gang Prevention and Intervention Program. Finalization of the Scope of Services (Exhibit A), grant deliverables, budget and performance measures *will be determined through the Funding Agreement negotiation process.*

Building strength-based youth developmental assets with a focus on resiliency skills and providing primary prevention, secondary prevention, and/or intervention programming is the foundation of the Mayor's Gang Prevention Task Force Policy Team's approach to gang prevention and intervention. To this end, we will be looking for grant applications that facilitate:

- Positive relationship-building between youth and adults outside their families.
- Meaningful participation of youth in our community.
- Programs and staff that set high expectations for youth.
- Targeted programming providing primary prevention, secondary prevention, and/or intervention services.

Grant program eligible services include:

1. Short Term Curriculum Based Youth Support Groups

- Provide short-term curriculum based youth support group workshops and activities that also include psycho-social education and intervention groups incorporating cognitive learning approaches, social-recreational activities, community service learning projects, and other youth relevant learning group activities in such topics as:
 - Law Related Education, Staying Out of the Juvenile Justice System, Career Exploration, Job Placement/Training, Making the Most of School, College Planning, Personal Wellness, Gang Diversion/Refusal Skills, Conflict Resolution/Anger Management, How to use Community Resources, How to Communicate with Parents and Adults, Family Management, Personal Health and Wellness, and other related topics.

2. Personal Transformation through Cognitive Development and Youth Support

- Designed to be on-going prevention and intervention with gang impacted and involved youth to provide them with a learning group environment to be introduced to and practice new pro-social life skills and behaviors. The personal development and support groups can also serve to better prepare youth to access and participate in other mainstream resources available like school, job training, health, and other services. Staff meets regularly with the parents or guardians of the targeted youth through home visits and phone contact.
- Provide youth with an opportunity to become part of the larger community through activities and projects that reinforce healthy community and culture, build trust-based relationships, promote peer-to-peer support/coaching, and leadership development. Youth will develop a Personal Development Plan that builds on their individual strengths. Continually review/update objectives, outcome benefit goals, and schedule care in the Personal Development Plan.
- Staff provides ongoing individual and youth support groups that include cognitive educational and behavioral learning activities aimed at helping to develop cognitive recognition skills, pro-social skills, build youth and leadership, and advance goals of targeted youth.
- Youth successfully completing service cycles will be given the opportunity to provide peer mentoring and leadership roles in Group Mentoring Life Skills, Support Groups, and Social Recreational/Community Service Intervention Activities.

3. Social Recreational, Cultural, and Community Service Prevention and Intervention Activities

- Provide structured recreation, educational, and cultural activities, and field trips to build: intrapersonal and interpersonal skills, such as the ability to understand emotions and practice self-discipline, working with others, developing and sustaining friendships through cooperation, empathy, negotiation, and conflict management.
- Provide a safe place for activities.
- Use activities to build a trust relationship between youth and adult mentors.
- Expose youth through field trips to various cultural activities that are new experiences for them to view how others live in our society and opportunities for their future.
- Expose youth to a wide range of arts, sports, music, and dance.
- Use camping and hiking trips to expose youth to nature and wilderness.

4. Gang Mediation/Intervention Response

- Provide a mobile street unit that delivers gang mediation and intervention services.
- Intervene with youth altercations and volatile conditions.
- Work collaboratively with the following City of Santa Rosa entities:
 - Mayor's Gang Prevention Task Force
 - Local law enforcement entities and school districts

5. Outpatient Services

- Provide assessments of youth.
- Provide intervention and treatment group services (i.e. substance abuse, mental health, and/or family crisis)
- Provide individual counseling and support groups.
- Provide mentoring services.

- Provide services that re-engage youth into the school system.
- Provide parent and youth groups.
- Provide school staff professional development and consultations.
- Provide health classes.

6. Services for Adjudicated Youth

- Provide follow-up and aftercare support services to youth transitioning from the criminal justice system (including local systems such as Juvenile Hall and Camps) into the community.
- Provide incarcerated youth services at Juvenile Justice Facilities. The purpose of the groups is also to initiate community re-entry discussion and planning for youth and their families. Working with youth before release allows for the development of relationships that can be the foundation of aftercare.
- Provide a support system that prevents youth from re-offending.
- Provide services that aim at family reunification, stabilization of school enrollment, attendance, and performance.
- Collaborate with the Sonoma County Probation Department and other organizations working to insure youth successfully complete their probation requirements.

7. Parent and Family Support

- Provide highly collaborative, early intervention workshops and/or support groups for parents and families of youth who are identified as being vulnerable to academic failure, truancy, gang involvement, substance abuse, and other behavioral and emotional problems.
- Provide programs with the purpose of helping parents improve the educational, home, and school environments of the youth, to learn how the school system functions and to help their children avoid negative influences (gangs and drugs.)
- Provide culturally and linguistically appropriate recruitment and facilitation for the problem.
- Provide support to parents and families of youth who have either dropped out or at risk of dropping out of school.
- Build family wellness and the skills to communicate and solve problems without using violence.

8. Domestic Violence Services for Youth and Children

- Provide services to youth exposed to domestic violence.
- Provide support services to teens experiencing dating abuse.
- Provide services to youth who have a history of assaulting parents, and/or significant others (e.g. boyfriends, girlfriends) and have serious anger management and physical assault profiles and/or have a history of using physical violence as a way to deal with emotions and feelings.
- Services may include one-on-one counseling and support groups.
- Provide programs that will increase the youth's awareness of their behavior and their ability to act appropriately.
- Provide ongoing support to youth to continue practicing skills learned to increase reliance on healthy choices and anger management skills.

E. Performance Measures:

The following Performance Measures are a requirement of the Santa Rosa’s CHOICE, Reclaiming our Youth, Gang Prevention and Intervention evaluation model. The Evaluation System is a performance logic model that sets criteria for Effort and Effect of the services contracted for and delivered. Effort is the amount of care and service provided by GRANTEES and the goal is to deliver 100% of the services contracted for in the yearly Funding Agreement. Effect measures how customers are better off because of the services with the goal to meet 60% of the targeted changes. Effect also measures customer satisfaction with a goal of 70%.

The following performance measures are required for the Santa Rosa’s CHOICE, Reclaiming Our Youth, Gang Prevention and Intervention program delivery of services. GRANTEE is responsible for data collection, as required. GRANTEE is responsible for complying with any monitoring and reporting requests that are made by the City of Santa Rosa’s CHOICE, Reclaiming Our Youth, Gang Prevention and Intervention Program Evaluator during the evaluation process. The Santa Rosa’s CHOICE, Reclaiming our Youth, Gang Prevention and Intervention Program Evaluator will work with GRANTEES to develop and distribute surveys that will track these performance measures.

Customer Satisfaction
GRANTEES measure customer satisfaction by asking the youth participants, the youths’ parents, and the parent participants, four customer satisfaction questions.
Performance Measure 1:
70% of Youth Participants rate the program as good or great.
70% of Parents of Youth Participants rate the program as good or great.
70% of Parent Participants rate the program as good or great.
<u>The four customer satisfaction questions are:</u>
1. I think the program and activity I participated in was: Poor Fair Good Great
2. I feel I benefited from this program: Not at all Some A lot
3. I thought the people who run the program were: Very Helpful Somewhat Helpful Not Helpful
4. Would you tell a friend or schoolmate to come to this Program if they needed it? Yes Maybe No
Service Productivity
GRANTEES measure productivity of their services from the views of their youth, parent of youth, and staff assessments. Service Productivity refers to how many of the targeted changes (customer’s behavior, attitudes, skills, and knowledge) happened because of the services funded by the Santa Rosa’s CHOICE, Reclaiming our Youth Gang Prevention and Intervention Program. Two types of service productivity are measured. The first is Youth Developmental Asset target changes. The second is Agency Selected Service Productivity target changes that are selected by each GRANTEE funded agency and are specific to their unique services. The targeted goal for all GRANTEES is to achieve a Service Productivity Score of 60% or higher. Service Productivity Scores can range from -100% to +100%. Service Productivity is measured by the percent of targeted changes achieved

minus the percent missed. No change is scored as zero.

Performance Measure 2:

Youth served by programs funded by the Santa Rosa's CHOICE, Reclaiming our Youth, Gang Prevention and Intervention Grant Program will have a 60% Youth Developmental Asset Service Productivity Score

The Youth Developmental Assets questions are:

1. Because of this program, my success at school (job/training) is:
2. Because of this program, my understanding of who I am and what I can do is:
3. Because of this program, my ability to communicate is:
4. Because of this program, my ability to learn new things is:
5. Because of this program, my ability to connect with adults is:
6. Because of this program, my ability to work with others is:
7. Because of this program, my ability to stay out of trouble is:

Performance Measure 3:

Participants served by Santa Rosa's CHOICE, Reclaiming Our Youth, Gang Prevention and Intervention funded services will have a 60% Agency Selected Service Productivity Score

Every agency has a different set of customized questions for agency selected Asset Service Productivity.

PART IV

Submission and Exhibit Instructions

To apply for funds, please complete the application by:

5:00 PM on April 25, 2011

(Please note special submission requirements below)

FORMATTING REQUIREMENTS:

- Proposal narratives and attachments must be typewritten on 8-1/2 x 11-inch paper, with 1-inch margins on all sides. All text, including charts and tables, **must be 1.5 lines spacing**. Please use a standard Arial, Tahoma, or Times New Roman 12-point font. Do not print pages double-sided.
- All pages in the Application must be numbered consecutively.
- All pages in the Proposal Narrative must have the following header or footer:

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

Example:

SR Recreation & Parks	Neighborhood Programs	Page 3 of 5
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SUBMITTAL REQUIREMENTS:

- Applicants must submit 1 electronic version (slienau@srcity.org) and 9 bound copies of the proposals (bind with heavy clasp). **DO NOT SPIRAL BIND OR STAPLE PROPOSALS.**
 - All copies must be three-hole punched
 - All proposals must be **complete** and **hand delivered** to Serena Lienau at 415 Steele Lane, Santa Rosa, CA. 95403
 - Proposals must be received by the City **NO LATER THAN April 25, 2011, 5:00pm.**

Any RFQ Application that is late, incomplete, or fails to follow submission instructions will result in automatic disqualification and will not be considered for funding. *Note: It will be at the City's discretion to waive minor defects.*

Exhibit Document Definitions

1. **Checklist** - Check the appropriate box to indicate that the items are completed. Please note that the exhibits listed here are defined for your information and see below for time of completion.
 - **The following Exhibits must be completed and submitted with the application:**
 - Exhibit A – Scope of Services
 - Exhibits B and B-1 – Budget and Budget Narrative (*excel spreadsheet*)
 - Exhibit E – Service Partner Agreement (*if applicable*)
 - Exhibit G – Units of Service (*excel spreadsheet*)
 - Exhibit H – Resource Table
 - Exhibit J – Statement of Fiscal Agent Responsibilities
 - Exhibit K-1 or K-2 – Resolution for Non-Profit or Government Signature
 - Exhibit L – Proof of Non-Profit Status
 - Exhibit M – Most Recent Financial Statement or Audit
 - Exhibit N – Overhead Rate Documentation (*if applicable*)
 - **The following Exhibits may be completed during time of Funding Agreement negotiations ONLY:**
 - Exhibit C – General Services Requirements
 - Exhibit D – Insurance Requirements
 - Exhibit F – Memorandum of Understanding
 - Exhibit I – Certificates and Assurances
2. **Request for Qualifications/Proposals Application** – Contact information, staff qualifications, narrative questions and document attachments
3. **Exhibit A – Scope of Services** – A synopsis of the Program to be provided, including the following information which will be finalized during Funding Agreement negotiations
 - Specific activities
 - Target population your program will serve
 - Locations of where the activities will take place
 - Projected timeline for a twelve month program
 - Intended outcomes
4. **Exhibits B and B-1 – Project Budget and Budget Narrative** – Please use the attached spreadsheet entitled Exhibits B and B-1 – Project Budget and Budget Narrative to complete a budget for each Eligible Service Area for which you are applying. This form should reflect the costs for the period 7/1/11-6/30/12 and include matching funds in the column labeled “Agency Match”. Agency match must be a minimum of 20% (cash only) of the funding request. For the Budget Narrative, list each budgeted item for the entire proposed project and give an explanation of how it contributes to the success of each program. See below:

Personnel Costs

- **Salary:** Enter the salary for each staff member to be paid by the Santa Rosa, CHOICE Reclaiming Our Youth, Gang Prevention/Intervention Grant Program, including Full-Time Equivalent (FTE) estimate. Do not list administrative staff here if included in the Overhead line item.
- **Fringe Benefits:** Included in this line item are payroll-related costs such as FICA, health insurance and retirement benefits, and Workers' Compensation, and other payments made on behalf of employee.

Operating Costs

- **Occupancy:** Include either of the following,
 - Appropriate portion of rental charges for real property (i.e. office space for the project attributable to Santa Rosa, CHOICE Reclaiming Our Youth, Gang Prevention/Intervention Grant Program)
 - Occupancy costs for a building owned by the recipient may be included as a budgeted item if,
 - it is necessary for the services provided under this grant; or
 - costs are allocated among funding sources.
- **Utilities:** Enter the prorated costs for water, gas, electric, garbage and trash collection, and similar expenses for the project.
- **Communication:** Enter costs for telephone, fax, postage, and other communication costs that are essential to the operation of the project.
- **Office Supplies:** Enter costs for office supplies that is essential to the operation of the project.
- **Equipment:** Enter costs of equipment that is essential for the operation of the project.
- **Program Supplies:** Enter costs for consumable commodities that have a useful life of one (1) year or less, which render services essential to the operation of the project.
- **Travel:** Enter cost for automobile mileage, transportation, and all necessary and ordinary travel expenses while on official project business.
- **Insurance:** Enter the prorated cost of insurance and other related services for the project.
- **Funding Agreement Services:** Include payments made to individuals who provide professional, scientific, or technical services. Any services that the agency does not have the capability to perform itself, in order to operate your program, but who are not your employees. (i.e. consultants, trainers, evaluator, therapists, and social workers.)
- **Overhead Rate Documentation:** Overhead costs may only be submitted for projects that have a federally negotiated overhead rate or an approved rate from a

Certified Public Accountant (CPA). **Submit the letter from the federal agency or the CPA that details the basis for the negotiated overhead.**

- **Other:** Include any items not covered by the previous categories that are essential to the operation of the project.
5. **Exhibit C – General Services Requirements** – Exhibit will be provided by the City and shall be incorporated into any final Funding Agreement.
 6. **Exhibit D – Insurance Requirements** – Exhibit will be provided by the City and shall be incorporated into any final Funding Agreement.
 7. **Exhibit E – Service Partner Agreement (if applicable)** – This document must be unique and specific for each school where you plan to provide services and each service partner you plan to collaborate with. State the specific roles, duties and responsibilities of each signing agency. The individuals who have the authority to bind each of the agencies to this agreement should be the signatories.
 8. **Exhibit F – Memorandum of Understanding** – Exhibit will be provided by the City and shall be incorporated into any final Funding Agreement.
 9. **Exhibit G – Units of Service** – You are required to complete a Units of Service Worksheet for *each* eligible service area during Funding Agreement negotiations. Please complete the attached excel spreadsheet, entitled “Exhibit G – Units of Service” to determine your proposed units of service.

Definitions

- **Specific Activity:** Enter each specific activity that will support the eligible service area.
 - **Participants:** Enter the number of projected participants in each activity for the 12-month, 2011 – 2012 Cycle V grant cycle.
 - **Sessions per Year:** Enter the number of sessions projected for each activity.
 - **Hours per Session:** Enter the average number of hours per session.
 - **Units of Service:** To calculate the Units of Service, multiply number of Participants X number of Sessions per Year X Hours per Session.
11. **Exhibit H - Resource Table** – You will be required to complete a Resource Table for each Eligible Service Area for which you are applying during Funding Agreement negotiations. List all other *non-City funds* to be used for this project that have been received or are expected to be received and then list other in-kind resources that will be used to support the project (matching funds). In the last column on the right, provide the level of commitment for all resources, using one of the following terms: received, projected, or pending. Do not include this grant request on the resource table. The total funds on the resource table should match the “other funds” total on the budget attachment. As a reminder, the City requires a minimum of 20% cash match.

Level of Commitment definitions

- **Received:** Funds on hand or a firm commitment for funding (requires an agreement or letter confirming funding).
 - **Projected:** Anticipated renewal of existing funding or a realistic projection of fees, donations, and other revenues based on prior year actuals.
 - **Pending:** Funds have been applied for and are likely to be received. (NOTE: only include amounts that you reasonably expect to receive.)
12. **Exhibit I – Certificates and Assurances** – Exhibit will be provided by the City and shall be incorporated into any final Funding Agreement.
 13. **Exhibit J – Statement of Fiscal Agent Responsibilities** - The Statement of Fiscal Agent Responsibilities form shows the fiscal agent's agreement to apply for funding on your behalf and to comply with responsibilities of a fiscal agent.
 14. **Exhibits K-1 and K-2 – Resolution for Non-Profit or Government Signature Authorization**
 15. **Exhibit L – Proof of Non-Profit Status** – IRS Determination Letter 501(c)(3)
 16. **Exhibit M – Most recent Financial Audit or Financial Statement**
 17. **Exhibit N – Overhead Rate Documentation *(if applicable)***

Part V - Documents and Exhibits

Santa Rosa CHOICE Reclaiming Our Youth Grant Program 2011 CHECKLIST

Please use this checklist as a reference tool while completing the RFQ Application and required Exhibits. Note: Exhibits C, D, F, and I are for reference only and will not be required until a final Funding Agreement is negotiated.

AGENCY NAME: _____

✓	DOCUMENTS and EXHIBITS	
		Completed RFQ Application
Required for Completion of RFQ Application		
	Exhibit A*	Scope of Services
	Exhibit B*	Budget (<i>excel spreadsheet</i>)
	Exhibit B-1*	Budget Narrative (<i>excel spreadsheet</i>)
	Exhibit E*	Service Partner Agreement (<i>if applicable</i>)
	Exhibit G*	Units of Service (<i>excel spreadsheet</i>)
	Exhibit H*	Resource Table
	Exhibit J*	Statement of Fiscal Agent Responsibilities (<i>if applicable</i>)
	Exhibit K-1*	Resolution for Government Signature Authorization (<i>as applicable</i>)
	Exhibit K-2*	Resolution for Non-Profit Signature Authorization (<i>as applicable</i>)
	Exhibit L*	Proof of Non-Profit Status** IRS Determination Letter of 501(c)(3)
	Exhibit M	Most recent Financial Audit or Financial Statement**
	Exhibit N	Overhead Rate Documentation** (<i>if applicable</i>)
Required for Funding Agreement		
	Exhibit C	General Services Requirement
	Exhibit D	Insurance Requirements
	Exhibit F	Memorandum of Understanding
	Exhibit I	Certification and Assurances
SAMPLE Funding Agreement		
		Grant Funding Agreement

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

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

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

Request for Qualifications Application

Section 1: Cover Sheet – please complete a separate application and cover sheet for each eligible service area. *Note: Attach Section 1: Cover Sheet as cover page for printed applications.*

Eligible Service Area: _____

Name of Agency: _____

Program Name: _____

Funding Request *Indicate funding request here* _____

Proposed Cost per Unit of Service
(Information obtained from Exhibit G – Units of Service) \$\$\$\$ _____

**School(s),
 Police Beat(s),
 Neighborhood(s)
 Planning on Serving:** _____

PRIMARY CONTACT INFO	
----------------------	--

Name:	
Phone Number	
E-mail Address	

SECONDARY CONTACT INFO	
------------------------	--

Name:	
Phone Number	
E-mail Address	

If funded, are you willing to collaborate with other agencies of the Mayor’s Gang Prevention Task Force? Yes or No

Brief Description of Program: (250 words or less)	
---	--

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

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

Organization Name:

Address of Representative:

Phone Number:

Email address of Representative:

DATE:

Authorized Representative (Print NAME and TITLE):

Signature of Authorized Representative: _____

Section 2: Staff Qualifications – please list each employee working within the eligible service area for this application and provide the following information:

1. Describe all cultural and linguistic expertise of your staff dedicated to the program(s) that support this RFQ.
2. Describe the experience of your staff working with high-risk behaviors and gang-involved youth and their families, including any relevant trainings, certifications, or education.
3. Please include your agency's organizational chart – including the Board of Directors, officers, and staff.

Section 3: Target Populations and Scope of Services (Exhibit A) – Please limit your response to two pages using Exhibit A (Scope of Services); provide a synopsis of the Program for the eligible service area selected above and include the following information:

1. Description of services to be provided, including specific activities
 - a. Describe how your program provides primary prevention, secondary prevention, or intervention services (*as described in Section III.B in the RFQ*)
2. Target population
 - a. Projected number of clients to be served
 - b. Identify the client profiles you currently serve and include the group(s) in which they associate with (*as described in Section III.B in the RFQ*)
 - i. Client Profiles – gang-impacted individual, delinquent individual, gang supporter, gang member, "hard core" gang member
 - ii. Groups – 1-4 as identified by Phelan Wyrick
 - c. What percentage (%) do you currently serve for each client profile category(s) selected above?
 - d. Identify the ages of the clients you currently serve.
 - e. Identify the schools your clients attend or the neighborhoods (police zones) in which they reside. *As a reminder, services funded by Measure O must be provided within the city limits of the City of Santa Rosa or must serve Santa Rosa residents.*
 - f. Identify how you currently or propose to recruit the clients you serve.
3. Locations of where the activities will take place
 - a. I.e. schools, police zones, neighborhoods
4. Projected timeline for a twelve month program
5. Intended outcomes
 - a. Provide 2-3 Intermediate Results Statements (*see Appendix A*)

Section 4: Program Narrative for selected Eligible Service Area – Describe the program your agency offers that fits the eligible service area selected above. Include the current experience, resources, and activities that qualify your agency for this RFQ when answering the youth development and specific eligible service area questions below. Refer to Part III.C – Eligible Services for criteria required to qualify in the Eligible Service Area in which the agency is interested in applying. *Please limit your response to four pages for Sections 3.A and 3.B.*

A. Youth Development Questions

In addition to the specific eligible service area questions, all agencies must answer the following questions for each eligible service area in which they intend to qualify. Please refer to Section III.A – Youth Development Approach for the following questions.

1. Explain your agency's theoretical framework of youth development and how you incorporate its elements in providing services to youth.
 2. What competencies and skills does your project intend to develop in the youth you currently serve?
 3. How does your program(s) connect youth to other caring and supportive adults?
 4. How does your program(s) recognize youths' achievements and contributions?
 5. How does your program(s) encourage parent involvement?
 6. How does your program(s) build youth leadership assets?
 7. Explain how your program(s) provide primary prevention, secondary prevention, or intervention services for youth and/or families.
 8. If you have a recent evaluation report for the existing program(s), please attach with the appropriate eligible service area application. Indicate within your narrative to see attached evaluation report.
-

B. Eligible Service Area Questions

The following are questions that relate specifically to each Eligible Service Area. Please answer the questions for the eligible service area in which the agency is interested in applying. *Note: As a reminder, separate applications are required for each Eligible Service Area in which your agency is seeking to qualify.*

Short Term Curriculum Based Youth Support Groups

1. How will your program(s) provide short-term curriculum based youth support group workshops and activities? Describe how your program(s) incorporate cognitive learning approaches, social-recreational activities, community service learning projects, and/or other youth relevant learning group activities.
2. How will your program involve your clients in the larger community through activities and projects?

Personal Transformation through Cognitive Development and Youth Support

1. How will your program involve your clients in the larger community through activities and projects?
2. Describe how your program will help your clients identify personal goals, create a plan to achieve these goals, and how your program will follow up to ensure goals have been met?
3. Give some examples of on-going prevention and/or intervention cognitive behavioral activities that your program would require for individuals and/or in a group setting.
4. How will your program involve the family and encourage healthy family relationships?

Social, Recreational, Cultural, and Community Service Prevention and Intervention Activities

1. Give some examples of cognitive behavioral activities that your program would require.
2. How will your program involve the family and encourage healthy family relationships?
3. How will your program involve your clients in the community?
4. How will your program provide services for youth on site at the schools and indicate how your program will engage the cooperation of the schools?
5. Describe the capacity of your agency to provide gender specific activities.
6. How will your agency provide affordable sports programs?
7. Describe how your program(s) offer services in low-income housing complexes and/or neighborhoods?

Gang Mediation/Intervention Services

1. Describe how your program(s) respond to gang-related situations requiring mediation or intervention services.
2. What partnerships does your agency currently have in the community that would help in providing this service? What partnerships would your agency need to develop to provide this service?
3. What are the standards of behavior your agency requires that contribute to building and maintaining positive relationships with local law enforcement?
4. Describe the target population and include the topics covered in presentations to the community, schools, parents, etc.

Outpatient Services

1. Give some examples of outpatient services your program(s) would require for individuals and/or in a group setting.
2. Describe your agency's plan to provide your program(s) services during school and/or non-school hours and summer months?
3. Describe your agency's plan to bring your program(s) services to school sites. Provide some examples of cognitive behavioral activities that your program would require.
4. How can your agency support families in crisis? How will your program involve the family and encourage healthy family relationships?

Services for Adjudicated Youth

1. With which criminal justice agency(s) is your agency currently working?
2. Describe the individual and/or group services your program(s) provide for incarcerated youth?
3. Describe your program(s) support system for preventing recidivism of gang-involved youth.
4. Describe any mentoring program your agency is able to offer as support after completion of your program?
5. How will your program help to re-engage youth with the school system?
6. How will your program involve the family and encourage healthy family relationships?

Parent/Family Support

1. How will your program provide help to parents to keep their youth out of gangs?
2. How will your program recruit parents to be engaged in the educational success of their youth?
3. How will your program engage the school's cooperation in helping parents to better understand the education system?
4. How will your program involve the family and encourage healthy family relationships?
5. How will your program link schools, families and services in the community?
6. How will your program provide training to help educate parents about social media and websites?

Domestic Violence Services for Youth and Children

1. Describe how your agency will provide gender specific activities.
2. Give some examples of cognitive development services or activities your program(s) would require for individuals and/or in a group setting.

Exhibit A - Scope of Services

Please limit to two pages

Agency Name: _____

Program Name: _____

Synopsis of the Program:

- Description of services to be provided
 - Type of services: primary prevention, secondary prevention, or intervention (as identified in Section III.
- Target population
 - Projected number of unduplicated clients to be served
 - Ages of clients served
 - Client profiles served and group association (*as identified in Section III.B of the RFQ*)
 - Method of recruitment
- Locations of where you will be providing services
 - i.e. schools, police zones, neighborhoods
- Projected timeline for a twelve month program

Intended Outcomes:

- Provide 2-3 Intermediate Results Statements (see Appendix A)

Exhibit B and B-1
PROGRAM BUDGET and BUDGET NARRATIVE

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

*Please see attached excel spreadsheet for Attachments D and D-1

Program Budget and Budget Narrative

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

Exhibit C – General Services Requirements

1. GRANTEE shall attend Mayor's Gang Prevention Task Force ("MGPTF") Operations Team meetings to ensure coordination and linkage of services, participate in MGPTF subcommittees which may be identified or directed by the CITY staff, and identify and recruit youth and parents to attend the MGPTF Gang Awareness trainings.
2. GRANTEE shall participate in at least two program review meetings and/or agency site visits with the DIRECTOR for the purpose of reviewing GRANTEE's implementation of the Scope of Services.
1. GRANTEE shall assist the CITY with any needs assessment meetings when held by the CITY in order to ascertain the community's needs regarding SANTA ROSA'S RECLAIMING OUR YOUTH GANG PREVENTION/INTERVENTION GRANT PROGRAM funded services. GRANTEE's assistance will include, but will not be limited to, assistance with the collection of needs assessment surveys, performance of outreach to persons served by GRANTEE's Scope of Services in order to increase attendance, and the promotion of meaningful discussion at the needs assessment meetings.
2. GRANTEE shall obtain at least a twenty percent (20%) match of the Grant Award in cash contributions from a source other than the CITY.
3. GRANTEE shall maintain on file with the DIRECTOR, a current Service Partner Agreement, in the form of Exhibit E to the RFQ, with each partner agency. GRANTEE is responsible for notifying the DIRECTOR of any updates/changes to contacts or other information contained in any Service Partner Agreement.
4. GRANTEE shall provide immediate short-term emergency response services as needed and in accordance with its expertise and capacity. The CITY-operated services will provide gang intervention emergency services, but GRANTEE recognizes and agrees that, from time to time, the CITY may need to coordinate and/or make referrals to GRANTEE. In addition, if GRANTEE delivers services on any school campus, GRANTEE shall adhere to the district's emergency protocol and procedures.
5. Pursuant to Penal Code section 11105.3, GRANTEE shall obtain criminal record information for each and every person who applies for an employment or volunteer position with GRANTEE, in which he or she would hold a supervisory or disciplinary power over any minor or any person under his or her care pursuant. GRANTEE shall demonstrate to the satisfaction of City that it has acceptable protocols in place for the acquisition and maintenance of such information and for the screening and retention of employees and volunteers.

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

Exhibit D - INSURANCE REQUIREMENTS

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

- | | | |
|---|---|--|
| A | Commercial general liability at least as broad as ISO CG 0001

With an edition date prior to 2004 or its equivalent
<u>\$2,000,000</u> | (per occurrence)
<u>\$1,000,000</u>
(aggregate) ¹ |
| B | Business auto coverage at least as broad as ICO CA 0001 ² | (per accident)
\$1,000,000 |
| C | Errors and Omissions liability ³ | (per claim & agg) \$1,000,000 |
| D | Workers Compensation ⁴
Employer's Liability | Statutory
\$1,000,000 |

¹ If insurance applies separately to this project/location, aggregate may be equal to per occurrence amount. Limits may be met by a combination of primary and excess insurance but excess shall provide coverage at least as broad as specified for underlying coverage.

² Auto liability insurance shall cover owned, non-owned and hired autos. If GRANTEE owns no vehicles, auto liability coverage may be provided by means of a non-owned and hired auto endorsement to the general liability policy. If GRANTEE, its agents, employees or volunteers, will use personal autos in any way on this project, GRANTEE, its agents, employees or volunteers, shall provide evidence of personal auto liability coverage and a valid driver's license.

³ GRANTEE shall provide on a policy form appropriate to profession. If on a claims made basis, Insurance must show coverage date prior to start of work and it must be maintained for three years after completion of work.

⁴ Sole Proprietors must provide representation of their exempt status

Endorsements:

All policies shall contain or be endorsed to contain the following provisions:

Coverage shall not be canceled by either party, except after thirty (30) days prior written notice has been provided to the entity unless canceled for non-payment, then ten (10) days notice shall be given.

Commercial General policies are to contain, or be endorsed to contain the following provisions:

For any claims related to this project, the **GRANTEE's insurance coverage shall be primary** and any insurance or self-insurance maintained by the CITY shall be excess of the GRANTEE's insurance and shall not contribute with it.

The City of Santa Rosa, its officers, officials, employees and volunteers are to be named as **additional insureds** on a form equivalent to CG20 10 with an edition date prior to 2004.

Other Insurance Provisions

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

All insurance coverage and limits provided by GRANTEE and available or applicable to this agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement limits the application of such insurance coverage.

Self-insured retentions and/or deductibles above \$5,000 must be approved by the CITY. At the CITY's option, the GRANTEE may be required to provide financial guarantees.

Verification of Coverage and Certificates of Insurance

GRANTEE shall furnish the CITY with original certificates and endorsements effecting coverage required above. Certificates and endorsements shall make reference to policy numbers. All certificates and endorsements are to be received and approved by the CITY before work commences and must be in effect for the duration of the Funding Agreement. The CITY reserves the right to require complete, copies of all required policies and endorsements.

Risk Management
Finance
City of Santa Rosa
100 Santa Rosa Avenue
Santa Rosa, CA 95401

Grants Unit – Attn: Serena Lienau
Recreation, Parks & Community Services
City of Santa Rosa
415 Steele Lane
Santa Rosa, CA 95403

Exhibit E – SERVICE PARTNER AGREEMENT (SAMPLE)

Form of Service Partner Agreement

[GRANTEE'S NAME]

SERVICE PARTNER AGREEMENT

(Program Name Here)

A Reclaiming Our Youth

City of Santa Rosa Gang Prevention/Intervention Grant Funded Program

I. Introduction

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

II. Program Description

This should be a short description of the program. It should include key components and what the program objectives are.

III. (Grantee Name Here) Agrees to Provide

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

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

IV. Service Partner Agrees to Provide

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

Possible items to note:

1. Use of facilities
2. Storage space
3. Access to phone
4. Bathrooms
5. Referral/Recruitment of participants
6. Grades/Attendance
7. Emergency Procedures
8. Custodial

V. Term

The term of this Agreement shall be effective from the date of approval and signatures by all parties through _____.

VI. Indemnification

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

VII. Confidentiality

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

VIII. Notices

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

City of Santa Rosa:

School:

IX. Signatures

Signatures below signify approval of this Agreement.

Signature of Authorized Grantee Representative

Date: _____

Print Name and Title

Signature of Authorized School Representative

Date: _____

Print Name and Title

Exhibit F - MEMORANDUM OF UNDERSTANDING

Santa Rosa Mayor's Gang Prevention Task Force Operational Team Memorandum of Understanding 2011

<<AGENCY>> has completed this memorandum of understanding (MOU) as a partner with the City of Santa Rosa through participation as a member in the Mayor's Gang Prevention Task Force (MGPTF) Operational Team. We share a commitment to the success of this collaborative effort of service providers working together toward "Reclaiming Our Youth" in Santa Rosa.

The Strategic Goals of the MGPTF Operational Team are:

1. Create an education and awareness campaign regarding the risk factors affecting youth and the resources available to them.
2. Increase the number of prevention programs with the priority target being high-risk neighborhoods.
3. Increase intervention services and create positive opportunities for high-risk and gang-involved youth and their families.
4. Increase enforcement efforts of serious and violent crime and enhance the sense of safety reported by the public.
5. Create a delivery system and measures to track ongoing programs.

The purpose of this MOU is to document <<AGENCY>> **intent** to participate in the MGPTF Operational Team.

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

1. <<AGENCY>> will make available: <<REPRESENTATIVE'S NAME>> as the primary representative (Operational Team Member) of the <<AGENCY>> for the MGPTF's Operational Team. Primary representative will fully participate as a member of the Operational Team and will attend all meetings as scheduled.
2. A secondary representative: <<REPRESENTATIVE'S NAME>> will attend in the absence of the Primary Operational Team representative.
3. <<AGENCY>> agrees to work toward strategic goals and objectives of the MGPTF Strategic Outline Goals 2006-2011. <<AGENCY>> further understands and accepts that the MGPTF and its member agencies depend upon <<AGENCY>> to fully participate in the design and implementation of the MGPTF Strategic Work Plan. Less than full participation may adversely impact the ability of the MGPTF to complete its purpose.
4. Due to the sensitive nature of information shared, Operational Team Members and Stakeholders of the MGPTF must maintain strict confidentiality regarding matters exchanged within the body of the Operational Team meetings. Additionally, participation is limited to those agencies that have an executed MOU in good standing with the MGPTF.

5. Members of the teams are aware that the MGPTF must comply with the confidentiality laws prescribed in section 830.1 of the California Welfare and Institutions Code, the text of which in effect as of August 2004, is set forth in Attachment A. **<<AGENCY>>** hereby agrees to abide by the confidentiality requirement in the course of its participation with the Operational Team.
6. **<<AGENCY>>** will collaborate with other members of the MGPTF to the extent possible in meeting the goals of the MGPTF and in carrying out agreed upon programs.
7. **<<AGENCY>>** fully understands that this MOU is a public commitment.
8. **<<AGENCY>>** intends to participate as long as the Mayor of Santa Rosa finds that its participation is useful. Either Party may terminate this agreement (for good cause) by giving 30 days prior written notice of such declaration.
9. **<<AGENCY>>** will submit any changes in the agency's representatives in writing to Serena Lienau, Administrative Technician, 415 Steele Lane, Santa Rosa, CA 95403 in a timely manner.

Signed this _____ day of _____, 2011

Operational Team Member:

Print Name _____

Title _____

Operational Team Member Signature _____

Welfare and Institutions Code section 830.1:

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

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

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

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

(a) Police officers or other law enforcement agents.

(b) Prosecutors.

(c) Probation officers.

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

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

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

(Cal. Welf. & Inst. Code § 830.1.)

Exhibit I – CERTIFICATION AND ASSURANCES

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

If funded, applicant assures that it will:

1. Be in compliance with all local laws, ordinances, codes, regulations and decrees;
2. Practice non-discrimination in providing services, hiring personnel, and recruiting volunteers, and shall provide a Personnel Practices Plan, if funded;
3. Submit in a timely manner such program and financial reports as are required by the City to monitor performance of the project;
4. Appoint one director of the project who will be responsible for the administration of the project;
5. Appoint a fiscal agent who shall be responsible for all financial and accounting activities of the project;
6. Obtain and maintain insurance provisions as required by the City. **Applicant understands that the project will not begin, nor can costs be incurred, until proof of adequate insurance is approved by city;**
7. Use the CHOICE Reclaiming Our Youth Gang Prevention/Intervention Grant funding for delivering services to only Santa Rosa residents and communities;
8. Comply with church/state restriction as outlined below. Applicant agrees funds received from the City for public services shall be used in accordance with the following conditions:
 - (a) Applicant shall not discriminate against any employee or applicant for employment on the basis of religion and shall not limit employment or give preference in employment to persons on the basis of religion;
 - (b) Applicant shall not discriminate against any person applying for public services on the basis of religion and shall not limit such services or give preference to persons on the basis of religion;
 - (c) Applicant shall provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of public services;
 - (d) The portion of a facility used to provide public services shall contain no sectarian or religious symbols or decorations; and
 - (e) The funds shall not be used to construct, rehabilitate or restore any facility, which is owned by Applicant and in which the public services are to be provided. Minor repairs may be made, however, if those repairs (1) are directly related to the public

services, (2) are located in a structure used exclusively for non-religious purposes, and (3) constitute, in dollar terms, only a minor portion of the expenditure for the public services.

9. Not supplant existing funds for services provided by the agency; and
10. Submit a memorandum of understanding to the Mayor's Gang
 - (a) Prevention Task Force Policy Team, and participate as a member of the
 - (b) Mayor's Gang Prevention Task Force Operational Team.
11. Participates in annual Mayor's Gang Prevention Task Force Gang Prevention Awareness Week.

Exhibit J – STATEMENT OF FISCAL AGENT RESPONSIBILITIES

(Agency) **shall act as a fiscal agent for**

(Applicant) **for its**

(Applicant's Project)

The applicant has or will submit a grant application for the Santa Rosa's CHOICE, Reclaiming Our Youth Gang Prevention and Intervention Grant Program.

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

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

Fiscal Agent (Organization Name):

Address of Fiscal Agent's Authorized Representative:

Phone Number:

Email address of Fiscal Agent's Authorized Representative:

Fiscal Agent Name and Title (Authorized Representative):

DATE:

Exhibit K-1
RESOLUTION FOR GOVERNMENT SIGNATURE AUTHORIZATION

Please copy and complete

Government Resolution Sample

RESOLUTION NO. _____

**A RESOLUTION OF THE _____ [governing
body] OF THE _____ [name of entity]
AUTHORIZING THE ACCEPTANCE OF A 2011 - 2012
SANTA ROSA RECLAIMING OUR YOUTH GANG
PREVENTION/INTERVENTION GRANT AGREEMENT
WITH THE CITY OF SANTA ROSA, IF AWARDED**

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

WHEREAS, Agency has submitted an application to the City of Santa Rosa for a 2011 - 2012
Santa Rosa Santa Rosa's CHOICE, Reclaiming Our Youth Gang Prevention and Intervention Grant
Program grant; and

WHEREAS, Agency has the legal ability to enter into and perform the 2011 - 2012 Santa Rosa
Santa Rosa's CHOICE, Reclaiming Our Youth Gang Prevention and Intervention Grant Program
grant; and

WHEREAS, if the 2011 – 2012 Santa Rosa Santa Rosa's CHOICE, Reclaiming Our Youth Gang
Prevention and Intervention Grant Program grant is awarded, Agency desires to enter into a grant
funding agreement with the City of Santa Rosa for the 2011 – 2012 Santa Rosa Santa Rosa's
CHOICE, Reclaiming Our Youth Gang Prevention and Intervention Grant Program grant;

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

1. _____ [name and title] is authorized to execute a City of Santa Rosa 2011 – 2012 Santa Rosa’s CHOICE, Reclaiming Our Youth Gang Prevention and Intervention Grant Program grant funding agreement with the City of Santa Rosa for a term starting July 1, 2011 through June 30, 2012 in the form attached to the City of Santa Rosa for a 2011 – 2012 Santa Rosa Santa Rosa’s CHOICE, Reclaiming Our Youth Gang Prevention and Intervention Grant Program Request for Qualifications. In addition, _____ [name and/or title] is authorized to execute any amendments to the grant funding agreement.

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

ADOPTED this _____ day of _____, 2011, by the following vote:

AYES:

NOES:

ABSENT:

Name:

Title:

ATTEST:

Name:

Title:

Resolution for Government Signature Authorization

Exhibit K-2
RESOLUTION FOR NON-PROFIT SIGNATURE AUTHORIZATION

Resolution of the Board Example for Non-Profit Corporations

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF
_____ [name of corporation]
AUTHORIZING THE ACCEPTANCE OF A 2011 - 2012
SANTA ROSA CHOICE RECLAIMING OUR YOUTH GANG
PREVENTION/INTERVENTION GRANT FUNDING
AGREEMENT WITH THE CITY OF SANTA ROSA, IF
AWARDED

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

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

WHEREAS, Corporation has submitted an application to the City of Santa Rosa for a 2011 – 2012 Santa Rosa Santa Rosa’s CHOICE, Reclaiming Our Youth Gang Prevention and Intervention Grant Program grant; and

WHEREAS, Corporation has the legal ability to enter into and perform the City of Santa Rosa for a 2011 – 2012 Santa Rosa Santa Rosa’s CHOICE, Reclaiming Our Youth Gang Prevention and Intervention Grant Program grant; and

WHEREAS, if the City of Santa Rosa for a 2011 – 2012 Santa Rosa’s CHOICE, Reclaiming Our Youth Gang Prevention and Intervention Grant Program, grants an award to Corporation, then Corporation desires to enter into a grant funding agreement with the City of Santa Rosa for a 2011

– 2012 Santa Rosa Santa Rosa’s CHOICE, Reclaiming Our Youth Gang Prevention and Intervention Grant Program;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF _____

[name of corporation] THAT:

1. _____ [name and title] is authorized to execute a City of Santa Rosa 2011 – 2012 Santa Rosa’s CHOICE, Reclaiming Our Youth Gang Prevention and Intervention Grant Program grant funding agreement with the City of Santa Rosa for a term starting July 1, 2011 through June 30, 2012 in the form attached to the City of Santa Rosa for a 2011 – 2012 Santa Rosa Santa Rosa’s CHOICE, Reclaiming Our Youth Gang Prevention and Intervention Grant Program Request for Qualifications. In addition, _____ [name and/or title] is authorized to execute any amendments to the grant funding agreement.
2. This resolution will be binding upon _____ [name of corporation] unless _____ [name of corporation] sends written notice to the City of Santa Rosa advising the City of Santa Rosa to the contrary.

ADOPTED this _____ day of _____, 2011:

Secretary

Required Agency In-house Documents:

Exhibit L – Proof of Non-Profit Status

Exhibit M – Most Recent Financial Audit or Statement

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

