

EXHIBIT A

SCOPE OF SERVICES

Consultant has all of the obligations and the requirements to perform services as described in the Master Procurement contract between the City of Union City and Alameda County Probation Department. Consultant will provide diversion services to 30 youth and life-skills and support services to 40 youth.

DIVERSION SERVICES

Contractor shall provide diversion services to the target population that are specifically structured to prevent formal entry into the juvenile justice system.

Contractor shall work collaboratively with City of Union City's Youth and Family Services (YFS), Alameda County Probation Department (ACPD), police departments, local school districts, and other community service providers with the goal of providing alternatives to suspension and/or in-custody holds, coordinating diversion services, addressing barriers to program participation and supporting youth and their families through the Positive Youth Development framework in achieving their goals.

Contractor's Program Goals shall include the following:

- A. Redirect youth considered to be at-risk from formal entry into the juvenile justice system and to reduce occurrence of juvenile crime;
- B. Redirect youth at risk of suspension and reduce the occurrence negative behaviors at school site;
- C. Increase youth motivation for positive behavior change;
- D. Help youth learn valuable life skills enabling them to understand the impact of their behavior, make better decisions and use pro-social and healthy strategies for coping with life stressors; and
- E. Develop positive peer, family and community relationships.

Contractor's program shall use a cognitive behavioral group approach that utilizes Why Try curriculum as a framework for helping youth participants increase their motivation for change, and build skills through an experiential peer process in a small weekly group format. Contractor shall offer groups as a 4-6-week series, running throughout the calendar year in multiple locations within the Tri City area. Contractor's program shall be open entry and open exit to allow youth to receive services when they are needed. If a youth misses one session, they will be able to attend a future make-up session. Contractor's Anticipated Outcomes shall include the following:

- A. 75% youth successfully complete terms of Diversion/Probation;
- B. 75% not arrested or re-offend while participating in Diversion services;
- C. 75% complete assigned hours of community service;
- D. 75% of youth experience reduction in risk behaviors based on pre/post-test using standardized instrument (Risk, Needs, Responsivity Assessment tool);
- E. 80% youth accepts responsibility for their actions and make formal commitment to not re-commit offenses.

Contractor's Measurable Objectives shall include the following:

- A. Youth will receive a trauma-informed and culturally responsive psychosocial assessment and screening for youth's readiness for group work and match for group, which will include consideration of chronological age, developmental level, potential gang affiliation, as well as logistical considerations (location and time of group that meets the youth and family's needs) will be taken into account when grouping youth together.
- B. A customized diversion plan will be completed, which will include group assignment, date, time and location. It will also include recommendation for adjunct services, such as counseling, case management, Substance Use Disorder treatment, Parent Education, etc.
- C. Referral and linkage to adjunct services as needed or desired
- D. Youth completes WhyTry pre survey
- E. Youth participates in Why Try sessions (4-6 groups in total)
- F. Youth completes WhyTry post survey
- G. Counselor/case manager will complete a diversion plan summary with youth and return it to the referral source.

Contractor's Key Tasks shall include the following:

- A. Youth will be assessed and screened by Youth Service Center Counselor/Case Manager.
- B. Youth will be enrolled in WhyTry Group by Why Try Group Facilitator.
- C. WhyTry Group Facilitator will use the Why-Try Measure-R, a 27 pre/post youth self-report Likert scale to measure change over time of youth's thoughts and perceptions.
- D. Why Try Group Facilitator will facilitate weekly groups as part of an open group 4-6-week series. The number of youth in any group and number of groups run at any time will be based on number of youth referred.
- E. Why Try Group Facilitator will complete Diversion plan summary with youth and submit to referring source.

- F. Why Try Group Facilitator will link youth to any additional necessary or desired program services to support youth after completion of the Diversion group.

Expected Outcomes and Success: Contractor shall define success for its Diversion Program when 80% of the participating youth are able to do one or more of the following:

- A. Identify their own positive and negative choices that contribute to their current life circumstances.
- B. Identify positive and negative labels they carry and strategies to change those labels.
- C. Understand their own defense mechanisms and develop more effective coping mechanisms.
- D. Recognize the positive and negative influences in their life.
- E. Identify positive adults in their life they can turn to for support.
- F. Develop a sense of optimism and increased motivation.

LIFE SKILLS AND SUPPORT SERVICES

Contractor shall provide Life Skills and Support Services and programs that enhance a youth's ability to live independently and provide skills and opportunities that are critical to success, such as tangible life skill development, and pro-social engagement.

Contractor's **Program Goals** shall include the following:

- A. Help youth to establish good financial habits and make wise financial decisions;
- B. Learn basic budgeting and banking skills;
- C. Increase youth motivation for earning and saving money;
- D. Help youth gain awareness and learn valuable life skills related to understanding credit, and protecting them from predatory lending and identity theft;
- E. Learn about the economy, loans and financial planning for college;
- F. Develop understanding of individual interests and possible education and career opportunities;
 - 1. Basic Resume and Cover Letter writing;
 - 2. Job interviewing strategies and skills;
 - 3. Improved communication Skills; and

4. Navigating the various legal, social service, medical, educational systems.

Contractor's program shall include the following:

Financial Coaching (City of Fremont as lead)

- A. Financial Coaching shall be offered as part of the SparkPoint (SP) service model, focusing on helping individuals increase their credit score, decrease debt, and increase income and assets through financial coaching.
- B. Contractor's Financial Coach will work closely with Union City Family Service's Assistants (FSA's) who are assigned to work with specific families at Logan High School.
- C. Contractor staff will also collaborate with the FSA's and Logan High School staff to coordinate and deliver financial education workshops and individual coaching sessions with youth referred to the program.
- D. Contractor shall use the FDIC's Money Smart curriculum with youth grades 9-12. This includes 22 one-hour modules covering topics such as basic banking, budgeting and spending, credit, financial planning, managing a paycheck, obtaining loans, educational planning and career options.
- E. The Financial Coach will also work one-on-one with any youth who is interested in developing and achieving their own personal financial goals. Coaching sessions will be youth driven and the Coach's role is to help the client reach their personal goals through implementing various life coaching strategies.

Employment Readiness (Union City Leads and City of Fremont supports where relevant and available.)

- A. Contractor shall provide employment readiness skills to support youth in assessing their current skill levels, future career interests, and the corresponding personality characterizes that lead to success in that field.
- B. Contractor's Youth Employment Coordinator shall work with a youth to identify and address any barriers to employment as well as to develop essence employment skills (résumé writing, interviewing, etc.).
- C. The Youth Employment Coordinator will work closely with area businesses, community colleges, training programs, and TCC staff to support youth around employment. Services shall include, but not be limited to, the following:
 - 1. A self-assessment related to job readiness;
 - 2. Career assessment to help identify general career fields that a youth may excel at based on their interests;

3. Personality assessment to help identify personality traits and how that interfaces with a particular career interest;
4. Development of a goal sheet and plan of action;
5. Employment workshops and individual sessions to support goal completion, and
6. Linkage to additional services as needed.

Individualized Life and Career Coaching (Union City Leads and City of Fremont supports when relevant and available.

- A. Individualized Life and Career Coaching meets youth where they are at and can encompass skill building in a variety of areas including, but not limited to, the following:
 1. Obtaining government documents / addressing legal concerns;
 2. Navigating social services (including obtaining health insurance);
 3. Educational planning; and
 4. Healthy relationship skills.
5. Through the initial comprehensive psychosocial assessment, Contractor's Case Managers and Life Coaches will identify other areas of needed skill development and work with youth to address those needs.

Contractor's Measurable Objectives shall include the following:

- A. Youth will receive a trauma-informed and culturally responsive psychosocial assessment and screening prior to enrollment for youth's readiness for financial workshop or employment readiness group work and match for group, which will include consideration of chronological age, developmental level, potential gang affiliation, as well as logistical considerations (location and time of group that meets the youth and family's needs) will be taken into account when grouping youth together.
- B. A customized financial coaching and/or employment readiness plan will be completed, which will include workshop group or individual coaching session assignment, date, time and location. It will also include recommendation for any adjunct services youth or their family requests or needs, such as counseling, case management, Substance Use Disorder treatment, Parent Education.
- C. Referral and linkage to adjunct services as needed or desired.
- D. Youth completes a SparkPoint Welcome Form, and financial care plan with goals and actions steps with support of coach.
- E. Youth completes an intake and identifies goals and needs related to employment and/or other life skills

- F. Youth participates in group or individual sessions.
- G. Youth completes exit interview or close-out session with coach.
- H. Counselor/case manager will complete a follow-up plan and summary with youth and return copy to the referral source.

Contractor's **Key Tasks** shall include the following:

- A. Youth will be assessed and screened by Youth Service Center Counselor/Case Manager.
- B. Youth will be enrolled in Financial and/or Employment Workshops or Individual Coaching Sessions by Coach.
- C. Coaches will use pre and post assessments to measure change over time of a youth's goals/objectives and ability to navigate/incorporate new life skills.
- D. Coaches will facilitate weekly sessions as part of an open group series or as part of an individual coaching plan. Number of youth in any group and number of groups run at any time will be based on number of youth referred.
- E. Coaches will complete Financial and/or Employment Readiness follow-up plan and summary with youth and submit copy to referring source.
- F. Coaches will link youth to any additional necessary or desired program services to support youth to correspond with or after completion of the Life Skills program.

Contractor's **Expected Outcomes and Success** shall include the following:

- A. 75% youth successfully complete a workshop series or individual coaching sessions.
- B. 75% develop an individual financial and/or education/employment plan.
- C. 75% complete identified short-term goals and action steps.

Exhibit B

1. Contractor shall use all payments solely in the support of the annual program budget as set forth in the tables below:
 2. Any changes to the tables below must be approved by the City of Union City prior to provision and invoicing of services. Regardless of any changes that are approved by the City of Union City, including hourly rates, Contractor shall not reduce services as set forth in Exhibit A (Specifications) nor exceed any other payment terms outlined in this Exhibit B (Payment Terms).
 3. The City of Union City will use its best efforts to make payment to Contractor within thirty (30) days upon receipt, review, and approval of invoice and associated monthly reports.
 - a. Invoices shall be submitted, along with monthly reports, by the 5th of each month (or the next business day when the 5th is on a weekend or holiday).
 4. Invoices will be reviewed for accuracy and approval by City of Union City Youth & Family Services. Invoices shall be submitted via email: Ricardom@unioncity.org & CC PedroN@unioncity.org
- Master Contract No. 901630 Procurement Contract No. 17670
5. Total payment under the terms of this Agreement will not exceed the total amount of \$23,157. This cost shall be all-inclusive.
 - a. In order to ensure that services are available to the target population throughout the contract period, Contractor will not bill the City of Union City more than an average of \$1,930 per month without the approval of City of Union City Youth & Family Services and the ACPD Division Director or his/her designee.
 6. Contractor will provide Invoice Collateral (Documentation of Expenditures) along with their invoices.
 7. No Supplanting of Funds:
 - a. Contractor agrees that funds awarded under this contract will not be used to supplant expenditures from other contracts or programs.

DIVERSION					
Personnel	Annual Salary	Program Effort (FTE)	Salary Billable to the County	Fringe Cost	Total Billable Annual Cost
Laurie Linscheid	\$122,675	0.030	\$3,680	\$2,275	\$5,956
Tenisha Gonzalez	\$91,885	0.075	\$6,891	\$4,125	\$11,016
Megan Cobel	\$59,365	0.010	\$594	\$376	\$970
Personnel Subtotal					\$17,942
Non-Personnel					
Program and Direct Services					\$800
Office Supplies/Printing/etc.					\$110
ITS Cost Allocation					\$545
Fleet Vehicle Cost Allocation					\$45
Training Cost Allocation					\$46
Building Cost Allocation					\$496
Non-Personnel Subtotal					\$2,042
TOTAL PERSONNEL + NON-PERSONNEL COSTS					\$19,984

LIFE SKILLS					
Personnel	Annual Salary	Program Effort (FTE)	Salary Billable to the County	Fringe Cost	Total Billable Annual Cost
Freddy Molina	\$76,889	0.020	\$1,538	\$1,220	\$2,757
Personnel Subtotal					\$2,757
Non-Personnel					
Program and Direct Services					\$200
Office Supplies/Printing/etc.					\$19
ITS Cost Allocation					\$95
Fleet Vehicle Cost Allocation					\$8
Training Cost Allocation					\$8
Building Cost Allocation					\$86
Non-Personnel Subtotal					\$416
TOTAL PERSONNEL + NON-PERSONNEL COSTS					\$3,173