

File ID: 2026-00749

6/9/2026

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**[Grant Agreement] with PRO Youth and Families, Inc. for #SacYouthWorks: Futures - Underage Cannabis Use Prevention, Education, and Advocacy**

File ID: 2026-00749

**Location:** Citywide

**Recommendation:** Pass a **Motion** authorizing the City Manager or designee to execute an agreement with PRO Youth & Families, Inc. in an amount not-to-exceed \$1,422,688.33 to serve as the primary direct service provider for the grant funded program.

**Contact:** Rene Kausin, Youth Development Program Manager, (916) 808-6157, rkausin@cityofsacramento.org, Department of Youth, Parks, and Community Enrichment

**Presenter:** None

**Attachments:**

- 1-Description/Analysis
- 2-Exhibit A: PRO Youth and Families, Inc. Grant Agreement
- 3-Exhibit B: #Futures 2023-2026 Report

**Description/Analysis**

**Issue Detail:** On October 19, 2022, the Board of State and Community Corrections (BSCC) released a Request for Proposals seeking applicants for its Proposition 64 Public Health and Safety Grant Program Cohort 3 (BSCC Prop. 64 Cohort 3). On December 2, 2022, the City of Sacramento (the City) submitted a proposal seeking funding for #SacYouthWorks: Futures (#Futures). The City's proposal was ranked third by the BSCC Review Panel, recommended to their Board of Directors for funding, and subsequently awarded a \$2,999,915 grant on April 13, 2023.

The City is a previous BSCC grantee, having received a three-year, \$999,555 Proposition 64 Public Health and Safety Grant Program Cohort 2 (BSCC Prop. 64 Cohort 2) grant in May 2021 that concluded in October 2024. The City, led by the Office of Cannabis Management in collaboration with Police, Community Development, and Youth, Parks, and Community Enrichment (YPCE) Departments, applied for \$6 million in BSCC Prop. 64 Cohort 4 funding this spring; the BSCC is expected to announce Cohort 4 awards on June 25, 2026.

BSCC Prop. 64 Cohort 3 funding supports 800 City of Sacramento youth in creating pathways to healthy futures and postsecondary success through the City's #Futures' program across a five-year period.

Initially piloted at the height of the COVID-19 pandemic in July 2020 using CARES funds, the general #SacYouthWorks (#SYW) program was designed to provide critical learning and address social and emotional needs of youth by connecting them in intentional ways to trusted adults, their peers, community service, and work-readiness and mental health training and support. Through a comprehensively supported network of citywide #SYW youth providers, vulnerable youth are connected to work-based learning (WBL) opportunities and mentorship while earning a stipend.

#Futures integrates underage marijuana use prevention education with #SYW's WBL model to respond to youth and community needs emerging from the legalization of adult use marijuana. #Futures builds on the strengths of the City's youth-serving community-based organizations (CBOs) in connecting and responding to the needs of youth most impacted by systemic and structural challenges and barriers. The program creates a network of CBOs that guides small cohorts of 5-30 youth and builds capacity of community-wide prevention efforts.

As described in the successful grant proposal, the City is partnering with PRO Youth and Families, Inc. (PRO) to continue scaling the #SYW framework and, in partnership with a network of youth-serving CBOs, implement the #Futures program that will serve 800 youth, ages 12-19, in a 40-hour paid (\$550 stipend) WBL experience across five years. The program includes a minimum of 10 hours of underage marijuana use prevention education, up to 10 hours of work readiness training, and a minimum of 20 hours of applied service/work experience with projects that address underage marijuana use prevention in a variety of engaging mediums such as social media marketing campaigns, music videos, and graphic novels. #Futures' youth provider network will also engage in required network gatherings and trainings to support citywide prevention strategies and deliver the research-backed Stanford Smart Talk curriculum to youth participants.

**Policy Considerations:** Not applicable.

**Economic Impacts:** Not applicable.

**Environmental Considerations:** This report concerns administrative activities and government fiscal activities that do not constitute a "project" as defined by the California Environmental Quality Act (CEQA) Guidelines sections 15378(b)(2) and 15378(b)(4) and are not subject to the provisions of CEQA (CEQA Guidelines section 15060(c)(3)).

**Sustainability:** Not applicable.

**Commission/Committee Action:** Not applicable.

**Rationale for Recommendation:** In close partnership with YPCE, PRO has successfully implemented the City's general #SacYouthWorks program for five program cycles: Summer and Fall 2020, Spring and Summer 2021, and Summer 2022, and for five program cycles of #SacYouthWorks: Futures in 2022, 2023, 2024, and 2026. Collectively, these programs have served nearly 4,000 youth and provided over \$7 million in funds, youth stipends, and training to dozens of CBOs in Sacramento's most vulnerable communities, equipping young people with underage marijuana and substance use prevention education and advocacy, WBL learning, and mental health supports.

In the final year of the BSCC Prop. 64 Cohort 2 grant, BSCC staff completed three in-person site visits as part of its standard comprehensive grantee monitoring: first to the City of Sacramento, then to PRO, then to CBO partner iSOUND Performing Arts. BSCC staff expressed admiration for the City's innovative project delivery model to reach the City's vulnerable youth through a network of 20+ CBOs located in priority neighborhoods citywide. BSCC staff referred Cohort 3 BSCC grantees from other jurisdictions to City staff to field questions about Sacramento's model.

The City worked closely with PRO to develop a competitive application for BSCC Prop. 64 Cohort 3 grant funds to continue this forward momentum of community collaboration, including PRO as a skilled and seasoned partner in the application. Together with PRO, City staff developed an ambitious workplan for the Cohort 3 grant that will enable us to: build upon lessons learned from BSCC Prop. 64 Cohort 2; reach more youth; and serve a younger population (Cohort 3 recruits youth ages 12-19, to be inclusive of middle school students).

In July 2024, City Council approved a two-year agreement with PRO to implement the #Futures program through June 2026 (File ID 2024-01113). As noted in the staff report, the City has been regularly monitoring the program's effectiveness and have provided a summary report of its highlights to date as an attachment (Exhibit B).

In the past five years, YPCE staff has met with PRO monthly to ensure compliance with the two State agreements and to monitor the program's progress towards its goals and objectives. PRO consistently meets the City's quarterly invoice and reporting requirements ahead of schedule, ensuring the City can submit its quarterly reports and invoices to the State in a timely manner. City staff additionally conduct site visits with PRO and CBO partners, most recently to observe CBO programming at Martin Luther King, Jr. Technology Academy on February 20, 2026, as well as attending the Youth Summit held at the Doubletree on Saturday, April 18, 2026, at which Councilmember Guerra participated in a workforce development panel. PRO has proven instrumental in helping the City to liaise with a growing network of CBOs as well as with the City's other project partners, like third-party evaluator SCOE and Stanford University, to collect real-time feedback on how to make program implementation as smooth as possible for all parties.

For all the above reasons, including PRO's performance to date and the BSCC's positive review of

the program model during Cohort 2, City staff recommends entering into a two-year agreement with PRO to ensure the successful completion of the Cohort 3 grant.

**Financial Considerations:** There is sufficient funding in the SYW\_BSCC Prop 64-3 project (G19080800, Fund 2702) to award this grant agreement, and this award is consistent with the City's approved project budget incorporated into the City's grant agreement with the State of California (see Exhibit A, which includes State Grant Agreement as an attachment).

**Local Business Enterprise (LBE):** Not applicable.

# Contract Routing Sheet

Payment / Performance Bond Only

### General Routing Information

Department: Youth, Parks, & Community Enrichment Department

Contract Coordinator: Marissa Eng Email: meng@cityofsacramento.org

Effective Date: 07/01/2026 Expiration Date: 06/30/2028

Grant/Project Name: PROPOSITION 64 COHORT 3 GRANT AGREEMENT FOR UNDERAGE MARIJUANA USE PREVENTION

Other Party: PRO Youth and Families

Original Not to Exceed Amount: \$ 1,422,688.33

Assessor's Parcel Number(s): \_\_\_\_\_

Project Number: G19080800 Bid/RFQ/RFP#: \_\_\_\_\_

Supplements/Addendums/Change Orders

Adjusted Amount of this Change (+/-): \_\_\_\_\_ New Not to Exceed Amount: \_\_\_\_\_

Change In Scope: No

Original Contract Number: \_\_\_\_\_ Supplement Number: \_\_\_\_\_

Council Approval

Original Meeting Date: 6/1/2026 Council File ID: 2026-00749

Supplement Meeting Date: \_\_\_\_\_ Council File ID: \_\_\_\_\_

### Processing Information

- Clerk's Office to Mail for Recording
- Return to Dept for Other Party Signature
- Real Estate
- Return to Dept for Recording
- Construction Related
- Additional Originals Attached – Return to Dept.

Add notes/instructions, including any other contract or council file ID numbers related to this agreement:

**Signing Authority** - Department Directors up to \$100K; \$100K -\$250K City Manager or Assistant City Manager; \$250K+ Council Approval & Council Appointee or designee.

### Department Review and Routing

AB 339 Review Confirmation (if needed ) \_\_\_\_\_

Sign Rene Kausin  
Rene Kausin (May 12, 2026 09:00:08 PDT)

Sign \_\_\_\_\_

Sign \_\_\_\_\_

Sign \_\_\_\_\_

Sign \_\_\_\_\_

**PROPOSITION 64 COHORT 3 GRANT AGREEMENT  
FOR UNDERAGE MARIJUANA USE PREVENTION, EDUCATION, AND ADVOCACY**

This Grant Agreement ("Agreement"), dated July 1, 2026 (the "Execution Date"), is between the City of Sacramento, a municipal corporation ("City"), and PRO Youth & Families, Inc., a California non-profit organization ("Grantee").

**Background**

- A. On October 19, 2022, the Board of State and Community Corrections (BSCC) released a Request for Proposals seeking applicants for its Proposition 64 Public Health and Safety Grant Program Cohort 3. The Proposition 64 Public Health and Safety Cohort 3 Grant Program funds local agency projects to address public health and safety matters associated with implementation of the Control, Regulate, and Tax Adult Use of Marijuana Act. This State grant program requires extensive data collection and reporting requirements, maintenance of detailed accounting records, and a financial audit of the grant expenditures.
- B. On December 2, 2022, the City submitted a proposal in partnership with Grantee, to seek funding for a tailored version of the general #SacYouthWorks (#SYW) program entitled #SacYouthWorks: Futures. The City's proposal was recommended to the BSCC Board for funding and subsequently awarded the grant in the amount requested on April 13, 2022.
- C. Initially piloted in July 2020 using CARES funds, the general #SYW program was designed to provide critical learning and address social and emotional needs of youth by connecting them in intentional ways to trusted adults, their peers, community service, and work-readiness and mental health training and support. Through a comprehensively supported network of citywide #SYW youth providers, vulnerable youth are connected to work-based learning opportunities and mentorship while earning a stipend of up to \$550 for completing program hours.
- D. Using the highly successful #SYW framework of "Connect, Earn, Learn," #SYW: Futures integrates underage marijuana-use prevention education and advocacy into a work-based learning model. Some applied #SYW: Futures work-experience project examples include 1) providing prevention and education presentations for peers in the community and 2) creating and delivering messaging for the local campaign, etc.
- E. Through the BSCC Proposition 64 Public Health and Safety Grant, the City will partner with Grantee to continue scaling the #SYW framework and in partnership with a network of youth providers, implement the #SYW: Futures program that will serve 440 at-promise youth, ages 12-19, in a 40-hour paid (\$550 stipend) work-based learning experience across two years. The program will include a minimum of 10 hours of underage marijuana use prevention education, up to 10 hours of work-readiness training, and a minimum of 20 hours of applied service/work experience including projects that address underage marijuana use prevention such as social media marketing campaigns. #SYW: Futures' youth provider network will also engage in required network gatherings and trainings to support citywide prevention strategies.

## Agreement

City and Grantee enter into this Agreement for the purpose of establishing each party's rights and obligations with regards to the disbursement and expenditure of the Grant Funds (defined below) for the Authorized Activities (defined below) as follows:

1. **Term.** This Agreement takes effect as of July 1, 2026 and expires on June 30, 2028 (the "Expiration Date"). Either party may terminate this Agreement early by giving the other party notice in accordance with Section 10 at least 30 calendar days before the termination date set forth in the notice. In addition, this Agreement is subject to early termination with a shorter notice period under Section 9.
  
2. **Grant Funds: Activities and Budget.** Grantee has been awarded a grant in the amount of not to exceed \$1,422,688.33 (the "Grant Funds") solely to carry out the activities listed in Attachment 1 ("Authorized Activities") in accordance with the budget listed in Attachment 2 ("Approved Budget"). The Authorized Activities and the Approved Budget are based on compliance with the terms in Attachment 3, Proposition 64 Grant Agreement BSCC 959-22 (the "State Grant Agreement") and Attachment 4 (the "Grantee Noncompliance Procedures"). In the event of any conflict between Attachments 1, 2, 3, and 4, the terms of the State Grant Agreement shall control and prevail. No change or modification in the Authorized Activities will be permitted without prior written approval from the City and BSCC.

Grantee shall perform all activities under this Agreement in the manner and according to the standards currently observed by a competent practitioner of Grantee's profession in California. Grantee shall assign only competent personnel to perform activities under this Agreement. Grantee shall notify City in writing of any changes in Grantee's staff assigned to perform the activities under this Agreement prior to any such performance.

Grantee shall not assign any rights or duties under this Agreement to a third party without the express prior written consent of City. Grantee agrees that the City shall have the right to approve any and all subcontractors to be used by Grantee in the performance of the Authorized Activities this Agreement before Grantee contracts with or otherwise engages any such subcontractors unless they are identified in Attachment 1. Notwithstanding the foregoing, to the extent set forth and described in the Authorized Activities, Grantee may work with collaborative service partners, which may include any entity that will share resources that impact the delivery of the activities (such as school sites and other non-profit community service organizations), provided that Grantee shall ensure that it obtains all necessary permits to conduct the Authorized Activities at such sites.

3. **Disbursement of Grant Funds.** City will disburse to Grantee the Grant Funds in accordance with the schedule and terms and conditions of the State Grant Agreement, including the retention of up to 5% of the total grant funds as security. After receipt of the required progress report and invoices, City will disburse to Grantee the Grant Funds after receipt of such funds from the State. A schedule of quarterly reporting and invoicing dates is provided in Attachment 1, Section 7. Grant funds shall only be disbursed if sufficient funds are made available by the State through the Proposition 64

Initiative via the State and Local Government Law Enforcement Account. If Prop 64 PH&S funding is reduced or falls below estimates, the City shall have the option to terminate this agreement or offer an amendment to reflect a reduced grant amount.

4. **Restrictions on Use of Grant Funds.** Grantee may expend the Grant Funds only for Authorized Activities, based on Attachments 1 and 2, that are provided during the Term of this Agreement, subject to the following limitations:

(a) Grantee may not use the Grant Funds for: (i) its overhead, general organization, and administrative expenses which are not directly related to performing the Authorized Activities; (ii) building maintenance, utilities, and similar operating costs of a facility unless it is used primarily by the grant program participants; (iii) fundraising and lobbying activities; (iv) expenses associated with the preparation of the Proposal, negotiating the terms of this Agreement, and costs incurred prior to the Execution Date unless included in the Approved Budget; or (vi) expenses not listed in the Approved Budget. Grantee is responsible for ensuring all expenditures are for eligible project costs, as defined in the July 2023 BSCC Grant Administrative Guide, which can be found under Quick Links here: [https://www.bscc.ca.gov/s\\_correctionsplanningandprograms/](https://www.bscc.ca.gov/s_correctionsplanningandprograms/).

The provisions of the BSCC Grant Administration Guide are incorporated herein by this reference and Grantee shall be responsible for adhering to the requirements set forth therein.

(b) Grantee shall not adjust any line-item expenditure in the Approved Budget by more than 10% without the prior written approval of the City Representative listed in Section 10. Grantee shall submit requests for line-item adjustments in accordance with the notice procedures in Section 10.

(c) Grantee may not use the Grant Funds to supplant (displacing or replacing) funds provided by City or other entities which are held by Grantee prior to the Execution Date to provide the #Futures program activities already being funded by those entities for the same youth activities.

(d) This Section 4 will survive the expiration or termination of this Agreement.

5. **Accounting and Reporting.**

(a) Grantee shall keep all Grant Funds received under this Agreement separate from all other funds under its control.

(b) Grantee shall maintain records of all matters related to this Agreement including, but not limited to, books, financial records, supporting documents, statistical records, personnel records, property records, and all other pertinent records for a minimum of three years after completion of activities sufficient to reflect properly: All direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred in performance of this Agreement and all other matters covered by this Agreement. The records shall document all

financial transactions, including but not limited to contracts, invoices, timecards, cash receipts, vouchers, canceled checks, bank statements and/or other official documentation evidencing in proper detail the nature and propriety of all charges paid with the Grant Funds. Grantee shall submit to the City, at such times and in such forms as the City may require, such records pertaining to matters covered by this Agreement. More detailed information on the required financial documentation is included in Attachment 1, Section 7.

- (c) As required of all BSCC subcontractors, Grantee shall maintain adequate fiscal and project books, records, documents, and other evidence pertinent to the work on the project in accordance with generally accepted accounting principles. Adequate supporting documentation shall be maintained in such detail so as to permit tracing transactions from the invoices to the accounting records, to the supporting documentation. These records shall be maintained for a minimum of three (3) years after the acceptance of the final grant project audit under the Grant Agreement and shall be subject to examination and/or audit by the BSCC or designees, state government auditors or designees, or by federal government auditors or designees.
- (d) Grantee shall allow its records related to the activities provided under this Agreement for inspection and audit by an independent auditor selected by City. Also, at City's election, the City Accounting Manager or City Auditor, at all reasonable times, may audit Grantee's books, records, and accounts to determine whether Grantee has complied with the terms of this Agreement. City shall have the right for any reason whatsoever to perform, or cause to be performed an independent audit. Such audits may cover programmatic as well as fiscal matters. Grantee will be afforded an opportunity to respond to any audit findings, and have the responses included in the final audit report. Costs of such independent audits shall be borne by the City. This Section 5(d) will survive the expiration or termination of this Agreement.
- (e) As required of all BSCC subcontractors, Grantee shall make such books, records, supporting documentations, and other evidence available to the BSCC or designee, the State Controller's Office, the Department of General Services, the Department of Finance, California State Auditor, and their designated representatives during the course of the project and for a minimum of three (3) years after acceptance of the final grant project audit. Grantee shall provide suitable facilities for access, monitoring, inspection, and copying of books and records related to the grant-funded project.
- (f) Within the time period specified in Attachment 1 and the State Grant Agreement, Grantee shall provide City with progress reports which lists the number of youth participating in the program and other matters regarding the program as listed in the Authorized Activities and the State Grant Agreement.
- (g) Within 60 calendar days after either completion of the Authorized Activities or the Expiration Date, whichever occurs first, Grantee shall provide City with a final report that lists the program accomplishments and expenditure of the Grant Funds. Grantee's failure to provide

the final report or Grantee's unauthorized use of the Grant Funds may result in Grantee being barred from being eligible for City grant funding in future years.

- (h) If the independent auditor, City Accounting Manager, or City Auditor determines that the City Funds were expended by Grantee for uses not listed in the Approved Budget or in violation of the restrictions listed in Section 4, upon receipt of the written demand issued by City which details the unauthorized expenditures, Grantee shall reimburse City for the amount of the unauthorized expenditures. Reimbursement shall be made by check payable to the City and delivered to the City Representative at the address set forth in Section 10 within 30 days from the date of the demand for repayment. This Section 5(h) will survive the expiration or termination of this Agreement.

- 6. **Inspection, Monitoring, Evaluation, and Program Changes.** At any time during normal business hours, and as often as may be deemed necessary, Grantee agrees that the State, City, and/or any of their authorized representatives shall have access to and the right to examine its offices and facilities engaged in performance of activities under this Agreement. No prior notice to Grantee of such inspection by State or City shall be required.

Furthermore, as required of all BSCC subcontractors, Grantee shall ensure that the BSCC, or any authorized representative, will have suitable access to project activities, sites, staff, and documents at all reasonable times during the grant period including those maintained by subcontractors. Access to program records will be made available by both Grantee and the subcontractors for a period of three (3) years following the end of the grant period.

Grantee shall furnish all data, statements, records, information, and reports necessary for the State and City to monitor, review and evaluate the performance of the Authorized Activities. Grantee shall cooperate with the State and City in the conduct of any evaluation of Grantee's youth development program and services. Grantee shall further cooperate to incorporate minor modifications to the program that may be discovered as necessary and appropriate as a result of feedback from the monitoring and evaluation process. City shall have the right to request the services of an outside agent to assist in any such evaluation, which services shall be paid for by the City.

- 7. **Non-Discrimination and Civil Rights Compliance.** During the performance of this Agreement, Grantee and its subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Grantee shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Grantee and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5,

Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Grantee shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Grantee and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.) Grantee shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

8. **Equal Employment Opportunity.** During the term of this Agreement, Grantee, for itself, its assignees, and successors in interest, agrees as follows:

- (a) Compliance With Regulations: Grantee shall comply with all state, local, and federal anti-discrimination laws, and regulations, including the Executive Order 11246 entitled "Equal Opportunity in Federal Employment," as amended by Executive Order 11375, 12086, and 13672, and as supplemented in Department of Labor regulations (41 CFR Chapter 60), referred to collectively as the "Regulations."
- (b) Nondiscrimination: Grantee, with regards to the work performed by it after award, shall not discriminate on the ground of race, color, religion, ancestry, national origin, disability, medical condition, genetic information, marital status, sexual orientation, citizenship, primary language, or immigration status in selection and retention of subcontractors, including procurement of materials and leases of equipment. Grantee shall not participate either directly or indirectly in discrimination prohibited by the Regulations.
- (c) Solicitations for Subcontractors, Including Procurement of Materials and Equipment: In all solicitations either by competitive bidding or negotiations made by Grantee for work to be performed under any subcontract, including all procurement of materials or equipment, each potential subcontractor or supplier shall be notified by Grantee of Grantee's obligations under this Agreement and the Regulations relative to nondiscrimination on the ground of race, color, religion, sex, national origin, age, marital status, physical handicap or sexual orientation.

9. **Fingerprinting/Criminal Background Check.** Grantee shall require any of its employees, volunteers, agents, and subcontractors who may have supervisory or disciplinary authority over, or will have direct contact with minors, adults aged 65 or older, or individuals with disabilities, during the course or scope of this Agreement, submit to being fingerprinted and background checked by the California Department of Justice, prior to receiving City Funds or providing services. A background check includes a valid criminal history summary. A conviction for a violation or attempted violation of an offense committed outside the State of California shall be included in this review if the offense would have been a crime if committed in California.

Grantee shall prohibit its employees, volunteers, agents, and subcontractors that may interact with pupils, minors, adults aged 65 and above, or individuals with disabilities during the term of this Agreement from being convicted of a violation or attempted violation of any sex offense, violent

offense, offense involving moral turpitude, and certain controlled-substance related offenses, including but not limited to those offenses listed in California Public Resources Code section 5164(a)(2), California Penal Code section 1192.7(c), and California Education Code sections 44010 and 44011.

Grantee shall complete all required fingerprinting and background checks and must provide the City with all results of the fingerprinting and background checks prior to the start of youth programming.

If at any time, Grantee's employees, volunteers, agents, and subcontractors are arrested for, or convicted of a felony or misdemeanor involving a sex offense, violent offense, offense involving moral turpitude, or offense set forth in this section during the term of this Agreement, Grantee shall immediately notify the City and prohibit Grantee's personnel from interacting with any minors, adults aged 65 or older, or individuals with disabilities. City may terminate this Agreement immediately upon receipt of such notice at its sole discretion.

10. **Suspension and Termination.** City shall have the right, at any time, to temporarily suspend Grantee's performance hereunder, in whole or in part, by giving a written notice of suspension to Grantee. If City gives such notice of suspension, Grantee shall immediately suspend its activities under this Agreement, as specified in such notice.

This Agreement may be terminated prior to the Expiration Date by either party by giving thirty (30) days' notice to the other in writing of its intent to terminate the Agreement for its convenience. Upon such notice, Grantee shall cease any further work related to this Agreement. Nothing in this Agreement shall be deemed to be a waiver of the City's right to recover from Grantee any portion of the Grant Funds that have not been spent in accordance with this Agreement or that have not been spent as of the date of notice.

City may terminate this Agreement for breach prior to the Expiration Date if the City Manager or the City Manager's designee determines that any of the following circumstances has occurred:

- (a) Grantee has failed submit records when requested or improperly used the City Funds (see Sections 4 and 5);
- (b) Grantee has made any material misrepresentation of any nature with respect to any information or statements furnished to City in connection with this Agreement;
- (c) There is pending litigation with respect to the performance by Grantee of any of its duties or obligations under this Agreement that may materially jeopardize or adversely affect Grantee's ability to implement the Authorized Activities;
- (d) Grantee has violated the non-discrimination and civil rights provisions in Section 7;
- (e) Grantee has failed to conduct criminal background checks as provided in Section 9;
- (f) Grantee or has failed to perform or has performed unsatisfactorily any term of this Agreement, including failure to submit the required reports and documents; or

(g) Grantee has completed the Authorized Activities and submitted the required reports in accordance with Sections 5 and 6, so there are no further obligations by any party under this Agreement.

11. **Representatives and Notices.** Grantee shall assign a single program coordinator who shall have overall responsibility for the performance of this Agreement by Grantee. Should circumstances or conditions require a substitute Grantee coordinator, Grantee shall notify the City Representative identified below.

Any notice under this Agreement must be in writing and will be considered properly given and effective only when mailed or delivered in the manner provided by this Section 11 to the persons identified below or their successors. If mailed, the notice will be effective on the second calendar day from the date it is deposited in the United States Mail addressed as set forth below with postage prepaid. A notice sent in any other manner (e.g., e-mailed or hand-delivered) will be effective or will be considered properly given when actually delivered.

If to Grantee:

PRO Youth and Families  
3841 N. Freeway Blvd., Suite 210  
Sacramento, CA 95834-1948  
Attention: Staci Anderson  
[stacia@proyouthandfamilies.org](mailto:stacia@proyouthandfamilies.org)

If to City:

Rene Kausin  
Youth Development Program Manager  
915 I Street, 3rd Floor  
Sacramento, CA 95814  
[rkausin@cityofsacramento.org](mailto:rkausin@cityofsacramento.org)

Any party may change its address for these purposes by giving written notice of the change to the other parties in the manner provided in this Section 10.

12. **Indemnity.** Grantee shall defend, hold harmless, and indemnify City and State, their officers, employees, and agents from and against any and all actions, damages, costs, liabilities, claims, demands, losses, judgments, penalties, costs and expenses of every type and description, including, but not limited to, any fees and/or costs reasonably incurred by the City's staff attorneys or outside attorneys and any fees and expenses incurred in enforcing this provision (collectively, "Liabilities"), including liabilities arising from personal injury or death, damage to personal, real or intellectual property or the environment, contractual or other economic damages, or regulatory penalties, arising out of or in any way related to Grantee's acts or omissions under this Agreement, whether or not (i) such Liabilities are caused in part by a party indemnified hereunder or (ii) such Liabilities are litigated, settled or reduced to judgment, except that the foregoing indemnity does not apply to liability for any damage or expense for death or bodily injury to persons or damage to property to

the extent arising from the sole negligence or willful misconduct of the City and State, their officers, employees, agents, or independent contractors who are directly responsible to City or State. The provisions of this Section 12 will survive the expiration or termination of this Agreement.

13. **Insurance.** During the term of this Agreement, Grantee shall maintain at its sole expense insurance coverage as follows:

- (a) Commercial General Liability Insurance providing coverage at least as broad as ISO CGL Form 00 01 on an occurrence basis for bodily injury, including death, of one or more persons, property damage, and personal injury, arising out of activities performed by or on behalf of Grantee, products and completed operations of Grantee, and premises owned, leased, or used by Grantee, with limits of not less than one million dollars (\$1,000,000) per occurrence. The policy must provide contractual liability and products and completed operations coverage for the term of the policy. The policy must not include an exclusion for sexual abuse, physical abuse, or molestation.
- (b) Automobile Liability Insurance is required if Grantee provides transportation for program participants providing coverage at least as broad as ISO Form CA 00 01 for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than one million dollars (\$1,000,000) per occurrence. The policy shall provide coverage for owned, non-owned and/or hired autos as appropriate to the operations of Grantee.

No automobile liability insurance is required if Grantee certifies as follows:

"Grantee certifies that a motor vehicle will not be used in the performance of any work or services under this Agreement. If, however, Grantee requires any employees of Grantee to use a vehicle to perform services under this Agreement, Grantee understands that it must maintain and provide evidence of Automobile Liability Insurance providing coverage at least as broad as ISO Form CA 00 01 for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than one million dollars (\$1,000,000) per occurrence. The policy shall provide coverage for owned, non-owned and/or hired autos as appropriate to the operations of Grantee."

SA  
SA \_\_\_\_\_ (Grantee initials)

- (c) Workers' Compensation Insurance with statutory limits, and Employers' Liability Insurance with limits of not less than one million dollars (\$1,000,000). No Workers' Compensation insurance shall be required if Grantee completes the following certification:

"I certify that my business has no employees, and that I do not employ anyone. I am exempt from the legal requirements to provide Workers' Compensation insurance."

\_\_\_\_\_ (Grantee initials)

(d) The Commercial General Liability and Automobile Liability policies must contain, or be endorsed to contain, the following provisions:

- (1) The City, its officials, employees, and agents must be covered by policy terms or endorsement as additional insureds.
- (2) Grantee's insurance coverage is primary insurance as respects the City, its officials, employees, and agents. Any insurance or self-insurance maintained by the City, its officials, employees, or agents is in excess of Grantee's insurance and does not contribute with it.
- (3) The City must be provided with 30 days' written notice of cancellation or material change in the policy language or terms.

(e) Insurance must be placed with insurers with a Bests' rating of not less than A:VI. Self-insured retentions, policy terms, or other variations that do not comply with the requirements of this Section 12 must be declared to and approved by City in writing prior to execution of this Agreement.

(f) Grantee shall furnish City with certificates and required endorsements evidencing the insurance required. The certificates and endorsements must be forwarded to the City Representative named in Section 10. Copies of policies must be delivered to City on demand. Certificates of insurance must be signed by an authorized representative of the insurance carrier.

(g) For all insurance policy renewals during the term of this Agreement, Grantee (or Fiscal Sponsor) shall send insurance certificates reflecting the policy renewals directly to:

**City of Sacramento**  
**c/o Exigis LLC**  
**P.O. Box 947**  
**Murrieta, CA 92564**

Insurance certificates also may be faxed to (888) 355-3599 or e-mailed to: [certificates-sacramento@riskworks.com](mailto:certificates-sacramento@riskworks.com).

(h) The City may withhold payments to Grantee or terminate the Agreement if the insurance is canceled or is not renewed as required by this Section 13.

(i) Grantee's liability to the City is not in any way be limited to or affected by the amount of insurance coverage required or carried by Grantee (or Fiscal Sponsor) in connection with this Agreement.

**14. Conflicts of Interest.** Grantee covenants that neither it, nor any officer, employee, or principal of its organization, has or will acquire any interest, directly or indirectly, that would conflict in any manner with the City's interests or that would in any way hinder Grantee's performance under this

Agreement. Grantee further covenants that in the performance of this Agreement, no person having any such interest will be employed by it as an officer, employee, agent, or subcontractor, without the City's written consent. In addition, Grantee warrants that it was not represented by members of the Prop 64 PH&S Cohort 3 Scoring Panel, and will review the membership roster (Appendix A to Attachment 3), and shall ensure that no grant dollars are passed through to any entity represented by those listed in the membership roster.

Grantee agrees to avoid conflicts of interest or the appearance of any conflicts of interest with the City's interests during the performance of this Contract. If Grantee is or employs a former officer or employee of the City, Grantee and any former City officer or employee shall comply with the provisions of Sacramento City Code Section 2.16.090 pertaining to appearances before the City Council or any City department, board, commission, or committee.

**15. Miscellaneous.**

(a) Compliance with Applicable Laws. Grantee shall conduct its affairs and carry on its operations in compliance with all applicable federal, state, and local laws. As a non-governmental, community organization that receives Prop. 64 Public Health and Safety grant funds, Grantee must:

- (1) Have been duly organized, in existence, and in good standing as of November 1, 2022; non-governmental organizations that have recently reorganized or have merged with other qualified non-governmental organizations that were in existence prior to November 1, 2022 are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to May 1, 2023.
- (2) Be registered with the California Secretary of State's Office (<https://bizfileonline.sos.ca.gov/search/business>), if applicable;
- (3) Have a valid business license, Employer Identification Number (EIN), and/or Taxpayer ID (if sole proprietorship);
- (4) Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and
- (5) Have a physical address.

In addition, Grantee must ensure that all subgrantees meet the above criteria. The City of Sacramento will work with Grantee to verify the above minimum conditions of Section 14(a) are met and will provide to the State a signed Criteria for Non-Governmental Organizations Receiving Proposition 64 Public Health and Safety Grant Funds form upon execution of this Agreement, as well as whenever new subcontractors are added. A sample of this form is included as Appendix B of the State Grant Agreement (Attachment 3).

- (b) Certification Clauses. Grantee shall complete, and submit to the City, the Contractor Certification Clauses contained in the document CCC 04/2017 (<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>) which are incorporated herein by this reference.
- (c) Debarment. Grantee, attests, under penalty of perjury, that Grantee has not been: (1) debarred by any federal, state, or local government entities; or (2) convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds. Grantee shall immediately notify the City should such debarment or conviction occur during the term of this Agreement. As a condition of this grant award, Grantee will obtain the same assurances from any subgrantee or subcontractor. All subgrantees must provide a completed and signed Certificate of Compliance with BSCC's Policies on Debarment, Fraud, Theft, and Embezzlement (Attachment 4).
- (d) Assignment. Grantee may not assign or otherwise transfer this Agreement or any interest in it without City's written consent, which the City may grant or deny in its sole discretion. An assignment or other transfer made contrary to this Section 15(b) is void.
- (e) Successors and Assigns. This Agreement binds and inures to the benefit of the successors and assigns of the parties. This Section 15(c) does not constitute the City's consent to any assignment of this Agreement or any interest in this Agreement.
- (f) Third Parties. This Agreement is for the sole benefit of Grantee (including its Fiscal Sponsor) and City, and no other person or entity shall be entitled to rely upon, enforce, or receive any direct benefit from this Agreement.
- (g) Independent Contractor/No Joint Venture. It is understood and agreed that each party, subcontractor, or collaborative service partner is an independent person, entity, or government agency and that this Agreement shall not create a relationship between City and Grantee, or any other entity, of employer-employee, joint venture, partnership, or any other relationship of association. Except as expressly provided in this Agreement or as the parties may specify in writing, neither party shall have authority, express or implied, to act on behalf of the other party in any capacity whatsoever as an agent. City does not in fact, nor seek to control the means or methods by which Grantee performs or accomplishes results. If, in the performance of this Agreement, any third parties are employed by, or otherwise work for by Grantee, such entities will be entirely and exclusively under the direction, supervision, and control of Grantee. Except as otherwise provided in this Agreement, all terms of employment, shall be determined by Grantee. Grantee may represent, perform services for, or be employed by any additional persons or companies so long as Grantee does not violate the provisions of this Agreement.

Neither Grantee nor Grantee's assigned personnel will be entitled to any benefits payable to City employees. City is not required to make any deductions or withholdings from the compensation payable to Grantee under the provisions of this Agreement. Grantee hereby agrees to indemnify and hold City harmless from any and all claims that may be made against City based upon any contention by any of Grantee's Personnel or by any third party, including any state or federal agency, that an employer-employee relationship or a substitute therefor exists for any purpose

whatsoever by reason of this Agreement or by reason of the nature and/or performance under this Agreement. This Section 15(g) will survive the expiration or termination of this Agreement.

- (h) Interpretation and Exhibits. This Agreement is to be interpreted and applied in accordance with California law. Attachments 1, 2, and 3 are part of this Agreement.
- (i) Waiver of Breach. A party's failure to insist on strict performance of this Agreement or to exercise any right or remedy upon the other party's breach of this Agreement will not constitute a waiver of the performance, right, or remedy. A party's waiver of the other party's breach of any term or provision in this Agreement is not a continuing waiver or a waiver of any subsequent breach of the same or any other term or provision. A waiver is binding only if set forth in writing and signed by the waiving party.
- (j) Severability. If a court with jurisdiction rules that any nonmaterial part of this Agreement is invalid, unenforceable, or contrary to law or public policy, then the rest of this Agreement remains valid and fully enforceable.
- (k) Counterparts. The parties may sign this Agreement in counterparts, each of which is considered an original, but all of which constitute the same Agreement. Facsimiles, pdfs, and photocopies of signature pages of the Agreement have the same binding effect as originals.
- (l) Time of Essence. Time is of the essence in performing this Agreement.
- (m) Integration and Modification. This Agreement sets forth the parties' entire understanding regarding the matters set forth above and is intended to be their final, complete, and exclusive expression of those matters. It supersedes all prior or contemporaneous agreements, representations, and negotiations-written, oral, express, or implied-and may be modified only by another written agreement signed by both parties.
- (n) Authority. Each of the signatories to this Agreement represents that he/she is authorized to sign the Agreement on behalf of such party and that all approvals, resolutions and consents which must be obtained to bind such party have been obtained that no further approvals, acts, or consents are required to bind such party to this Agreement.

[signature page follows]

IN WITNESS WHEREOF, this Agreement has been entered into as of the day and year first stated above.

**CITY OF SACRAMENTO**

By: \_\_\_\_\_  
Ryan Moore, Assistant City Manager  
For Marakeshia Smith, City Manager

Approved as to Form:

By: \_\_\_\_\_  
Senior Deputy City Attorney

Attest:

By: \_\_\_\_\_  
Assistant City Clerk

**GRANTEE**

By: Staci Anderson  
Staci Anderson, President & CEO  
PRO Youth and Families, Inc.

## ATTACHMENT 1: AUTHORIZED ACTIVITIES

The City of Sacramento's Youth, Parks, & Community Enrichment Department shall contract with PRO Youth & Families, Inc. ("Grantee") from July 1, 2026 to June 30, 2028 to serve as the primary direct service provider for the City's #SacYouthWorks: Futures program. Funded by the Board of State and Community Corrections (BSCC) Proposition 64 Public Health and Safety Cohort 3 grant, #SacYouthWorks: Futures (#SYW: Futures) aims to support at-risk youth in creating pathways to healthy futures and post-secondary success. #SYW: Futures responds to the needs of some of our city's most vulnerable youth impacted by the passage of Proposition 64 legalizing the Adult Use of Marijuana.

Key project components include:

- Underage marijuana use prevention, education, and advocacy;
- Building a network of community-based organizations (CBOs) to increase capacity for community wide prevention and quality youth development programs; and
- Work-based learning (WBL) experiences for youth in the area of marijuana prevention, education, and advocacy

### Grantee Roles and Responsibilities

#### 1. Program Personnel

a) Hire and /or reassign the following FTE(s) to serve as program personnel:

- 0.3 FTE Associate Director
- 0.4 FTE Project Manager
- 0.3 FTE Project Coordinator
- 0.15 Chief Collaboration Officer
- 0.2 Director of Grants Management
- 0.3 Administrative Coordinator
- 0.2 Operations Director
- 0.25 Director of Evaluation and Monitoring

2. Support the engagement and oversight of other project partners including to support the execution of key program components.

3. Conduct the following activities through its employees, contractors, or subgrantees:

a) Deliver 40 hours of programming incorporating WBL opportunities and underage cannabis abuse prevention training. Programming will be delivered between October 1, 2026 and April 30, 2028 to 440 young people between the ages of 12-19 who have been most impacted by Proposition 64. The 40-hour program will include a minimum of 10 hours of underage cannabis use prevention training and a minimum, up to 10 hours of work-readiness skills, and a minimum of 20 hours of applied service/work projects in marijuana prevention, education, and advocacy.

b) Recruit youth (ages 12-19) who reside in or attend schools within city limits, targeting youth in priority neighborhoods as described in Attachment 1-B or who are working to

overcome obstacles or experiencing injustice due to one or more of the following circumstances:

- Academic underperformance
- Current or former foster youth
- LBGTQ+
- Teen parent
- Current or formerly under/unhoused
- English language learner
- Justice-involved
- Exposure to violence or trauma
- Low income
- Incarcerated parents or family members
- Mental or behavioral health challenges
- Youth with disabilities
- Youth experiencing substance use
- Out of school youth
- Refugee youth
- Immigration status (undocumented)

4. Integrate #Futures' basic components, including engagement of CBO partner network to build capacity for community-wide underage cannabis use prevention and quality youth development programming, engagement of youth in WBL experiences, and engagement of youth in underage cannabis use prevention, education, and advocacy. Grantee shall ensure that all CBOs comply with the requirements of this Grant Agreement.

a) CBO Network

- Engage a network of CBOs to guide youth through the WBL and education/advocacy components of the program.
- Provide and/or support connection to a minimum of 10 hours of prevention training and/or network gatherings to support CBO leaders and staff with factual knowledge of the impact of underage cannabis use; facilitating connections with marijuana use prevention/intervention resources for youth; and creating a shared sense of urgency for addressing underage cannabis use.

b) Support CBO network in engaging cohorts of 5-30 youth in a minimum of 40-hours of WBL experiences consisting of 10 hours of prevention education, up to 10 hours of work readiness training, and a minimum of 20 hours of applied service/work.

c) Support CBO network in using the Connect, Learn, and Earn framework for WBL experiences: Youth connect with trusted adult mentors (CBOs) who guide them through the program and connect them to meaningful applied service/work opportunities related to prevention education and advocacy. Youth connect with professionals and engage in reflections to connect WBL experiences with post-secondary goals. Youth learn about work, through work, and for work. Youth engage in work-readiness trainings that support the development of 21st century skills, connect to their applied service/work projects, and support the exploration of career pathways. As part of the "learn" component, youth engage in prevention education described below. Youth earn a stipend for completing the 40-hour program helping to overcome barriers to participation and demonstrate the value of their time, commitment to learning, and service to the community.

- d) Work with Stanford University and/or other subcontractors to support CBOs in delivering prevention education (through the use of “Stanford Smart Talk” or similar curriculum) to their youth cohorts by providing shared training opportunities and/or providing training to CBOs to deliver trainings directly to youth.
  - e) Support CBO partners in connecting with training opportunities.
  - f) Support CBO partners for WBL projects.
  - g) Ensure that CBO partners maintain an emphasis on supporting youth in developing protective factors including connection to positive peer and adult relationships, increased connection with community, increased confidence to speak up and advocate for one’s beliefs, increased leadership skills, and fostering a sense of belonging.
5. The Grantee shall provide programmatic and fiscal oversight and support for the subgrantee network that participates in #Futures, including:
- a) Establishing basic standards for high-quality programming. To help ensure a high-quality youth development experience, the Grantee shall make every effort to integrate the five youth development supports and opportunities and social justice principles outlined in the Citywide Youth Development Plan (Attachment 1-A) when designing and overseeing #Futures;
  - b) Implementing a CBO subgrantee selection process that considers geographical distribution within the Sacramento city limits and minimum criteria that includes target population, program quality, program design reflecting #Futures’ goals, and provider capacity to maintain a 1:15 adult-to-youth ratio;
  - c) Ensuring each subgrantee has an official safety plan in place that ensures safety of youth participants and considers general safety, pandemic or health guidelines, and virtual safety;
  - d) Supporting the CBO subgrantee network with capacity building and one-on-one support to ensure program requirements are met, as well as assisting providers with connections to existing underage cannabis use prevention community service projects on an as needed basis;
  - e) Supporting the overall initiative and CBO subgrantee network through the design and deployment of streamlined processes including marketing, outreach, technology, technical assistance, and connections to existing youth work readiness training options on an as needed basis;
  - f) Supporting initiative and CBO subgrantee network with connections to underage cannabis use prevention education — minimum 10 hours of training;
  - g) Developing standardized subgrantee, program, and participant process and protocol tracking forms, and collecting and analyzing data and information gathered through these mechanisms;
  - h) Tracking disbursement of BSCC Prop 64 Public Health and Safety Grant funds (both internally and to subgrantees); and

- i) Connecting with other Citywide, City-run, and City-funded youth initiatives to avoid duplication of efforts, leverage opportunities and resources where applicable, and identify opportunities to build bridges between and across programs to strengthen the citywide youth WBL program pipeline.
6. Work collaboratively with the City evaluation team and/or City-selected evaluator in implementing the project evaluation plan (Local Evaluation Plan, or LEP) including process and outcomes measures to assess the youth development goals of the project and to assess the impact of the project for CBO subgrantees and their capacity to support youth. This includes tracking and reporting on outcomes at the youth participant, partner CBO, and community levels such as:
- a) Youth & Partner CBO Outcomes
    - Increased knowledge of the impact of underage cannabis use on individuals, families, communities, and society, including addiction, brain development, and media influence;
    - Increased knowledge of the risks of underage cannabis use on physical and mental health;
    - Increase in the perception of harm of underage cannabis use; and
    - Increased knowledge of healthy behaviors as an alternative to underage cannabis use.
  - b) Youth Outcomes
    - Increase in protective factors associated with healthy behaviors;
    - Increased hope for the future & confidence in ability to achieve postsecondary goals; and
    - Increase in college and career readiness skills.
  - c) Partner CBO Outcomes
    - Increased capacity to serve youth who are at-risk for marijuana use; and
    - Increased collaboration and program referrals among CBOs;
  - d) Support the development and deployment of data collection tools to collect baseline and follow-up data for outcome measures; monitor implementation of project components; identify areas for change and improvement.
  - e) Provide training and technical assistance to CBO subgrantees to administer data collection tools.
  - f) Comply with requests for data and information throughout the project and to support the completion of the final project evaluation report.
7. Other Administrative Duties
- a) Prepare and provide to the City a justification for using grant funds to purchase food and beverages. Further instructions and a sample letter are included as Attachment 1-C.
  - b) Quarterly reporting: Complete and submit draft quarterly progress reports to the City using the preparatory form templates provided by the BSCC for Part 1 <https://www.bscc.ca.gov/wp-content/uploads/N.-Prop-64-QPR-Part-1-Export-Preparatory-Document.pdf> and Part 2 <https://www.bscc.ca.gov/wp-content/uploads/O.-Prop-64-QPR-Part-2-Export-Preparatory-Document.pdf> in accordance with the schedule below.
  - c) Quarterly invoicing: Compile and submit quarterly invoice packages to the City in accordance with the schedule below. The packages must comply with all standards set forth within the BSCC Grant Administration Guide including but not limited to the following documentation:
    - o An invoice summarizing grant expenditures for the applicable period organized by the line items prescribed by the BSCC of:

- Salaries and Benefits
- Services and Supplies
- Professional Services
- NGO Subcontracts
- Indirect Costs
- Equipment/Fixed assets
- Data Collection
- Program Evaluation
- Sustainability Planning
- Other
- Financial Audit

o Quarterly invoice must be accompanied by the following documentation to substantiate the line item expenditures:

- Functional timesheets for all full-time or part-time grant-funded personnel (including subgrantees) who are directly charged to the grant. At a minimum, salaries and benefits documentation must include: actual time worked on the grant-funded project during the pay period; account for all time worked by the employee during the pay period; signature from employee and supervisor; and a breakdown of hourly rate and benefits for all grant-funded personnel who are directly charged to the grant.
- Records of all subgrantee payments (i.e., check copies or ACH confirmations) and copies of the signed MOUs. All MOUs must contain the MANDATORY SUBCONTRACT / MOU LANGUAGE FOR BSCC GRANTEES provided on the BSCC Cohort 3 website (See Section 3 Administrative Responsibilities, Part C <https://www.bscc.ca.gov/prop-64-phs-grant-cohort-3/>)
- For all other expenditures, invoices must be accompanied by copies of itemized receipts (either scanned cash register tape or digital receipts), work orders, customer or supplier invoices/bills, or invoices for any expenditures paid using grant funds.
  - o If an itemized receipt contains both reimbursable and non-reimbursable items, submit a copy of the entire receipt but ensure the reimbursable items are highlighted or circled so they can be easily identified

o Quarterly Reporting/Invoicing Schedule:

<b>Period</b>	<b>Due Date to City</b>	<b>City Due Date to BSCC</b>
July 1, 2026-Sept 30, 2025	Nov 1, 2026	Nov 15, 2026
Oct 1, 2026-Dec 31, 2026	Feb 1, 2027	Feb 15, 2027
Jan 1, 2027-Mar 31, 2027	May 1, 2027	May 15, 2027
Apr 1, 2027-June 30, 2027	Aug 1, 2027	Aug 15, 2027
July 1, 2027-Sept 30, 2027	Nov 1, 2027	Nov 15, 2027
Oct 1, 2027-Dec 31, 2027	Feb 1, 2028	Feb 15, 2028
Jan 1, 2028-Mar 31, 2028	May 1, 2028	May 15, 2028
April 1, 2028 to April 30, 2028	June 1, 2028	June 15, 2028

**ATTACHMENT 1-A:  
CITYWIDE YOUTH DEVELOPMENT PLAN & FRAMEWORK  
FOR CHILDREN & YOUTH PROGRAMS**

# CITY OF SACRAMENTO

## CITYWIDE YOUTH DEVELOPMENT PLAN

### VISION

All Sacramento children and youth are valued and reach their fullest potential.

### MISSION

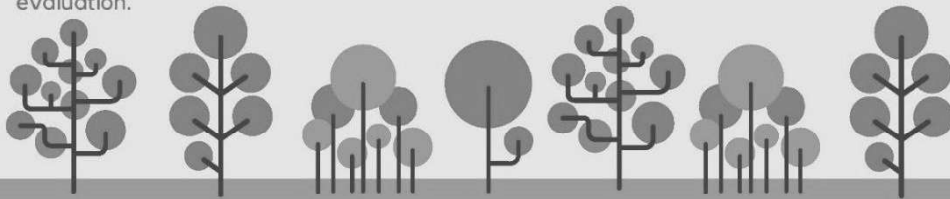
The City of Sacramento leads collaboratively to provide systemic and sustainable investments and opportunities, harnessing collective assets to champion intentional and equitable pathways for young people to succeed.

### VALUES STATEMENT

- Youth Voice: We honor the youth's statement, "Nothing about us without us."
- Elimination of Systemic Barriers: We believe it is our responsibility to actively seek ways to break systemic barriers so that youth have access and ability to fully utilize resources and supports.
- Cultural Humility: We commit to acknowledging our individual and institutional biases, accepting that there are gaps in our knowledge, and being open to new ideas.
- Mutual Respect: We build relationships through developing a culture of mutual respect and inclusivity.
- Integrity: We believe in conducting our work in an honest, moral, ethical, and accountable manner.
- Innovation: The *status quo* is unacceptable if it is not improving the lives of Sacramento children and youth, and thus, we call for thinking outside of the box to better support Sacramento's youngest residents.
- Courage: We believe that having the audacity to take risks, stand up for what is right, and address the most challenging situations is unquestionable.

**GOALS:** Through its own programs and strategic partnerships, the City of Sacramento will strive to achieve the following goals.

- Contribute to the healthy development of children ages 0-5 so that they are prepared for school;
- Provide resources, support, and connection to effective programs and services that lead to success in education;
- Build 21st century skills including leadership, workforce development, life, resiliency, and social-emotional skills;
- Provide opportunities for young people to become active and engaged community members;
- Create a safe environment, both physically and emotionally, in all settings, honoring culture and community;
- Promote equity, justice, and accountability with a concerted application of resources toward those youth in greatest need;
- Empower families to engage in their children's healthy development; and
- Implement the youth development framework in all program design, operations, and evaluation.



# CITY OF SACRAMENTO

## CITYWIDE YOUTH DEVELOPMENT PLAN

### PROPOSED FRAMEWORK FOR CHILDREN & YOUTH PROGRAMS

When designing, implementing, and evaluating its children and youth programs, the City of Sacramento will strive to offer all young people, regardless of background, the highest-quality youth development experiences. To ensure these experiences result in positive outcomes, the City and its partners will provide youth with research-based supports and opportunities that integrate a set of social justice principles, aligning with the City's core values, into staff, program delivery, and organizational/institutional practices.

#### Social Justice Principles

- Analyze Power in Social Relationships
- Promote Systemic Social Change
- Make Identity Central
- Encourage Collective Action
- Embrace Youth Culture



#### Supports and Opportunities

##### Safety

- Emotional
- Physical
- Cultural

##### Relationship-Building

- With adults
- With peers

##### Skill-Building

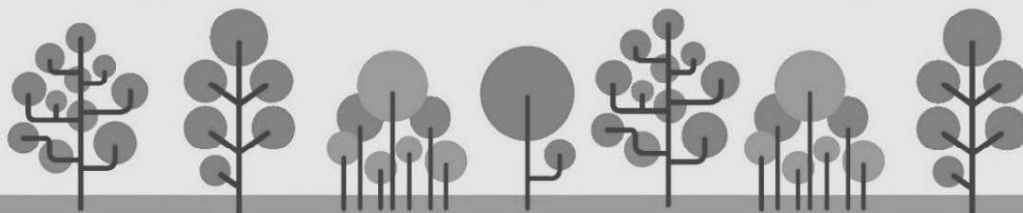
- Challenging
- Interesting
- Leading to growth and mastery

##### Youth Participation

- Input and decision-making
- Opportunities for leadership
- Sense of belonging

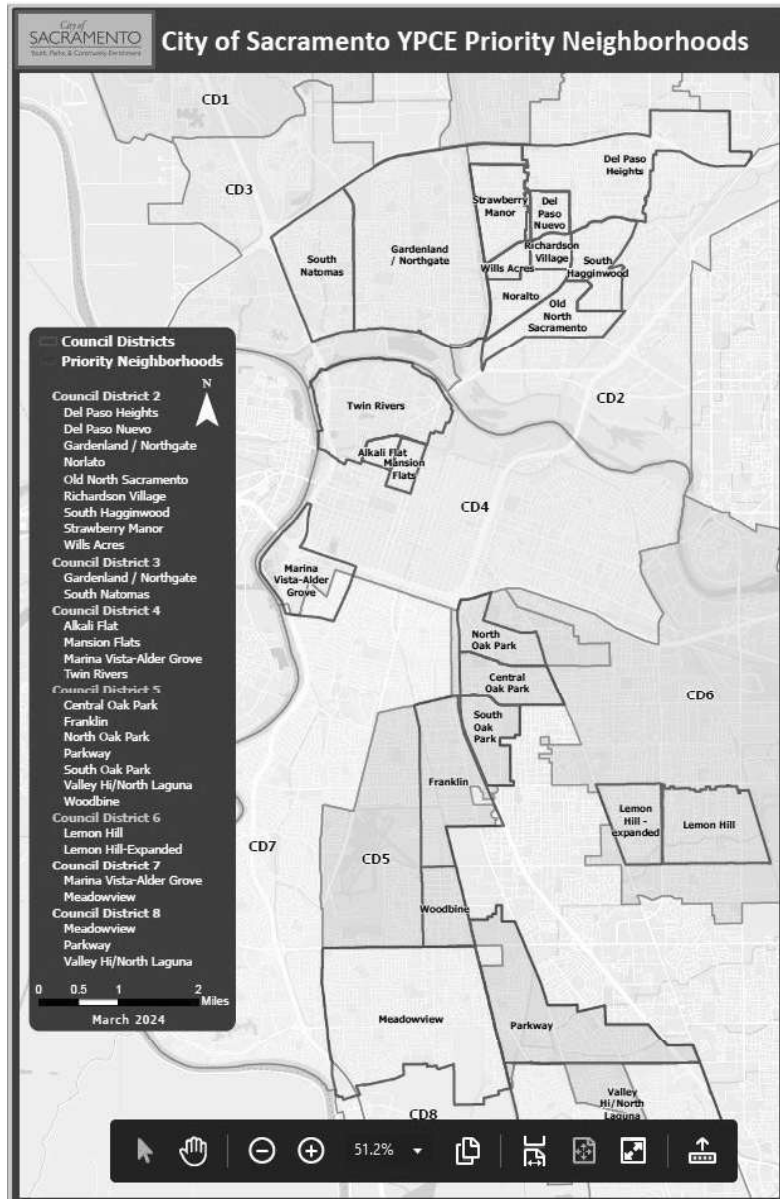
##### Community Involvement

- Ability to impact community



**ATTACHMENT 1-B:  
CITY OF SACRAMENTO PRIORITY NEIGHBORHOOD MAP**

Priority neighborhoods were identified in 2015 using a variety of different quality of life indicators, including high poverty, higher crime, and underperforming schools, input as identified by the Sacramento Housing and Redevelopment Agency Promise Zones.



**ATTACHMENT 1-C:  
USING GRANT FUNDS TO PURCHASE FOOD AND BEVERAGES**

**Instructions:**

Food and beverage purchases must be reasonable, necessary for participants, and clearly linked to grant-funded activities. At a minimum, the grantee must retain all receipts and supporting documentation related to a purchase. Supporting documentation could also include program schedules, lists of attendees, class rosters, etc.

The purchase of food and beverages is generally not permitted for grant staff or partner agency staff, even if it is a grant-related event. Any exception to this rule must be requested and approved in advance by BSCC. Grant funds may not be used to purchase alcohol or tobacco.

In addition to the guidance provided here, grantees should follow any internal policies and procedures governing food and beverage purchases.

Grantees that propose the purchase of food and beverages with grant funds must provide the following information, using the format on the next page:

- A description of the activity or program for which the food and beverages will be purchased.
- A detailed justification, describing the need for the purchase of the food and beverages.
- A description of the items that will be purchased, with the corresponding costs.
- The approximate number of grant-funded participants who will benefit from the food and beverages.
- The name of the vendor (if applicable) that will be providing the food and beverages.
- The total budget for each food and beverage purchase.



Date: **July 1, 2026**

Grantee Name: **City of Sacramento**

Name of Grant Program: **Proposition 64 Public Health and Safety Grant Funds**

Program Grant Period:

Total Amount of Grant-Funded Food and Beverage:

### **Justification for the Purchase of Food and Beverages**

Describe the activity or program component for which the food and beverages will be purchased:

Describe the need for the food and beverages, explaining the benefit to the program:

Description of items to be purchased	Approximate # of participants	Name of vendor (if applicable)	Budget
4 pizzas per week x 25 weeks @ \$15 per pizza	40 people	Pizza Barn	\$1,500
<b>TOTAL BUDGET:</b>			

---

Rene Kausin, Youth Development Program Manager

**ATTACHMENT 2: APPROVED BUDGET**

Line item	Year 1 Program (2026 - 2027)			Year 2 Program (2027 - 2028)			Two-Year Total	
	FTE	Rate	Total	FTE	Rate	Total		
<u>NGO Contracts - PRO</u>								
<u>Salaries &amp; Benefits</u>								
Associate Director	T. Intermill	0.3	\$ 94,474.00	\$ 28,342.20	0.3	\$ 97,308.22	\$ 29,192.47	\$ 57,534.67
Program Mgr	H. Eltahir	0.4	\$ 72,800.00	\$ 29,120.00	0.4	\$ 74,984.00	\$ 29,993.60	\$ 59,113.60
Project Coordinator	G. Rivas	0.4	\$ 61,734.00	\$ 24,693.60	0.3	\$ 63,586.02	\$ 19,075.81	\$ 43,769.41
Chief Collaboration Officer	R. Minnick	0.2	\$ 145,600.00	\$ 29,120.00	0.15	\$ 149,968.00	\$ 22,495.20	\$ 51,615.20
Director of Grants Management	A. Medina	0.2	\$ 97,552.00	\$ 19,510.40	0.2	\$ 100,478.56	\$ 20,095.71	\$ 39,606.11
Administrative Coordinator	J. Meyer	0.4	\$ 57,907.00	\$ 23,162.80	0.3	\$ 59,644.21	\$ 17,893.26	\$ 41,056.06
Operations Director	S. Brown	0.2	\$ 100,000.00	\$ 20,000.00	0.2	\$ 103,000.00	\$ 20,600.00	\$ 40,600.00
Director of Evaluation & Monitoring	TBH	0.25	\$ 100,000.00	\$ 25,000.00	0.25	\$ 103,000.00	\$ 25,750.00	\$ 50,750.00
Statutory Taxes & Benefits			0.13	\$ 25,863.37		0.13	\$ 24,062.49	\$ 49,925.86
Sub-Total Personnel				\$ 224,812.37			\$ 209,158.53	\$ 433,970.90
<u>Services and Supplies</u>				\$ 7,000.00			\$ 1,200.00	\$ 8,200.00
<u>Professional Services</u>				\$-				
N/A				\$-				
		Quantity	Rate	Total	Quantity	Rate	Total	
<u>Non-governmental organizations (NGO)</u>								
<u>Contracts - subcontracts</u>								
Youth Stipends		220	\$ 550.00	\$ 121,000.00	220	\$ 550.00	\$ 121,000.00	\$ 242,000.00
CBO Program Support		220	\$ 1,100.00	\$ 242,000.00	220	\$ 1,200.00	\$ 264,000.00	\$ 506,000.00
Sub-Total Subcontractors				\$ 363,000.00			\$ 385,000.00	\$ 748,000.00
<u>Equipment/Fixed Assets</u>				\$-			\$-	\$-
N/A				\$-			\$-	\$-
<u>Data Collection/Enhancement</u>				\$-			\$-	\$-
N/A				\$-			\$-	\$-
<u>Program Evaluation</u>				\$-			\$-	\$-
N/A				\$-			\$-	\$-
<u>Other (include travel &amp; training costs)</u>								
Youth Summit		1	\$ 25,000.00	\$ 30,000.53	1	\$ 25,000.00	\$ 25,000.00	\$ 55,000.53
Curriculum and Program Materials		220	\$ 15.00	\$ 3,300.00	220	\$ 15.00	\$ 3,300.00	\$ 6,600.00
Media Marketing				\$ 9,000.00			\$ 5,000.00	\$ 14,000.00
Mileage		1266	\$ 0.73	\$ 924.18	1,196.55	\$ 0.75	\$ 897.41	\$ 1,821.59
Background Checks		24	\$ 65.00	\$ 1,560.00	20	\$ 70.00	\$ 1,400.00	\$ 2,960.00
Food for Youth Participants		220	\$ 140.00	\$ 30,800.00	220	\$ 140.00	\$ 30,800.00	\$ 61,600.00
Network Gathering / Training		3	\$ 6,000.00	\$ 18,000.00	2	\$ 5,600.00	\$ 11,200.00	\$ 29,200.00
Sub-Total Fixed Assets & Other				\$ 93,584.71			\$ 77,597.41	\$ 171,182.12
Direct Costs Total				\$ 325,397.08			\$ 287,955.95	\$ 613,353.03
<u>Indirect Costs (10%)</u>				\$ 32,539.71			\$ 28,795.59	\$ 61,335.30
PRO Sub-Subcontractors Total				\$ 363,000.00			\$ 385,000.00	\$ 748,000.00
<b>TOTAL PRO</b>				<b>\$ 720,936.79</b>			<b>\$ 701,751.54</b>	<b>\$ 1,422,688.33</b>

**ATTACHMENT 3: STATE GRANT AGREEMENT**

STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

SCO ID: 5227-BSCC95922

**STANDARD AGREEMENT**

STD 213 (Rev 03/2019)

AGREEMENT NUMBER

**BSCC 959-22**

PURCHASING AUTHORITY NUMBER (If Applicable)

**BSCC-5227**

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

CONTRACTOR NAME

**CITY OF SACRAMENTO**

2. The term of this Agreement is:

START DATE

**MAY 1, 2023**

THROUGH END DATE

**OCTOBER 31, 2028**

3. The maximum amount of this Agreement is:

**\$2,999,915.00**

4. The parties agree to comply with the terms and conditions of the following exhibits and attachments, which are by this reference made a part of the Agreement.

EXHIBITS	TITLE	PAGES
Exhibit A	Scope of Work	4
Exhibit B	Budget Detail and Payment Provisions	5
Exhibit C	General Terms and Conditions (04/2017)	4
Exhibit D	Special Terms and Conditions	5
Attachment 1*	Proposition 64 Public Health & Safety (Prop 64 PH&S) Grant Request for Proposals	*
Attachment 2	Proposition 64 PH&S Grant Program Cohort 3 Application for Funding	29
Appendix A	Proposition 64 PH&S Grant Program Cohort 3 Scoring Panel Roster	1
Appendix B	Criteria for Non-Governmental Organizations Receiving BSCC Funds (attached separately)	2

\* This item is hereby incorporated by reference and can be viewed at:

<http://www.bscc.ca.gov/proposition-64-public-health-safety-grant-program/>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

**CONTRACTOR**

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

**CITY OF SACRAMENTO**

CONTRACTOR BUSINESS ADDRESS

915 I Street, 5th Floor

CITY

Sacramento

STATE

CA

ZIP

95814

PRINTED NAME OF PERSON SIGNING

MICHAEL JASSO

TITLE

Assistant City Manager

CONTRACTOR AUTHORIZED SIGNATURE

*Michael Jasso*  
Michael Jasso (May 10, 2023 10:44 PDT)

DATE SIGNED

May 10, 2023

**STATE OF CALIFORNIA**

CONTRACTING AGENCY NAME

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

CONTRACTING AGENCY ADDRESS

2590 Venture Oaks Way, Ste 200

CITY

Sacramento

STATE

CA

ZIP

95833

PRINTED NAME OF PERSON SIGNING

RICARDO GOODRIDGE

TITLE

Deputy Director

CONTRACTING AGENCY AUTHORIZED SIGNATURE

*Collen Arts*

DATE SIGNED

1/25/24

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL: EXEMPT PER SCM, VOLUME 1, CH. 4.06

## 1. GRANT AGREEMENT – Proposition 64 Public Health & Safety Grant

This Grant Agreement is between the State of California, Board of State and Community Corrections (hereafter referred to as BSCC) and City of Sacramento (hereafter referred to as the Grantee).

## 2. PROJECT SUMMARY AND ADMINISTRATION

A. The Prop 64 PH&S Grant Program is funded by a portion of tax revenue generated from the cultivation and retail sale of legal adult-use cannabis or cannabis products. \$150,000,000 is available from the combination of the Fiscal Year 2023-24 State Budget appropriation and prior fiscal year Budget Act appropriations for local assistance grants for the Proposition 64 Public Health and Safety (Prop 64 PH&S) Cohort 3 Grant Program, administered by the BSCC.

The purpose of this grant program is to fund projects that assist with law enforcement efforts, fire protection efforts, or other local projects addressing public health and safety associated with the implementation of the Control, Regulate and Tax Adult Use of Marijuana Act (AUMA)

B. Grantee agrees to administer the project in accordance with Attachment 1: Proposition 64 PH&S Grant Program Cohort 3 Request for Proposals (incorporated by reference) and Attachment 2: Proposition 64 PH&S Grant Program Cohort 3 Application for Funding which is attached and hereto and made part of this agreement.

## 3. PROJECT OFFICIALS

A. The BSCC's Executive Director or designee shall be the BSCC's representative for administration of the Grant Agreement and shall have authority to make determinations relating to any controversies that may arise under or regarding the interpretation, performance, or payment for work performed under this Grant Agreement.

B. The Grantee's project officials shall be those identified as follows:

**Authorized Officer** with legal authority to sign:

Name: Michael Jasso

Title: Assistant City Manager

Address: 915 I Street, City Manager's Office, 5<sup>th</sup> Floor, Sacramento, CA 95814

Phone: 916-808-1380

Email: MJasso@cityofsacramento.org

**Designated Financial Officer** authorized to receive warrants:

Name: Crystal Harland  
Title: Administrative Officer  
Address: 915 I Street, City Manager's Office, 5<sup>th</sup> Floor, Sacramento, CA 95814  
Phone: 916-808-7868  
Email: charland@cityofsacramento.org

**Project Director** authorized to administer the project:

Name: Lindee Lane  
Title: Youth Development Policy Manager  
Address: 1000 I Street, Suite 120, Sacramento, CA 95814  
Phone: 916-808-1171  
Email: llane@cityofsacramento.org

- C. Either party may change its project representatives upon written notice to the other party.
- D. By signing this Grant Agreement, the Authorized Officer listed above warrants that they have full legal authority to bind the entity for which they sign.

**4. DATA COLLECTION**

Grantees will be required to comply with all data collection and reporting requirements as described in Attachment 1: Prop 64 PH&S Grant Program Cohort 3 Request for Proposals and Attachment 2: Proposition 64 PH&S Grant Program Cohort 3 Application for Funding.

**5. REPORTING REQUIREMENTS**

- A. Grantee will submit quarterly progress reports in a format prescribed by the BSCC. These reports, which will describe progress made on program objectives and include required data, shall be submitted according to the following schedule:

**Progress Report Periods**

1. May 1, 2023 to June 30, 2023
2. July 1, 2023 to September 30, 2023
3. October 1, 2023 to December 31, 2023
4. January 1, 2024 to March 31, 2024
5. April 1, 2024 to June 30, 2024
6. July 1, 2024 to September 30, 2024
7. October 1, 2024 to December 31, 2024
8. January 1, 2025 to March 31, 2025
9. April 1, 2025 to June 30, 2025
10. July 1, 2025 to September 30, 2025

**Due no later than:**

- August 15, 2023
- November 15, 2023
- February 15, 2024
- May 15, 2024
- August 15, 2024
- November 15, 2024
- February 15, 2025
- May 15, 2025
- August 15, 2025
- November 15, 2025

11. October 1, 2025 to December 31, 2025	February 15, 2026
12. January 1, 2026 to March 31, 2026	May 15, 2026
13. April 1, 2026 to June 30, 2026	August 15, 2026
14. July 1, 2026 to September 30, 2026	November 15, 2026
15. October 1, 2026 to December 31, 2026	February 15, 2027
16. January 1, 2027 to March 31, 2027	May 15, 2027
17. April 1, 2027 to June 30, 2027	August 15, 2027
18. July 1, 2027 to September 30, 2027	November 15, 2027
19. October 1, 2027 to December 31, 2027	February 15, 2028
20. January 1, 2028 to March 31, 2028	May 15, 2028
21. April 1, 2028 to April 30, 2028	June 15, 2028

*Note: Service delivery period ends April 30, 2028. The period of May 1, 2028 to October 31, 2028 is for completion of Local Evaluation Report and financial audit only.*

**B. Evaluation Documents**

1. Local Evaluation Plan
2. Final Local Evaluation Report

**Due no later than:**

- September 30, 2023  
October 31, 2028

**C. Other**

- Financial Audit

**Due no later than:**

- October 31, 2028

Grantees shall submit all other reports and data as required by the BSCC.

**6. PROJECT RECORDS**

- A. The Grantee shall establish an official file for the project. The file shall contain adequate documentation of all actions taken with respect to the project, including copies of this Grant Agreement, approved program/budget modifications, financial records and required reports.
- B. The Grantee shall establish separate accounting records and maintain documents and other evidence sufficient to properly reflect the amount, receipt, and disposition of all project funds, including grant funds and any matching funds by the Grantee and the total cost of the project. Source documentation includes copies of all awards, applications, approved modifications, financial records, and narrative reports.
- C. Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under the grant, whether they are employed full-time or part-time. Time and effort reports are also required for all subcontractors and consultants.
- D. The grantee shall maintain documentation of donated goods and/or services, including the basis for valuation.

- E. Grantee agrees to protect records adequately from fire or other damage. When records are stored away from the Grantee's principal office, a written index of the location of records stored must be on hand and ready access must be assured.
- F. All Grantee records relevant to the project must be preserved a minimum of three (3) years after closeout of the grant project and shall be subject at all reasonable times to inspection, examination, monitoring, copying, excerpting, transcribing, and auditing by the BSCC or designees. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records must be retained until the completion of the action and resolution of all issues which arise from it or until the end of the regular three-year period, whichever is later.

## **7. CONFLICT OF INTEREST**

- A. Existing law prohibits any grantee, subgrantee, partner or like party who participated on the Prop 64 PH&S Cohort 3 Scoring Panel (See Appendix A) from receiving funds awarded under the Prop 64 PH&S Cohort 3 RFP. Applicants who are awarded grants under this RFP are responsible for reviewing the Prop 64 PH&S Cohort 3 Scoring Panel membership roster (see Appendix A) and ensuring that no grant dollars are passed through to any entity represented by the members of the Prop 64 PH&S Cohort 3 Scoring Panel.
- B. In cases of an actual conflict of interest with a Prop 64 PH&S Cohort 3 Scoring Panel member, the Board may revoke the grant award and legal consequences could exist for the parties involved, including, but not limited to, repayment of the grant award.

## **8. FINANCIAL AUDIT**

Grantees are required to provide the BSCC with a financial audit no later than the end of the contract term, October 31, 2028. The financial audit shall be performed by a Certified Public Accountant or a participating county or city auditor that is organizationally independent from the participating county's or city's project financial management functions. Expenses for this final audit may be reimbursed for actual costs up to \$25,000.

## 1. INVOICING AND PAYMENTS

- A. The Grantee shall be paid quarterly in arrears by submitting an invoice (Form 201) to the BSCC that outlines actual expenditures claimed for the invoicing period.

### **Quarterly Invoicing Periods:**

1. May 1, 2023 to June 30, 2023
2. July 1, 2023 to September 30, 2023
3. October 1, 2023 to December 31, 2023
4. January 1, 2024 to March 31, 2024
5. April 1, 2024 to June 30, 2024
6. July 1, 2024 to September 30, 2024
7. October 1, 2024 to December 31, 2024
8. January 1, 2025 to March 31, 2025
9. April 1, 2025 to June 30, 2025
10. July 1, 2025 to September 30, 2025
11. October 1, 2025 to December 31, 2025
12. January 1, 2026 to March 31, 2026
13. April 1, 2026 to June 30, 2026
14. July 1, 2026 to September 30, 2026
15. October 1, 2026 to December 31, 2026
16. January 1, 2027 to March 31, 2027
17. April 1, 2027 to June 30, 2027
18. July 1, 2027 to September 30, 2027
19. October 1, 2027 to December 31, 2027
20. January 1, 2028 to March 31, 2028
21. April 1, 2028 to April 30, 2028

### **Due No Later Than:**

- August 15, 2023  
November 15, 2023  
February 15, 2024  
May 15, 2024  
August 15, 2024  
November 15, 2024  
February 15, 2025  
May 15, 2025  
August 15, 2025  
November 15, 2025  
February 15, 2026  
May 15, 2026  
August 15, 2026  
November 15, 2026  
February 15, 2027  
May 15, 2027  
August 15, 2027  
November 15, 2027  
February 15, 2028  
May 15, 2028  
June 15, 2028

### **Final Invoicing Periods\*:**

1. May 1, 2028 to June 30, 2028
2. July 1, 2028 to October 31, 2028

### **Due no later than:**

- August 15, 2028  
December 15, 2028

*\*Note: Service delivery period ends April 30, 2028. The period of May 1, 2028 to October 31, 2028 is for completion of Local Evaluation Report and financial audit only.*

- B. All grant project expenditures (excluding costs associated with the completion of the Final Local Evaluation Report and the financial audit) must be incurred by the end of the grant project service period, April 30, 2028, and included on the final invoice

due no later than June 15, 2028. Project costs incurred after April 30, 2028 will not be reimbursed/eligible for contribution.

- C. The Final Local Evaluation Report is due to BSCC by October 31, 2028. Expenditures incurred solely for the completion of the Final Local Evaluation Report during the period of May 1, 2028 to October 31, 2028 must be submitted during the Final Expenditure Periods, with the final invoice due no later than December 15, 2028. Supporting fiscal documentation will be required for all expenditures claimed during the Final Invoicing Periods and must be submitted with the final invoice.
- D. The financial audit is due to BSCC by October 31, 2028. Expenditures incurred solely for the completion of the financial audit during the period of May 1, 2028 to October 31, 2028 must be submitted during the Final Expenditure Periods, with the final statement of expenditure due no later than December 15, 2028. Supporting fiscal documentation will be required for all expenditures claimed during the Final Invoicing Periods and must be submitted with the final invoice.
- E. Grantee shall submit an invoice to the BSCC each invoicing period, even if grant funds are not expended or requested during the invoicing period.
- F. Supporting documentation must be submitted for expenditures upon BSCC's request. All supporting documentation must be maintained by the grantee on site and be readily available for review during BSCC site visits.

## **2. GRANT AMOUNT AND LIMITATION**

- A. In no event shall the BSCC be obligated to pay any amount in excess of the grant award. Grantee waives any and all claims against the BSCC, and the State of California on account of project costs that may exceed the sum of the grant award.
- B. Under no circumstance will a budget item change be authorized that would cause the project to exceed the amount of the grant award identified in this Grant Agreement.

## **3. BUDGET CONTINGENCY CLAUSE**

- A. This grant agreement is valid and enforceable only if sufficient funds are made available through the Proposition 64 Initiative (the Control, Regulate and Tax Adult Use of Marijuana Act) via the State and Local Government Law Enforcement Account. On or before July 15th of each fiscal year, the State Controller shall deposit funds derived from Proposition 64 taxes into the State and Local Government Law Enforcement Account pursuant to Revenue and Taxation Code section 34019, subdivision (f)(3). The grantee agrees that the BSCC's obligation to pay any sum to the grantee under any provision of this agreement is contingent upon the availability

of sufficient funding made available to the BSCC pursuant to Revenue and Taxation Code section 34019, subdivision (f)(3)(C).

- B. If Prop 64 PH&S funding is reduced or falls below estimates contained within the Prop 64 PH&S Request for Proposals Cohort 3, the BSCC shall have the option to either cancel this Grant Agreement with no liability occurring to the BSCC or offer an amendment to this agreement to the Grantee to reflect a reduced amount.
- C. If BSCC cancels the agreement pursuant to Paragraph 3(B) or Grantee does not agree to an amendment in accordance with the option provided by Paragraph 3(B), it is mutually agreed that the Grant Agreement shall have no further force and effect. In this event, the BSCC shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement except that Grantee shall be required to maintain all project records required by Paragraph 6 of Exhibit A for a period of three (3) years following the termination of this agreement.

#### **4. PROJECT COSTS**

- A. Grantee is responsible for ensuring that actual expenditures are for eligible project costs. "Eligible" and "ineligible" project costs are set forth in the July 2020 BSCC Grant Administration Guide, which can be found under Quick Links here:

[https://www.bscc.ca.gov/s\\_correctionsplanningandprograms/](https://www.bscc.ca.gov/s_correctionsplanningandprograms/)

The provisions of the BSCC Grant Administration Guide are incorporated by reference into this agreement and Grantee shall be responsible for adhering to the requirements set forth therein. To the extent any of the provisions of the BSCC Grant Administration Guide and this agreement conflict, the language in this agreement shall prevail.

- B. Grantee is responsible for ensuring that statements of expenditures submitted to the BSCC claim actual expenditures for eligible project costs.
- C. Grantee shall, upon demand, remit to the BSCC any grant funds not expended for eligible project costs or an amount equal to any grant funds expended by the Grantee in violation of the terms, provisions, conditions, or commitments of this Grant Agreement.
- D. Grant funds must be used to support new program activities or to augment existing funds that expand current program activities. Grant funds shall not replace (supplant) any federal, state and/or local funds that have been appropriated for the same purpose. Violations can result in recoupment of monies provided under this grantor suspension of future program funding through BSCC grants.

#### **5. PROMPT PAYMENT CLAUSE**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

## **6. WITHHOLDING OF GRANT DISBURSEMENTS**

- A. The BSCC may withhold all or any portion of the grant funds provided by this Grant Agreement in the event the Grantee has materially and substantially breached the terms and conditions of this Grant Agreement.
- B. At such time as the balance of state funds allocated to the Grantee reaches five percent (5%), the BSCC may withhold that amount as security, to be released to the Grantee upon compliance with all grant provisions, including:
  - 1) submittal and approval of the final invoice;
  - 2) submittal and approval of the final progress report; and
  - 3) submittal and approval of any additional required reports, including but not limited to the Final Local Evaluation Report and the financial audit.
- C. The BSCC will not approve grantee expenditures for costs identified as ineligible for grant funding. If grant funds have been provided for costs subsequently deemed ineligible, the BSCC may either withhold an equal amount from future payments to the Grantee or require repayment of an equal amount to the State by the Grantee.
- D. In the event that grant funds are withheld from the Grantee, the BSCC's Executive Director or designee shall notify the Grantee of the reasons for withholding and advise the Grantee of the time within which the Grantee may remedy the failure or violation leading to the withholding.

## **7. EXECUTIVE ORDER N-6-22 – RUSSIA SANCTIONS**

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Contractor advance written notice of such termination, allowing Contractor at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

## 8. PROJECT BUDGET

<b>Budget Line Items</b>	<b>Grant Funds</b>
1. Salaries and Benefits	\$129,580
2. Services and Supplies	\$0
3. Professional Services	\$0
4. Non-Governmental Organization (NGO) Subcontracts	\$2,760,335
5. Indirect Costs / Administrative Overhead (may not exceed 10% of grant award)	\$0
6. Equipment / Fixed Assets	\$0
7. Data Collection / Enhancement	\$0
8. Program Evaluation	\$85,000
9. Sustainability Planning	\$0
10. Other (include travel & training costs)	\$0
11. Financial Audit	\$25,000
<b>TOTALS</b>	<b>\$2,999,915</b>

## **General Terms and Conditions – GTC 04/2017**

- 1. APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
- 2. AMENDMENT:** No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
- 3. ASSIGNMENT:** This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
- 4. AUDIT:** Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
- 5. INDEMNIFICATION:** Contractor agrees to indemnify, defend and hold harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
- 6. DISPUTES:** Contractor shall continue with the responsibilities under this Agreement during any dispute.
- 7. TERMINATION FOR CAUSE:** The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.

**8. INDEPENDENT CONTRACTOR:** Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.

**9. RECYCLING CERTIFICATION:** The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post-consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).

**10. NON-DISCRIMINATION CLAUSE:** During the performance of this Agreement, Contractor and its subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

**11. CERTIFICATION CLAUSES:** The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC 04/2017 (<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>) are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.

**12. TIMELINESS:** Time is of the essence in this Agreement.

**13. COMPENSATION:** The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.

**14. GOVERNING LAW:** This contract is governed by and shall be interpreted in accordance with the laws of the State of California.

**15. ANTITRUST CLAIMS:** The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.

A. The Government Code Chapter on Antitrust claims contains the following definitions:

- 1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
- 2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.

B. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.

C. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.

D. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.

**16. CHILD SUPPORT COMPLIANCE ACT:** For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:

- A. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
- B. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

**17. UNENFORCEABLE PROVISION:** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

**18. PRIORITY HIRING CONSIDERATIONS:** If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.

**19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:**

- A. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Gov. Code § 14841.)
- B. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)

**20. LOSS LEADER:** If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. (PCC 10344(e).)

## **1. GRANTEE'S GENERAL RESPONSIBILITY**

- A. Grantee agrees to comply with all terms and conditions of this Grant Agreement. Review and approval by the BSCC are solely for the purpose of proper administration of grant funds and shall not be deemed to relieve or restrict the Grantee's responsibility.
- B. Grantee is responsible for the performance of all project activities identified in Attachment 1: Proposition 64 PH&S Cohort 3 Grant Program Cohort 3 Request for Proposals and Attachment 2: Proposition 64 PH&S Grant Program Cohort 3 Application for Funding.
- C. Grantee shall immediately advise the BSCC of any significant problems or changes that arise during the course of the project.
- D. Grantee shall immediately notify the BSCC if there is change in circumstances so that grantee no longer meets the eligibility criteria of the Proposition 64 PH&S Cohort 3 Program Request for Proposals. Grantee must immediately notify the BSCC if there is a change in grantee's nonprofit status or loss of good standing in the State of California (e.g., suspension or rescission of legal status by the Secretary of State for any reason, including but not limited to, failing to file forms, paying required fees, or making tax payments).

## **2. GRANTEE ASSURANCES AND COMMITMENTS**

### **A. Compliance with Laws and Regulations**

This Grant Agreement is governed by and shall be interpreted in accordance with the laws of the State of California. Grantee shall at all times comply with all applicable State laws, rules and regulations, and all applicable local ordinances.

### **B. Fulfillment of Assurances and Declarations**

Grantee shall fulfill all assurances, declarations, representations, and statements made by the Grantee in Attachment 1: Proposition 64 PH&S Grant Program Cohort 3 Request for Proposal and Attachment 2: Proposition 64 PH&S Grant Program Cohort 3 Application for Funding, documents, amendments, approved modifications, and communications filed in support of its request for grant funds.

### **C. Permits and Licenses**

Grantee agrees to procure all permits and licenses necessary to complete the project, pay all charges and fees, and give all notices necessary or incidental to the due and lawful proceeding of the project work.

## **3. POTENTIAL SUBCONTRACTORS**

- A. In accordance with the provisions of this Grant Agreement, the Grantee may subcontract for services needed to implement and/or support program activities. Grantee agrees that in the event of any inconsistency between this Grant Agreement and Grantee's agreement with a subcontractor, the language of this Grant Agreement will prevail.

- B. Nothing contained in this Grant Agreement or otherwise, shall create any contractual relation between the BSCC and any subcontractors, and no subcontract shall relieve the Grantee of his responsibilities and obligations hereunder. The Grantee agrees to be as fully responsible to the BSCC for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Grantee. The Grantee's obligation to pay its subcontractors is an independent obligation from the BSCC's obligation to make payments to the Grantee. As a result, the BSCC shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.
- C. Grantee shall ensure that all subcontractors comply with the eligibility requirements stated in the Prop 64 PH&S Grant Cohort 3 RFP and described in Appendix B.
- D. Grantee assures that for any subcontract awarded by the Grantee, such insurance and fidelity bonds, as is customary and appropriate, will be obtained.
- E. Grantee agrees to place appropriate language in all subcontracts for work on the project requiring the Grantee's subcontractors to:

- 1) Books and Records

Maintain adequate fiscal and project books, records, documents, and other evidence pertinent to the subcontractor's work on the project in accordance with generally accepted accounting principles. Adequate supporting documentation shall be maintained in such detail so as to permit tracing transactions from the invoices, to the accounting records, to the supporting documentation. These records shall be maintained for a minimum of three (3) years after the acceptance of the final grant project audit under the Grant Agreement, and shall be subject to examination and/or audit by the BSCC or designees, state government auditors or designees, or by federal government auditors or designees.

- 2) Access to Books and Records

Make such books, records, supporting documentations, and other evidence available to the BSCC or designee, the State Controller's Office, the Department of General Services, the Department of Finance, California State Auditor, and their designated representatives during the course of the project and for a minimum of three (3) years after acceptance of the final grant project audit. The Subcontractor shall provide suitable facilities for access, monitoring, inspection, and copying of books and records related to the grant-funded project.

#### **4. PROJECT ACCESS**

Grantee shall ensure that the BSCC, or any authorized representative, will have suitable access to project activities, sites, staff and documents at all reasonable times during the grant period including those maintained by subcontractors. Access to program records will be made available by both the grantee and the subcontractors for a period of three (3) years following the end of the grant period.

## **5. ACCOUNTING AND AUDIT REQUIREMENTS**

- A. Grantee agrees that accounting procedures for grant funds received pursuant to this Grant Agreement shall be in accordance with generally accepted government accounting principles and practices, and adequate supporting documentation shall be maintained in such detail as to provide an audit trail. Supporting documentation shall permit the tracing of transactions from such documents to relevant accounting records, financial reports and invoices.
- B. Grantees are required to provide the BSCC with a financial audit within no later than the end of the contract term (October 31, 2028). The financial audit shall be performed by a Certified Public Accountant or a participating county or city auditor that is organizationally independent from the participating county's or city's project financial management functions. Expenses for this final audit may be reimbursed for actual costs up to \$25,000.
- C. The BSCC reserves the right to call for a program or financial audit at any time between the execution of this Grant Agreement and three years following the end of the grant period. At any time, the BSCC may disallow all or part of the cost of the activity or action determined to not be in compliance with the terms and conditions of this Grant Agreement or take other remedies legally available.

## **6. DEBARMENT, FRAUD, THEFT OR EMBEZZLEMENT**

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to grantees that have been:

- 1. debarred by any federal, state, or local government entities during the period of debarment; or
- 2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state, or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

All Grantees must have on file with the BSCC a completed and signed Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Required as Appendix F of the original Proposal Package).

## **7. MODIFICATIONS**

No change or modification in the project will be permitted without prior written approval from the BSCC. Changes may include modification to project scope, changes to performance measures, compliance with collection of data elements, and other significant changes in the budget or program components contained in the Attachment 1: Proposition 64 PH&S Grant Program Cohort 3 Request for Proposals and Attachment 2: Proposition 64 PH&S Grant Program Cohort 3 Application for Funding. Changes shall not be implemented by the project until authorized by the BSCC.

## **8. TERMINATION**

- A. This Grant Agreement may be terminated by the BSCC at any time after grant award and prior to completion of project upon action or inaction by the Grantee that constitutes a material and substantial breach of this Grant Agreement. Such action or inaction includes but is not limited to:
- 1) substantial alteration of the scope of the grant project without prior written approval of the BSCC;
  - 2) refusal or inability to complete the grant project in a manner consistent with Attachment 1: Proposition 64 PH&S Grant Program Cohort 3 Request for Proposals and Attachment 2: Proposition 64 PH&S Grant Program Cohort 3 Application for Funding, or approved modifications;
  - 3) failure to meet prescribed assurances, commitments, recording, accounting, auditing, and reporting requirements of the Grant Agreement; and
  - 4) if grantee no longer meets the criteria of an eligible applicant. A grantee no longer meets the criteria of an eligible applicant if grantee's nonprofit status changes or grantee is no longer in good standing with the State of California. A loss of good standing may include suspension or rescission of legal status by the California Secretary of State for any reason, including but not limited to, failing to file forms, pay required fees, or making tax payments.
- B. Prior to terminating the Grant Agreement under this provision, the BSCC shall provide the Grantee at least 30 calendar days written notice stating the reasons for termination and effective date thereof. The Grantee may appeal the termination decision in accordance with the instructions listed in Exhibit D: Special Terms and Conditions, Number 9. Settlement of Disputes.

## **9. SETTLEMENT OF DISPUTES**

- A. The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, the Grantee shall submit to the BSCC Corrections Planning and Grant Programs Division Deputy Director a written demand for a final decision regarding the disposition of any dispute between the parties arising under, related to, or involving this Grant Agreement. Grantee's written demand shall be fully supported by factual

information. The BSCC Corrections Planning and Grant Programs Division Deputy Director shall have 30 days after receipt of Grantee's written demand invoking this Section "Disputes" to render a written decision. If a written decision is not rendered within 30 days after receipt of the Grantee's demand, it shall be deemed a decision adverse to the Grantee's contention. If the Grantee is not satisfied with the decision of the BSCC Corrections Planning and Grant Programs Division Deputy Director, the Grantee may appeal the decision, in writing, within 15 days of its issuance (or the expiration of the 30-day period in the event no decision is rendered), to the BSCC Executive Director, who shall have 45 days to render a final decision. If the Grantee does not appeal the decision of the BSCC Corrections Planning and Grant Programs Division Deputy Director, the decision shall be conclusive and binding regarding the dispute and the Contractor shall be barred from commencing an action in court, or with the Victims Compensation Government Claims Board, for failure to exhaust Grantee's administrative remedies.

- B. Pending the final resolution of any dispute arising under, related to or involving this Grant Agreement, Grantee agrees to diligently proceed with the performance of this Grant Agreement, including the providing of services in accordance with the Grant Agreement. Grantee's failure to diligently proceed in accordance with the State's instructions regarding this Grant Agreement shall be considered a material breach of this Grant Agreement.
- C. Any final decision of the State shall be expressly identified as such, shall be in writing, and shall be signed by the Executive Director, if an appeal was made. If the Executive Director fails to render a final decision within 45 days after receipt of the Grantee's appeal for a final decision, it shall be deemed a final decision adverse to the Grantee's contentions. The State's final decision shall be conclusive and binding regarding the dispute unless the Grantee commences an action in a court of competent jurisdiction to contest such decision within 90 days following the date of the final decision or one (1) year following the accrual of the cause of action, whichever is later.
- D. The dates of decision and appeal in this section may be modified by mutual consent, as applicable, excepting the time to commence an action in a court of competent jurisdiction.

## **10. WAIVER**

The parties hereto may waive any of their rights under this Grant Agreement unless such waiver is contrary to law, provided that any such waiver shall be in writing and signed by the party making such waiver.

SECTION I -  
APPLICANT  
INFORMATION

**This section requires information about the applicant (County/City), grant funds being requested, proposed project synopsis and project officials.**

Name of Applicant  
(Name County or  
City of Name)

**City of Sacramento**

Tax Identification  
Number

**94-6000410**

Grant Funds  
Requested - Whole  
dollars only

**2,999,915**

Applicant's Physical  
Address

**915 I Street  
City Manager's Office, 5th Floor  
Sacramento  
CA  
95814  
US**

Applicant's Mailing  
Address (if different  
than physical  
address)

**1000 I Street, Suite 120  
Office of Youth Development  
Sacramento  
CA  
95814  
US**

Mailing Address For  
Reimbursement  
Payments

**1000 I Street, Suite 120  
Office of Youth Development  
Sacramento  
CA  
95814  
US**

Project Title

**#SacYouthWorks:Futures**

Project Summary	<b>#SacYouthWorks: Futures (#Futures) will support 800 City of Sacramento youth in creating pathways to healthy futures and post-secondary success. #Futures integrates underage marijuana use prevention education with work-based learning to respond to youth and community needs emerging from the legalization of adult use marijuana. #Futures will engage youth (ages 12-19) in a 40-hour program, with 10 hours dedicated to prevention education, up to 10 hours of work-readiness training, and a minimum of 20 hours dedicated to applied service/work projects supporting city-wide prevention efforts or other community needs. #Futures builds on the strengths of the City's community-based organizations (CBOs) in connecting and responding to the needs of our youth most impacted by systemic and structural challenges and barriers. The program will create a network of CBOs that will guide small cohorts of youth through experiences and build capacity of community-wide prevention efforts.</b>
Proposed Project County/City Size for Funding Distribution	<b>Large-sized county or a city within a large-sized county</b>
Project Purpose Areas (PPAs)	<b>PPA 1: Youth Development/Youth Prevention and Intervention</b>
Lead Public Agency (LPA) Information	<b>This sub-section requires information about the governmental agency with local authority of or within the county or city that will be acting as the LPA. Additionally, this section requires names and contact information for the individuals identified as the Project Director, Financial Officer, Day-to-Day Project Contact, Day-to-Day Fiscal Contact, and the Authorized Officer with signing authority.</b>
Lead Public Agency (LPA)	<b>Office of the City Manager</b>
Project Director	<b>Lindee Lane</b>
Project Director's Title	<b>Youth Development Policy Manager</b>
Project Director's Physical Address	<b>1000 I Street, Suite 120 Office of Youth Development Sacramento CA 95814 US</b>
Project Director's Mailing Address (if different than physical address)	n/a

Project Director's Email Address	<b>llane@cityofsacramento.org</b>
Project Director's Phone Number	<b>+19168081171</b>
Financial Officer	<b>Crystal Harland</b>
Financial Officer's Title	<b>Administrative Officer</b>
Financial Officer's Physical Address	<b>915 I Street City Manager's Office, 5th Floor Sacramento CA 95814 US</b>
Financial Officer's Mailing Address (if different than physical address)	<i>n/a</i>
Financial Officer's Email Address	<b>charland@cityofsacramento.org</b>
Financial Officer's Phone Number	<b>+19168087868</b>
Day-To-Day Program Contact	<b>Marissa Eng</b>
Day-To-Day Program Contact's Title and Agency/Department/Organization	<b>Organizational and Practitioner Development Analyst, Office of Youth Development</b>
Day-To-Day Program Contact's Physical Address	<b>1000 I Street, Suite 120 Office of Youth Development Sacramento CA 95814 US</b>
Day-To-Day Program Contact's Email Address	<b>meng@cityofsacramento.org</b>
Day-To-Day Program Contact's Phone Number	<b>+19168087866</b>
Day-To-Day Fiscal Contact	<b>Theresa Nunery</b>

Day-To-Day Fiscal Contact's Title with Agency/Department/Organization **Administrative Technician, Office of Youth Development**

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Day-To-Day Fiscal Contact's Physical Address **1000 I Street, Suite 120  
Office of Youth Development  
Sacramento  
CA  
95814  
US**

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Day-To-Day Fiscal Contact's Email Address **tnunery@cityofsacramento.org**

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Day-To-Day Fiscal Contact's Phone Number **+19168081187**

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Name of Authorized Officer\* **Michael Jasso**

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I hereby certify I am vested by the Applicant with the authority to enter into contract with the BSCC, and the grantee and any subcontractors will abide by the laws, policies, and procedures governing this funding. **checked**

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Date of Assurance **12/2/2022**

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Authorized Officer's Title and Agency/Department **Assistant City Manager, Office of the City Manager**

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Authorized Officer's Physical Address **915 I Street | Sacramento  
City Manager's Office, 5th Floor  
Sacramento  
CA  
95814  
US**

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Authorized Officer's Email Address **MJasso@cityofsacramento.org**

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Authorized Officer's Phone Number **+19168081380**

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SECTION II -  
PROPOSAL  
ABSTRACT

**The Proposal Abstract should provide a brief summary of the proposed project. This section will not be included in the rating of the proposal.**

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**#SacYouthWorks: Futures (#Futures) builds on the success of local programs to support high school and middle school youth in the City of Sacramento (City) – especially those most impacted by systemic and structural challenges and barriers – in responding to the impacts of the passage of Proposition 64.**

**The goal of the project is to support youth in creating pathways to healthy futures and post-secondary success. #Futures integrates underage marijuana and substance use prevention education and advocacy into a work-based learning framework. The program builds on the assets and strengths of the City’s trusted community-based organizations (CBOs) in connecting, serving, and responding to the specific needs of our city’s youth.**

**As evidenced by the adoption of the City’s Youth Development Plan & Framework for Children and Youth Programs, the City is committed to developing strategies, partnerships, and culturally-competent, accessible programs that champion intentional and equitable pathways for young people to succeed – especially our most vulnerable youth. With the legalization of marijuana, addressing underage marijuana use is critical to achieving the City’s vision that ALL Sacramento children and youth be valued and reach their fullest potential. Short- and long-term impacts of marijuana use intersect and compound with risk factors facing the City’s youth. Local data indicates youth are receiving mixed messaging about the safety of underage marijuana use, leading to a decrease in the perception of harm. Furthermore, youth perceive marijuana as a tool to support mental health and wellness, despite research to the contrary. With alarming rates of anxiety and depression experienced by youth, equipping them with factual knowledge of the impacts of marijuana and alternatives to support mental health and wellness is critical to ensuring their healthy futures. The proposed project seeks to engage youth in prevention education by appealing to their aspirations and embedding informative programming into paid work-based learning experiences, which our youth and greater community have expressed are a responsive approach to support youth in creating pathways to success.**

**#Futures will establish a network of CBOs to engage 800 youth in 40 hours of work-based learning experiences over the five-year grant period. The program will include a minimum of 10 hours of underage marijuana and substance use prevention education, up to 10 hours of work-readiness training, and a minimum of 20 hours of applied service/work projects. Projects that address underage marijuana and substance use prevention, such as social media marketing campaigns, community events, and peer-education workshops, will be highly encouraged. CBOs will also engage in required network gatherings and trainings to support city-wide prevention strategies.**

The Proposal Narrative section must address the following Rating Factors- Project Need, the Project Description, and the Project Evaluation - as outlined in the Prop 64 Cohort 3 RFP Information Packet, beginning on page 18 of the Prop 64 Cohort 3 RFP Instruction Packet. Narrative in this section must clearly identify and delineate each Factor Section (i.e., Project Need, the Project Description, and the Project Evaluation) when responding. Sources cited must be included within Proposal Narrative or may be referenced within the optional RFP- Additional Information attachment . It is up to the applicant to determine how best to use the total character limit in addressing each section (i.e., Project Need, the Project Description, and the Project Evaluation) . However, the Applicant may use the percent of total point value for each section as a guide. The Rating Factors and weighted value are provided in the Prop 64 Cohort 3 RFP Instruction Packet (Page 15). The Project Work Plan must also be uploaded to this Section as it is rated under the Project Description Rating Factor (2.6).

Proposal Narrative

### 1. PROJECT NEED

The goal of our proposed project, #SacYouthWorks: Futures (#Futures), is to support youth in creating pathways to healthy futures and post-secondary success. #Futures responds to the needs of our city’s youth that have resulted from the passage of Proposition 64 – especially youth facing systemic and structural challenges and barriers. Data, youth, and community leaders indicate a clear need to increase underage marijuana and substance use prevention efforts, provide clear messaging about the negative impacts of underage marijuana use, and boost protective factors for youth.

### EFFECTS OF UNDERAGE MARIJUANA USE & INTERSECTION OF RISK FACTORS

National data about the harmful effects of short- and long-term marijuana use is concerning, especially considering the intersection of multiple risk factors our target youth population faces. Effects of short-term use include impaired short-term memory and motor coordination; altered judgment; increased sexual risk behaviors, leading to STIs (a significant issue in Sacramento(1)); and in high doses, paranoia and psychosis.(2) Impacts of long-term or heavy use include addiction, altered brain development, poor educational outcomes, and diminished achievement and life satisfaction.(3)

Adolescents who have experienced traumatic events early in life are at a heightened risk for substance use.(4) Children of color are much more likely to have experienced traumatic events such as neighborhood violence, racial discrimination, or live in extreme poverty.(5) Youth in our target communities are predominantly youth of color that have experienced adverse childhood or community experiences.(6) Data indicates our target youth population fare worse in terms of academic achievement, college/career readiness, suspension rates, and school connectedness compared to the state average.(7) (8)

A survey, conducted by a local youth development organization, confirms these needs and risk factors.(9) Youth identified the following as top challenges they are facing today: 1) mental health issues; 2) fear of failing; 3) drugs and alcohol; 4) family/household issues; 5) boredom; and 6) basic needs (e.g., food, money, housing). The 2022 survey indicated increased concern about the impact of alcohol and drugs compared to the 2020 survey when it ranked sixth. (10)

#### **MENTAL HEALTH & MARIJUANA USE**

Also concerning is the perception many youths hold that marijuana is a wellness tool and way to cope with anxiety and depression. According to the Cannabis Marketing Association, 81% of surveyed adolescents and young adults said they use cannabis as a wellness tool, and 89% of Gen-Z participants surveyed agreed that cannabis consumption is one of their favorite ways to relax.(11) Youth development stakeholder interviews conducted in Sacramento in 2022, confirmed these perceptions. Stakeholders reported that youth were using marijuana to cope with anxiety and depression and believe it is an option because they see adults in their lives using it for those reasons.(12)

#### **INCREASE IN USE & EASE OF ACCESS**

The California Healthy Kids Survey for Sacramento County (2017-2019) shows that since the passage of Proposition 64, marijuana use has increased by grade level; underage use of cannabis and alcohol are similar over the course of 30 days; and students in grades 9 and 11 are more likely to believe that marijuana consumption is less harmful than alcohol.(13) Further, data from the Sacramento County Office of Education (SCOE) found that youth believe that marijuana is easier to get and use now that it has been legalized for adult recreational use, with youth grades 11-12 reporting a 60% increase. (14) The local stakeholder interviews conducted in 2022, also confirmed the ease of access to marijuana and vapes. Youth were able to access them from older friends, siblings, or parents who had it available in the house and not safely secured.

#### **MARIJUANA MARKETING**

State laws ban cannabis advertising on interstates and major state highways, resulting in advertising concentrated on major city thoroughfares, near bus and light rail routes, especially in communities impacted by systemic injustices – the same communities that were disproportionately impacted by the War on Drugs.(15) Cannabis businesses market products with an undeniable appeal to youth. Local advertisements feature models that appear more like peers than adults, products feature kid-friendly flavors, presentations, and brand names (e.g., “Hugs”) While data about underage marijuana use is still emerging, industry research on tobacco and alcohol demonstrates relationships between exposure to advertising, perception of harm, and increased usage for youth. (16) Recent studies show an emerging trend; one study found youth who engaged with cannabis promotions were five times more likely to

have used cannabis in the last year.(17)

Local data shows concerning trends with cannabis messaging. When asked if they had seen messaging discouraging underage use, 46% of youth responded either “no” or “not sure”.(18) Furthermore, when youth were asked whether marijuana ads gave them the impression it was safe to use, 58% responded either “yes” or “not sure”.(19) The high percentage of respondents who were unsure is concerning and suggests that youth receive mixed messages about the safety of underage marijuana use.(20) In addition, local youth have shared that social media influencers are playing a role in promoting marijuana use as a tool to manage their mental health.(21)

#### **#FUTURES & LOCAL SERVICE GAPS**

**#Futures will extend and expand the City of Sacramento’s (City) existing #Futures program funded by BSCC’s Proposition 64 Public Health & Safety Grant Program—Cohort 2. #Futures completed its pilot cohort in June 2022 serving 99 youth and is currently launching its second cohort serving 300 youth. #Futures demonstrated positive results in building capacity of youth development organizations to participate in underage marijuana use prevention efforts. 100% of community-based organizations that participated in the pilot cohort reported: 1) Strongly Agree it increased their knowledge of underage marijuana use, addiction, and brain development; 2) Agree/Strongly Agree that they have more tools and resources to support youth who are at risk of substance use; and 3) Agree/Strongly Agree that they have increased ability to include underage marijuana and substance use prevention education in their youth programs.(22) For youth, #Futures has proven to be responsive to youth needs and interests as the pilot cohort had high rates of retention (the pilot cohort had the capacity to serve 100 youth of which 99 completed the program). In addition, through their service projects, youth demonstrated their increase in knowledge of the impacts of underage cannabis-use, increase in job-readiness skills, and motivation to engage the community in prevention efforts.**

**#Futures was developed based on two successful local programs: 1) #SacYouthWorks (#SYW), a city-wide youth development program engaging youth in work-based learning experiences; and 2) the Future Forward campaign created by the Sacramento County Coalition for Youth (SCCY), led by SCOE.**

**#SYW has served over 2,000 youth since 2020. Primarily supported by COVID-relief funding, #SYW has demonstrated success in (1) reaching the City’s youth populations experiencing systemic and structural challenges and barriers and (2) helping youth build protective factors and acquire skills to support post-secondary success. Youth and community demand for #SYW and #Futures continues to surpass the City’s capacity to deliver programming. For example, for #Futures second youth cohort, requests were submitted by 14 organizations to serve a combined total of 372, exceeding the program capacity of 300 by 24%.**

SCCY's Future Forward campaign launched after the passage of Prop 64 in 2018 and has successfully reached youth through educational institutions. The collaboration with #Futures, supported Future Forward in extending their community-based outreach and support to youth most impacted by systemic and structural challenges and barriers.

Many lessons were learned and opportunities identified from the 2022 #Futures pilot that emphasize the need for youth development and underage marijuana use prevention outreach and the gaps in services to address these needs. These lessons will be incorporated into our #Futures program proposed for BSCC's Proposition 64 Public Health & Safety Cohort 3 Funding. Lessons include:

(1) Many youth-serving community-based organization leaders and community stakeholders want to address concerns about the impact of the prevalence of marijuana on youth, but face challenges in addressing the issue due to cultural norms. #Futures created an opportunity for leaders and youth to come together to find support and resources to address underage marijuana use as well as opportunities to create youth-friendly and culturally responsive prevention programming and messaging. As recreational marijuana use grows and cultural norms promote usage, programs like #Futures are essential to mitigating the impacts of the legalization of marijuana use for our youth.

(2) With mental health challenges on the rise, youth will continue to seek remedies to deal with anxiety, depression, and isolation, including marijuana. In many communities, as well as among social media influencers, it is an accepted mental health remedy, despite research to the contrary. Providing youth with alternatives, by equipping them with knowledge, tools, and opportunities to support mental wellness – such as connecting youth to trusted adults and meaningful opportunities – is critical to support prevention efforts.

#### **PROCESS TO DETERMINE NEED**

The process to determine the need for the #Futures project included 1) reviewing data sources; 2) speaking with various community stakeholders including a) youth; b) the #Futures pilot network of 7 community-based organizations (CBOs) plus additional city-wide stakeholders; c) the SCCY, a coalition of educators, youth substance use prevention and intervention providers; and d) youth advocacy and policy experts.

#### **2. PROJECT DESCRIPTION**

Our proposed project, #Futures would extend and expand upon our existing #Futures Program. In its pilot cohort in 2022, #Futures served 99 youth. The second cohort serving 300 youth began on December 1, 2022. Continued funding of #Futures through BSCC's Proposition 64 Public Health and Safety Cohort 3 Grant Program, will leverage #Futures current infrastructure, experience, resources, and lessons learned. Furthermore, as mentioned previously, #Futures

itself integrates and leverages existing infrastructure, experience, resources, and lessons learned from the City's youth work-based learning program, #SacYouthWorks, as well as SCCY's Future Forward campaign. #Futures builds on the strengths of the City's CBOs with established, trusted relationships in our City's communities most impacted by systemic and structural challenges and barriers. #Futures' goals and objectives closely align with Project Purpose Area 1 – Youth Development/Youth Prevention and Intervention.

The #Futures program has three main components: 1) a network of CBOs to build capacity for community-wide prevention and quality youth development programs, 2) work-based learning experiences for youth, and 3) underage marijuana and substance use prevention, education, and advocacy.

**COMPONENT #1:** #Futures creates a network of CBOs to guide youth through #Futures work-based learning and prevention components. The purpose of engaging a network of CBOs is to 1) increase community-wide Prevention efforts; and 2) facilitate accessible, culturally-competent, and meaningful experiences that meet youth where they are.

CBOs will attend a minimum of 10 hours of Prevention training and network gatherings. An emphasis will be placed on equipping CBO leaders and staff with factual knowledge of the impact of underage marijuana use; facilitating connections with substance use prevention/intervention resources for youth; and creating a shared sense of urgency for addressing underage marijuana use. CBOs will implement #Futures programming using a shared framework and infrastructure, that also provides flexibility for CBOs to design experiences authentic to their mission, culture, and needs of their youth.

The City of Sacramento will work with a lead organization, PRO Youth & Families (PRO), to lead and coordinate the CBO network. PRO will provide a shared infrastructure to support the City and network including fiscal and administrative oversight, shared evaluation and data collection, communications and outreach, shared training opportunities for youth and CBOs, and technical assistance for CBOs.

**COMPONENT #2:** CBOs will guide cohorts of 10-20 youth in a minimum of 40 hours of work-based learning (WBL) experiences. Youth will engage in up to 10 hours of work-readiness training, a minimum of 20 hours of an applied service/work project, and 10 hours of Underage Marijuana Use Prevention Education (outlined in component #3). The purpose of this component is to engage youth in meaningful experiences that support the development of post-secondary aptitudes and protective factors.

CBOs will design WBL experiences using foundational youth development principles and incorporate the themes of connect,

**learn, and earn. Youth connect with trusted adult mentors (CBOs) who guide them through the program and connect them to meaningful applied service/work opportunities. Youth learn about work, through work, and for work. They develop post-secondary aptitudes (e.g., critical thinking and communication skills) and learn practical job skills (e.g., event coordination, social media marketing, etc.). Youth earn a stipend for completing the 40-hour program which incentivizes participation, provides economic relief, promotes equity in participation, and acknowledges the value of their time, commitment to learning, and service to the community.**

**COMPONENT #3: As part of the 40-hour program, youth will engage in 10 hours of underage marijuana use prevention education. In addition, CBO partners and youth will be highly encouraged to incorporate underage marijuana and substance use prevention into their applied service/work project. The purpose of this component is to support youth to increase their factual knowledge about underage marijuana use as well as build awareness and equip them with tools to address underlying causes of marijuana or substance use such as mental health and wellness needs.**

**Curriculum materials and tools will be developed to support CBOs in delivering the 10 hours of youth prevention education. The curriculum will use components of SCCY's existing curriculum, "Future Forward: Preventing Youth Marijuana Use." The Future Forward curriculum focuses on equipping youth with facts about underage cannabis use and consists of eight, 60-minute modules covering topics such as marijuana facts and laws, brain science, resiliency, positivity, coping strategies, and prevention campaigns. Additional content will be developed to build on the Future Forward curriculum to support youth in building awareness and tools to support mental health and wellness. CBOs will be trained to deliver the curriculum directly to their youth.**

**#Futures will leverage SCCY's Future Forward annual provider and youth summits to support education and training for the network of CBOs and youth. In addition, CBOs and youth will have an opportunity to connect with SCCY's Future Forward initiatives for their WBL projects. Examples of connections include 1) designing and presenting a breakout session for the youth summit; 2) serving as youth advocates providing prevention and education presentations for peers in the community; 3) creating messaging for the Future Forward campaign; and 4) engaging in monthly coalition meetings.**

**#Futures has a strong emphasis on supporting youth in developing protective factors including connection to positive peer and adult relationships, increased connection with the community, increased confidence to speak up and advocate for one's beliefs, increased leadership skills, as well as fostering a sense of belonging.**

#### **TARGET AREA & POPULATION**

**#Futures will serve youth ages 12-19 residing in or attending schools**

within the City of Sacramento. Furthermore, youth will be from priority neighborhoods as defined by the City of Sacramento's Inclusive Economic and Community Development Initiative and/or facing systemic and structural challenges and barriers.(23) Engaging a network of CBOs has proven successful in connecting with this target audience. The 2022 #Futures pilot cohort successfully engaged seven diverse CBOs (six of which are led by a person of color). 99 youth completed the #Futures pilot. Key characteristics and demographics of the #Futures participants included: 96% were youth of color (58% Black or African American; 16% Asian; and 11% Hispanic, Latino, or Spanish); 52% reported exposure to marijuana from peers, family members, or other community members; 45% reported mental and behavioral health challenges due to trauma; and 85% of youth in the pilot cohort live in zip codes considered "communities of concern" in the 2022 Community Health Needs Assessment.(24)

This project estimates engaging 20 CBOs and serving 800 youth over the five-year grant period. The first year of the grant will focus on program planning to leverage the lessons learned and opportunities identified through implementation of #Futures with our current Prop 64 PH&S Cohort 2 funding, curriculum development, and CBO recruitment/identification for implementation of a revamped #Futures program that will begin in year two. #Futures, funded by Cohort 3, will have an initial cohort of approximately five CBO partners and 100 youth. In years three to five, the program will have one cohort of approximately 10-15 CBO partners and 200-250 youth each year.

#### **EVIDENCE BASIS**

#Futures incorporates a solid foundation of evidence-based, research-based, and promising practice components that have shown positive outcomes for local youth including increases in knowledge of the impact of underage cannabis use, college/career readiness skills, protective factors, and hope for the future. It uses an asset-based approach – an underlying principle of youth development – by leaning into and enhancing the strengths of Sacramento's CBOs to support the accessibility for youth most impacted by systemic and structural challenges and barriers.(25) #Futures values youth as assets, encouraging youth-led programming, engaging youth in meaningful work, and demonstrating the value of youth work by providing a stipend.

#Futures incorporates promising practices in work-based learning identified by the National Skills Coalition and the National Youth Employment Coalition including 1) providing paid experiences, 2) developing strong partnerships, 3) incorporating positive youth development practices and continued support services, and 4) supporting linkages to career pathways.(26) The program also includes elements identified by the Brookings Institution on quality work-based learning programs including 1) connecting to positive relationships with caring adults; 2) opportunities to build social capital; and 3) access to hands-on learning and meaningful tasks. (27)

**#Futures incorporates several strategies identified in evidence-based substance use prevention efforts including 1) focusing on protective factors, 2) addressing social influence and developmental factors, and 3) reaching youth with messaging through multiple levels of influence by engaging a variety of stakeholders.(28) #Futures also includes evidence-based prevention education strategies including social resistance and competence-enhancement skills.(29)**

#### **PROJECT LEADERSHIP**

**The project will be directed by Lindee Lane who was appointed Youth Development Policy Manager of the City of Sacramento in 2018. She is responsible for the implementation of the City’s youth strategies as defined in the City Council-adopted Youth Development Plan & Framework for Children and Youth Programs. She designs and oversees programs like #Futures. She has extensive experience in youth development, has worked for several state-wide youth policy organizations, and holds a Master’s in Public Administration. Lane will receive program support from Marissa Eng, Organizational and Practitioner Development Analyst in the Office of Youth Development, and fiscal support from Theresa Nunery, Administrative Technician in the Office of Youth Development. Fiscal oversight will be provided by Crystal Harland, Administrative Officer in the Office of the City Manager. Eng, Nunery, and Harland have extensive experience in grants management in their respective fields. Harland has specific experience in managing collaborative grants with the Board of State and Community Corrections (BSCC).**

**The City will work with a lead community-based organization, PRO Youth & Families (PRO) to implement the #Futures program. PRO and the City have worked together on various collaborative youth development programs that have engaged over 40 CBOs in directly serving more than 2,000 youth. PRO has been recognized as a local leader in youth development for decades. Currently, PRO delivers direct service youth development programs focused on promoting wellness and youth voice. In addition, due to PRO’s desire to drive more responsive programming for youth, PRO has developed the Youth & Family Collective (YFC) initiative that brings together organizations to empower youth, families, and nonprofits to learn, earn, and thrive. The YFC builds on existing community assets and works to foster connections and alignment of programs and services, supports capacity building for community organizations, and drives collaborative programs. To date, over 70 organizations have engaged in YFC programs and projects.**

**The Sacramento County Coalition of Youth (SCCY) will support PRO and the City with the implementation of underage marijuana and substance use prevention education and strategies. SCCY was initially organized in 2015 to address underage drinking in Sacramento County, and with the passage of Proposition 64, developed the Future Forward campaign to address underage marijuana use.**

The network of CBOs will be selected through a competitive proposal process. Applications will be screened by PRO for eligibility requirements based on the BSCC's criteria for NGOs receiving funding and on their alignment with the project framework. Eligible applications will then be reviewed and scored by an independent review committee, and ultimately approved by the City.

### **3. PROJECT EVALUATION**

Lead CBO partner, PRO Youth and Families, will manage the project evaluation. PRO has a longstanding history of prioritizing evaluation and has cultivated a culture of continuous quality improvement. PRO has dedicated evaluation and monitoring staff with extensive experience working alongside federal, state, local government agencies, and third-party evaluators to design and implement robust evaluation plans and data collection tools for youth development programs. PRO understands the importance of creating youth-friendly evaluation tools while at the same time incorporating research-based evaluation tools and methodologies. Through its YFC initiative, PRO has developed unique experience in developing data collection tools and processes for collaborative programming that supports data collection across various organizations and programs.

A third-party evaluation firm will be contracted to serve as a consultant to provide technical assistance and support PRO's evaluation staff in the design of evaluation tools, ensure the use of the latest research-based evaluation methodologies, provide validity checks on data, and support completion of the final local evaluation report. A committee formed by City staff and PRO will select an agency that understands the local context and needs of our project's target youth population and has extensive experience evaluating youth development programs in the greater Sacramento area.

The project evaluation will utilize a phased-in, multi-method design including process and outcome measures to assess the main youth development goals of the project. During the implementation phase, PRO's Monitoring and Evaluation Manager will monitor and assess monthly the following process measures: 1) selection of CBOs; 2) recruitment and enrollment of youth; 3) participation of training partners; 4) implementation benchmarks; 5) feedback from CBOs and participants; and 6) development and use of data tools.

During the service delivery phase, PRO's Monitoring and Evaluation Manager will work with the program staff, the City, SCCY, and CBO partners to ensure that data collection tools are used to: 1) collect baseline and follow-up data for outcome measures; 2) monitor implementation of project components; 3) identify areas for change and improvement; and 4) complete quarterly reports. The first set of outcome measures assesses project goals for youth. These include assessments of youth attitudes and behaviors; knowledge of healthy behaviors and risk of underage marijuana use; protective factors; program quality; work-based skills; participation in and reaction to trainings and workshops; and participation in, and PhotoVoice

documentation of, applied service/work learning projects. These will be measured using post-retrospective surveys, feedback surveys, PhotoVoice data, participation documentation, and focus groups to cross-validate data. The second set of outcome measures assesses the impact of the project on the CBOs and their capacity to support youth. These outcome measures include assessments of staff knowledge of healthy behaviors and risk of underage marijuana use; capacity to serve youth who are at-risk for substance use; collaboration and program referrals among CBOs; and predicted sustainability of project elements after the grant period ends.

Project implementation and progress toward goals will be assessed quarterly and annually. Process measures will be documented and analyzed for improvement. Youth outcome measures will be analyzed and data assessed to determine program impact and progress towards goals and objectives. Analyses of training and work-based/project-based data will determine how participation by youth affected changes in the outcome measures. The CBO outcome measures will be assessed at the conclusion of each youth cohort to document secondary program impacts. Monthly meetings with the City, PRO, and SCCY will be used to share ongoing project implementation and impact and resolve concerns or areas for improvement.

## Prop 64 PH&S Grant Program Project Work Plan

Applicants must complete a Project Work Plan. This Project Work Plan identifies measurable goals and objectives, activities and services, responsible parties for those activities and services, and estimated timelines. Completed plans should (1) identify the project’s top goals and objectives; (2) identify how the top goals will be achieved in terms of the activities, responsible staff/partners, and start and end dates; and (3) provide goals and objectives with a clear relationship to the need and intent of the grant. As this grant term is for five (5) years, the Project Work Plan must attempt to identify activities/services and estimate timelines for the entire grant term. Include data and sources that will be used to measure project outcomes.

Applicants must use the Project Work Plan provided below. You will be prompted to upload this document to the BSCC-Submittable Application.

<b>(1) Goal:</b>	<b>&gt; Support youth (ages 12-19) most impacted by systemic and structural barriers and challenges in the City of Sacramento to create pathways to healthy futures and post-secondary success.</b>		
Objectives (A., B., etc.)	> OBJECTIVE A. Have #Futures program implementation ready by the end of year 1 of the grant period to launch youth programming in year 2.		
Process & Outcome Measures:	> Completion of program milestones and activities		
Project activities/services that support the identified goal and objectives: >	Responsible staff/ partners	Timeline	
		Start Date	End Date
1. Project Charter Process with PRO Youth & Families as the lead NGO, and SCCY and other key stakeholders.	> 1. City of Sacramento (Lindee Lane), PRO & SCCY	> May 2023	> July 2023
2. Compilation and evaluation of lessons learned from #Futures Program funded by BSCC Prop 64 PH&S Cohort 2 grant program.	2. PRO	May 2023	July 2023
3. Engage youth and community stakeholders to refine project strategies to ensure responsiveness to youth needs.	3. PRO	June 2023	Dec 2023
4. Develop and complete a local evaluation plan.	4. PRO & Eval Consultant	July 2023	Aug 2023
5. Work with a contractor to develop a supplemental curriculum that addresses substance use and mental health/wellness, including materials, tools, and resources to support curriculum delivery by CBO partners to youth.	5. PRO & curriculum developer	Oct 2023	April 2024
List data and sources to be used to measure outcomes: >	Project Management Plan; Collaborative Planning Meeting Agendas and Notes; Completion of Local Evaluation Plan; Curriculum materials and resources completed.		
<b>(2) Goal:</b>	<b>&gt; SAME AS GOAL 1: Support youth (ages 12-19) most impacted by systemic and structural barriers and challenges in the City of Sacramento to create pathways to healthy futures and post-secondary success.</b>		
Objectives (A., B., etc.)	> OBJECTIVE B. Engage a total of approximately 20 community-based organizations (CBOs) over the course of the five-year grant period to implement #Futures. Engagement will include participating in a network that promotes city-wide underage marijuana use prevention, attending professional		

	development trainings, and guiding youth through work-based learning experiences and prevention education.		
Process & Outcome Measures:	<p>&gt; Process Measures: # of CBOs engaged; # of hours of CBO training and network meetings</p> <p>Outcome Measures: CBO partners will report: (1) an increase in capacity to engage in city-wide underage marijuana use prevention efforts, and (2) an increase in capacity to serve youth with positive development and work-based learning programming.</p>		
Project activities/services that support the identified goal and objectives: >	Responsible staff/ partners	Timeline	
		Start Date	End Date
1. Establish and disseminate the program framework and application process to CBO partners, including virtual information sessions.	> 1. PRO	> March 2024	> May 2024
2. Screen CBO applicants for eligibility, review applications, and select CBO participants for the initial cohort.	2. PRO	June 2024	July 2024
3. Engage CBO partners in project orientation, including completing the project charter process for the selected network of CBOs.	3. PRO/CBO Partners	Aug 2024	Sept 2024
4. Train CBO partners to deliver the Prevention Education Curriculum to youth.	4. PRO/SCCY	Aug 2024	Sept 2024
5. Provide technical assistance and oversight to support CBOs with program implementation and compliance with program framework, shared evaluation program, and administrative/fiscal procedures.	5. PRO	Aug 2024	June 2025
6. Plan, execute, and engage CBO partners in prevention trainings, network gatherings, and summits to build capacity for city-wide youth prevention and development strategies.	6. PRO / SCCY / Public Health Consultant	Sept 2024	June 2025
7. Evaluate Pilot Cohort with CBO partners, compile lessons learned and areas for CQI, and make necessary adjustments to the program for continued implementation.	7. PRO / CBO Partners / City	June 2025	July 2025
8. Repeat Steps 1-7 for Year 3 Cohort serving 250 youth.	8. PRO/City	June 2025	June 2026
9. Repeat Steps 1-7 for Year 4 Cohort serving 250 youth.	9. PRO/City	June 2026	June 2027
10. Repeat Steps 1-7 for Year 5 Cohort serving 200 youth.	10. PRO/City	June 2027	April 2028
List data and sources to be used to measure outcomes: > CBO post-retrospective & feedback exit surveys, CBO contracts/monthly checklists for milestone completion			
<b>(3) Goal:</b>	<b>&gt; SAME AS GOAL 1: Support youth (ages 12-19) most impacted by systemic and structural barriers and challenges in the City of Sacramento to create pathways to healthy futures and post-secondary success.</b>		
Objectives (A., B., etc.)	> OBJECTIVE C: Engage 800 youth over the five-year grant period in a 40-hour work-based learning experience that includes a minimum of 20 hours of an applied service/work learning project to support youth in developing job-aptitude skills and develop protective factors.		
Process & Outcome Measures:	<p>&gt; # of youth served; # of hours of programming completed</p> <p>Outcome Measures: Youth will report an increase in (1) connectedness to positive peer and adult relationships, (2) job-aptitude skills, (3) hope for the future, and (4) confidence to achieve post-secondary goals.</p>		

Project activities/services that support the identified goal and objectives: >	Responsible staff/ partners	Timeline	
		Start Date	End Date
1. Execute outreach and communication strategies to support CBO partners in recruiting 100 youth for the initial cohort in year 2.	> 1. PRO	> Aug 2024	> Sept 2024
2. Engage youth in 40-hour work-based learning experiences.	2. CBO Partners	Sept 2024	June 2025
3. Organize, disseminate information, and implement shared work-readiness trainings for youth.	3. PRO	Sept 2024	June 2025
4. Collect intake, attendance, PhotoVoice, and exit survey data from youth to support program evaluation and continuous quality improvement.	4. CBOs / PRO	Sept 2024	June 2025
5. Monitor data collection, support reporting, implement focus groups, and compile and analyze preliminary evaluation report findings.	5. PRO Eval Team	Sept 2024	June 2025
6. Plan and execute a cohort graduation/celebration with opportunities for youth to feature their applied service/work projects.	6. PRO	June 2025	June 2025
7. Repeat Steps 1-6 for Year 3 Cohort serving 250 youth.	7. PRO / CBOs	Aug 2025	June 2026
8. Repeat Steps 1-6 for Year 4 Cohort serving 250 youth.	8. PRO / CBOs	Aug 2026	June 2027
9. Repeat Steps 1-6 for Year 5 Cohort serving 200 youth.	9. PRO / CBOs	Aug 2027	April 2028

List data and sources to be used to measure outcomes: > Youth Enrollment Forms, Youth Attendance Logs, Youth Exit Surveys; Focus group reports.

**(4) Goal:** > **SAME AS GOAL 1: Support youth (ages 12-19) most impacted by systemic and structural barriers and challenges in the City of Sacramento to create pathways to healthy futures and post-secondary success.**

**Objectives (A., B., etc.)** > **OBJECTIVE D:**  
Engage 800 youth in 10 hours of underage marijuana use prevention education as part of their 40 hours of work-based learning experiences over the five-year grant period to support youth in increasing their knowledge of the impacts of underage marijuana use and support healthy decision-making.

**Process & Outcome Measures:** > # of youth engaged in prevention education; # of hours of prevention education provided; youth will report an increase in (1) knowledge of impacts of underage marijuana use, and (2) knowledge of resources addressing substance use.

Project activities/services that support the identified goal and objectives: >	Responsible staff/ partners	Timeline	
		Start Date	End Date
1. Engage 100 youth in the initial cohort in 10 hours of prevention education using the Future Forward curriculum and complementary mental health/wellness curriculum tools.	> 1. CBO partners	> Sept 2024	> June 2025
2. Provide opportunities for youth to develop service/applied work projects related to underage marijuana use prevention through connection with SCCY and other community resources/stakeholders.	2. PRO/SCCY/ CBO Partners	Sept 2024	June 2025

3. Youth engage in the annual SCCY Future Forward Youth Summit.	3. CBOs/ SCCY	June 2025	June 2025
4. Youth complete evaluation surveys and participate in focus groups to assess program effectiveness and support CQI.	4. PRO/ Eval Consultant	June 2025	June 2025
5. Repeat Steps 1-4 for Year 3 Cohort serving 250 youth.	5. PRO / CBOs	Sept 2025	June 2026
6. Repeat Steps 1-4 for Year 4 Cohort serving 250 youth.	6. PRO/CBOs	Sept 2026	June 2027
7. Repeat Steps 1-4 for Year 5 Cohort serving 200 youth.	7. PRO/CBOs	Sept 2027	April 2028
List data and sources to be used to measure outcomes: > Youth Attendance Logs, Youth Exit Surveys, and Focus Group Reports.			

## Additional RFP Information

### PROJECT NARRATIVE ENDNOTES

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- 10 PRO Youth and Families. (2020). *PRO Alumni survey* (n=137). For more information, contact Felicia Alling at [feliciaa@proyouthandfamilies.org](mailto:feliciaa@proyouthandfamilies.org)
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- 14 Sacramento County Office of Education. (2020). *Youth Development Survey Supplement Reports and Youth Summit Reports*. For more information about these reports, contact Mong Thi Nguyen at [mtnguyen@scoe.net](mailto:mtnguyen@scoe.net).
- 15 Wells, E. (2021). Cannabis and Generational Targeting. *Cannabis Marketing Association*. <https://thecannabismarketingassociation.com/cannabis-and-generational-targeting-recap/>

## Additional RFP Information

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25 Youth.gov. (n.d.). *Risk and protective factors for youth*. <https://youth.gov/youth-topics/youth-mental-health/risk-and-protective-factors-youth>.

26 National Skills Coalition. (2020). *Work-based learning policy for out of school youth and disadvantaged adults*. <https://www.nationalskillscoalition.org/blog/apprenticeship/nsc-releases-state-policy-toolkit-on-work-based-learning-for-out-of-school-youth-and-disadvantaged-adults/>.

27 Annie E. Casey Foundation. (2020). *Three key elements of quality work-based learning programs for youth adults*. [https://www.aecf.org/blog/three-key-elements-of-quality-work-based-learning-programs-for-young-adults/?utm\\_source=The+Annie+E.+Casey+Foundation&utm\\_campaign=3af544cd48-EMAIL\\_CAMPAIGN\\_2020\\_12\\_13\\_04\\_15&utm\\_medium=email&utm\\_term=0\\_cbe3aa8104-3af544cd48-150851049](https://www.aecf.org/blog/three-key-elements-of-quality-work-based-learning-programs-for-young-adults/?utm_source=The+Annie+E.+Casey+Foundation&utm_campaign=3af544cd48-EMAIL_CAMPAIGN_2020_12_13_04_15&utm_medium=email&utm_term=0_cbe3aa8104-3af544cd48-150851049)

28 Griffin, K. W., & Botvin, G. J. (2010). Evidence-based interventions for preventing substance use disorders in adolescents. *Child and Adolescent Psychiatric Clinics*, 19(3), 505–526. <https://doi.org/10.1016/j.chc.2010.03.005>.

29 Griffin, K. W., & Botvin, G. J. (2010). Evidence-based interventions for preventing substance use disorders in adolescents. *Child and Adolescent Psychiatric Clinics*, 19(3), 505–526. <https://doi.org/10.1016/j.chc.2010.03.005>.







Example: Contract with XYZ Certified Public Accountant to provide final fiscal audit	\$25,000
Contract with Certified Public Accountant to provide final fiscal audit at the end of the grant period.	\$25,000
<b>TOTAL</b>	<b>\$25,000</b>

<b>Financial Audit Narrative:</b>	
A reputable Certified Public Accountant agency will be contracted to support a final fiscal audit of the #Futures project.	
<b>11. Indirect Costs</b>	
Description: Indirect costs may be charged at an amount not to exceed ten percent (10%) of the actual total direct project costs.	Grant Funds
	<b>\$0</b>
<b>Indirect Costs Narrative:</b>	
N/A	

November 30, 2022

Lindee Lane  
Youth Development Policy Manager  
Office of the City Manager, City of Sacramento  
915 I Street, 5<sup>th</sup> Floor  
Sacramento, CA 95814

**RE: Prop 64 Public Health & Safety Grant Program Cohort 3 Letter of Commitment**

Dear Ms. Lane:

This letter is to confirm the commitment of PRO Youth & Families (PRO) to work alongside the City of Sacramento and the Sacramento County Coalition for Youth (SCCY) to lead a network of community-based organizations (CBOs) to implement #SacYouthWorks: Futures (#Futures), the project proposed in the City of Sacramento's application to the BSCC's Proposition 64 Public Health and Safety Grant Program – Cohort 3. PRO has provided input to the project design and has reviewed the application.

PRO was established in 1981 and has been recognized as a leader in youth development for decades. PRO delivers direct service youth development programs focused on promoting wellness and youth voice. In addition, due to PRO's desire to drive more responsive programming for youth, PRO has developed the Youth & Family Collective (YFC) initiative that brings together organizations to empower youth, families, and nonprofits to learn, earn, and thrive. The YFC builds on existing community assets and works to foster connections and alignment of programs and services, support capacity building for community organizations, and drive collaborative programs. To date, over 70 organizations have engaged in YFC programs and projects.

PRO is excited for this opportunity that builds on strengths of the City's CBOs to engage youth in meaningful work-based learning experiences that incorporate underage marijuana use prevention and advocacy. PRO will provide the City with support in leading a network of CBOs to implement the project by:

- Supporting the application and selection process for engagement of CBO organizations;
- Providing fiscal and administrative oversight to CBO partners;

- Providing guidance and technical assistance to ensure CBO partners incorporate #Futures' required components and framework;
- Providing oversight of the evaluation plan, monitoring of data collection, and support with compiling required reports;
- Providing shared communication and outreach infrastructure;
- Planning and leading network gatherings and training opportunities for CBOs focused on underage marijuana and substance use prevention;
- Organizing and connecting CBO partners with shared training resources and opportunities to support work-based learning and prevention education; and
- Facilitating connections of CBO partners and youth to SCCY's Future Forward's youth and provider summits as well as service project and advocacy opportunities.

PRO is committed to the success of this project and to providing equitable support and opportunities for our city's youth to create pathways to healthy futures and post-secondary success.

Sincerely,

A handwritten signature in black ink that reads "Staci Anderson". The signature is written in a cursive, flowing style.

Staci Anderson  
President & CEO



December 1, 2022

Lindee Lane

Youth Development Policy Manager

Office of the City Manager, City of Sacramento

915 I Street, 5th Floor

Sacramento, CA 95814

RE: Prop 64 Public Health and Safety Grant Program - Cohort 3 Letter of Commitment

Dear Ms. Lane:

This letter serves to confirm the commitment of the Sacramento County Coalition for Youth (SCCY) to work with the City of Sacramento, PRO Youth & Families (PRO), and a network of community-based organizations to implement #SacYouthWorks: Futures, the project proposed in the City of Sacramento's application to the BSCC's Proposition 64 Public Health and Safety Grant Program—Cohort 3. SCCY has provided input to design the proposed program and has reviewed the City's application.

The SCCY is led by the Sacramento County Office of Education (one of the 58 county offices of the California Department of Education), with support from the Sacramento County Department of Health Services, and consists of youth, educators, community members, and prevention and treatment service providers. SCCY initially organized to address underage drinking, and with the passage of Proposition 64, developed the Future Forward campaign to address community concerns including increased youth access and media messaging around marijuana.

The SCCY looks forward to expanding the capacity of our prevention efforts and is committed to the success of this project. The SCCY will collaborate with PRO and the extended network of CBOs in the following ways:

- Providing access to the SCCY's Future Forward curriculum as a training resource for youth and CBO partners;
- Supporting the connection of #Futures CBO partners and youth participants to the Future Forward adult and youth summits; and
- Supporting CBOs and youth in connecting with the SCCY resources for training and service projects including: 1) youth and adult summits; 2) youth advocacy; and 3) the Future Forward Campaign.

Please do not hesitate to reach out if you have questions or if more information is needed.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joelle Orrock', is written over the word 'Sincerely,'.

Joelle Orrock, Coordinator

	<b>Name</b>	<b>Title</b>	<b>Organization</b>
1	Guillermo Viera Rosa (Chair)	BSCC Board Member Director, Div. of Adult Parole	CA Department of Corrections and Rehabilitation
2	Devin Gray	Policy Research	Department of Cannabis Control – Policy and Research Division
3	Jim Keddy	Director	Youth Forward
4	Ata Khan	Planning Manager	City of Pomona – Development Services
5	Charles Smith	Commander	Department of Cannabis Control – Law Enforcement Division
6	America Velasco	Pre-Trial Services Coordinator	Solano County Superior Court

The Proposition 64 Public Health and Safety (Prop 64 PH&S) Grant Program Cohort 3 Request for Proposals (RFP) includes requirements that apply to non-governmental, community-based organizations. Grantees are responsible for ensuring that all contracted third parties continually meet these requirements as a condition of receiving Prop 64 PH&S Cohort 3 funds. The RFP describes these requirements as follows:

The Prop 64 PH&S Grant Program Cohort 3 RFP includes requirements that apply to non-governmental organizations that receive funds under this grant. All grantees are responsible for ensuring that any contracted third parties continually meet these requirements as a condition of receiving Prop 64 PH&S Grant Program Cohort 3 funds. The RFP describes these requirements as follows.

Any non-governmental organization that receives Prop 64 PH&S Grant Program Cohort 3 funds (as either subgrantee or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six months prior to the effective date of its fiscal agreement (i.e., December 1, 2022) with the BSCC or with the Prop 64 PH&S grantee. Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six-month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grant agreement with the BSCC or the start date of the grantee-subcontractor fiscal agreement.
- Be registered with the California Secretary of State's Office, if applicable;
- Have a valid business license, Employer Identification Number (EIN), and/or Taxpayer ID (if sole proprietorship);
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and
- Have a physical address.

Non-Governmental Organizations (NGOs) include: community-based organizations (CBOs), faith-based organizations (FBOs), nonprofit organizations/501(c)(3)s, evaluators (except government institutions such as universities), grant management companies and any other non-governmental agency or individual. Note: These criteria do not apply to government organizations (e.g., counties, cities, school districts, etc.).

In the table below, provide the name of the Grantee and list all contracted parties.

**Grantee:** City of Sacramento

Name of Contracted Party	Address	Email / Phone	Meets All Requirements
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

Grantees are required to update this list and submit it to BSCC any time a new third-party contract is executed after the initial assurance date. Grantees shall retain (on-site) applicable source documentation for each contracted party that verifies compliance with the requirements listed in the Prop 64 PH&S Grant Program Cohort 3 RFP. These records will be subject to the records and retention language found in Appendices A and C of the Standard Agreement.

The BSCC will not disburse or reimburse for costs incurred by any third party that does not meet the requirements listed above and for which the BSCC does not have a signed grantee assurance on file.

**A signature below is an assurance that all requirements listed above have been met.**

<b>AUTHORIZED SIGNATURE</b> (This document must be signed by the person who is authorized to sign the Grant Agreement.)			
NAME OF AUTHORIZED OFFICER	TITLE		TELEPHONE
STREET ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS			
SIGNATURE (Blue Ink Only or E-signature) X			DATE

## ATTACHMENT 4: GRANTEE NONCOMPLIANCE PROCEDURES

This Attachment 4 is incorporated into and made part of the Grant Agreement between the CITY and the GRANTEE. The terms and conditions set forth herein establish the standards, procedures, and consequences that govern GRANTEE noncompliance with the Grant Agreement and applicable CITY policies.

**1. Purpose.** This Attachment defines the CITY's rights and the GRANTEE's obligations in the event of noncompliance with the Grant Agreement. The purpose is to ensure accountability, safeguard public funds, and preserve the integrity of CITY-funded programs.

**2. Definition of Noncompliance.** GRANTEE noncompliance shall include, but is not limited to, the following:

- A. Reporting or Documentation Noncompliance: Late or missing reports, poor documentation practices, or minor invoicing errors.
- B. Financial Mismanagement: Misuse or abuse of funds, weak internal controls, unauthorized spending, unsupported costs, budget deviations without approval, or bankruptcy.
- C. Performance Failures: Failure to meet grant terms, deliverables, timelines, or performance outcomes, failure to address participant eligibility, or program quality issues.
- D. Repeated or Unresolved Audit Findings: Pattern of adverse findings, failure to implement corrective actions, or disregard for prior audit or monitoring recommendations.
- E. Legal or Regulatory Violations: Violations of grant-related laws or requirements (e.g., OMB Uniform Guidance, civil rights, environmental laws, drug-free workplace rules, etc.).
- F. Fraud and Criminal Conduct: Submitting false information, willful misrepresentation, forgery, bribery, falsification of records, procurement fraud, embezzlement, or criminal convictions related to public funds.
- G. Ethics Violations or Conflicts of Interest: Kickbacks, having an interest that conflicts with the interests of the City or that may impair the grantee's ability to perform obligations under the grant agreement, or violations of public trust.
- H. Suspension, Debarment, or Bankruptcy: Active debarment/suspension by any government entity, or bankruptcy affecting the ability to perform grant obligations.

**3. Classification of Noncompliance Severity.** The CITY shall classify noncompliance into four (4) severity levels:

- A. Level 1 – Minor: Isolated administrative errors with limited impact, including:
  - (1) Reporting or Documentation Noncompliance.
- B. Level 2 – Moderate: Repeated issues or risks to performance or compliance, including:
  - (1) Reporting or Documentation Noncompliance;
  - (2) Financial Mismanagement;
  - (3) Performance Failures;
  - (4) Repeated or Unresolved Audit Findings; or
  - (5) Legal or Regulatory Violation.
- C. Level 3 – Major: Serious misconduct or operational breakdowns, including:

- (1) Financial Mismanagement;
- (2) Performance Failures;
- (3) Repeated or Unresolved Audit Findings;
- (4) Legal or Regulatory Violations;
- (5) Ethics Violations or Conflicts of Interest; or
- (6) Suspension, Debarment, or Bankruptcy.

D. Level 4 – Severe: Fraud, criminal conduct, or violations of public trust, including:

- (1) Legal or Regulatory Violations;
- (2) Fraud and Criminal Conduct;
- (3) Ethics Violations or Conflicts of Interest; or
- (4) Suspension, Debarment, or Bankruptcy.

**4. Letter of Noncompliance.** Upon identifying noncompliance, the CITY may issue a Letter of Noncompliance, which shall include:

- A. A description of the violation(s);
- B. The specific corrective actions required;
- C. A deadline for submission of a written Corrective Action Response Plan (not to exceed thirty (30) calendar days); and,
- D. A notice that failure to respond may result in suspension or termination of funding.

For Level 3 and 4 violations, the CITY may, in its sole discretion, initiate immediate suspension without offering an opportunity to cure.

**5. Corrective Action Process.**

- A. Upon receipt of a Letter of Noncompliance, the GRANTEE shall respond in writing with a Corrective Action Response Plan within thirty (30) calendar days that includes:
  - (1) Specific actions taken or proposed to achieve compliance;
  - (2) A timeline for implementation; and,
  - (3) A designated point of contact for follow-up.
- B. The CITY shall review the GRANTEE's response within fifteen (15) business days and, in its sole discretion, may:
  - (1) Approve the plan;
  - (2) Request revisions; or
  - (3) Reject the plan and impose additional sanctions.
- C. The CITY shall not disburse any new payments to GRANTEE until it approves the Corrective Action Response Plan.

**6. Sanctions and Suspension.** If the GRANTEE fails to cure the violation, or if the violation is sufficiently serious, the CITY may impose any of the following sanctions, proportionate to the severity level:

- A. Level 1 – Minor: Enhanced oversight or monitoring, CITY-provided technical assistance.

- B. Level 2 – Moderate: Enhanced oversight or monitoring, CITY-provided technical assistance and repayment of any grant funds used for unauthorized expenditures.
- C. Level 3 – Major: GRANTEE-provided technical assistance, suspension of all active grant agreements with CITY, repayment of any grant funds used for unauthorized expenditures, audit by a third-party at Grantee’s expense, two-year suspension from future CITY grant eligibility.
- D. Level 4 – Severe: Immediate termination of grant agreement, repayment of all grant funds disbursed by CITY, audit by a third-party at Grantee’s expense, and five-year suspension from future CITY grant eligibility.

**7. Suspension Notice and Consequences.**

- A. The CITY shall issue a written Suspension Notice to the GRANTEE when, in the City’s sole discretion:
  - (1) The GRANTEE has failed to respond to a Letter of Noncompliance within the required timeframe;
  - (2) The GRANTEE has submitted a Corrective Action Response Plan that is determined to be incomplete or insufficient, or Grantee fails to implement a Corrective Action Response Plan in a timely manner;
  - (3) The GRANTEE has engaged in conduct classified as a Level 3 (Major) or Level 4 (Severe) violation;
  - (4) The violation cannot be reasonably remedied through corrective action (e.g., repeated or willful misuse of funds, fraudulent reporting, or failure to deliver core services); or
  - (5) The GRANTEE’s continued participation in City-funded programs would pose a significant risk to public funds or program integrity.
- B. The Suspension Notice shall include:
  - (1) The nature and severity level of the violation.
  - (2) The duration of the suspension.
  - (3) Any conditions required for reinstatement.
  - (4) The GRANTEE’s right to appeal within fifteen (15) business days.
- C. During the suspension period, the GRANTEE:
  - (1) Shall not be eligible to apply for or receive CITY grant funds.
  - (2) Shall have any pending or in-progress grant applications withdrawn.
  - (3) Shall be listed as ineligible in the CITY’s Grants Management System.

**8. Appeals and Reinstatement**

- A. A GRANTEE may appeal a suspension or request for reinstatement after the suspension period or upon satisfying reinstatement conditions.
- B. Appeals shall be in writing and directed to the City Manager, and must include:
  - (1) A written statement of appeal grounds;
  - (2) Supporting documentation; and

(3) Any evidence of corrective measures taken.

D. The CITY shall review appeals within thirty (30) calendar days. All determinations are final and not subject to further administrative review.

**9. Incorporation by Reference.** The GRANTEE acknowledges that compliance with this Attachment is a material term of the Grant Agreement. Failure to comply may result in termination of the Grant Agreement and recovery of funds.



**Exhibit B: #Futures 2023-2026 Report**

# #FUTURES 2023-2026



## Summary

This report highlights the impact of the #Futures Program over a three-year grant period funded by the Board of State and Community Corrections (BSCC) and the City of Sacramento. Findings demonstrate meaningful improvements in community impact, skill development, and participants' perception of the harms of underage marijuana use.

## Project Overview

The #Futures Program engaged youth ages 12–19 who live in or attend school within the City of Sacramento through a 40-hour program model. The program included 10 hours of marijuana prevention curriculum instruction, 10 hours of work-based learning, and 20 hours of service-learning activities. Youth participants received stipends in recognition of their time, participation, and contributions to their communities.

From 2023–2026, PRO Youth & Families partnered with community-based organizations through 38 contracts to implement the #Futures Program across the City of Sacramento, serving a total of 781 youth. PRO partners with community-based organizations because of their relationships within the communities they serve and the trust they have already established with youth and families. This approach strengthens the program's ability to engage youth who are often the hardest to reach through traditional systems, while ensuring programming remains culturally responsive and grounded in the unique needs of each community.

Through these partnerships, funding was distributed to support both organizational program implementation and direct youth stipends. The table below summarizes the number of partners engaged, youth served, community-based organization funding, and youth stipend investments across each program year.

#Futures				
	Number of Partners	Total Youth	Community-Based Organization Funds	Youth Stipends
<b>2023-2024</b>	15	295	\$295,000	\$147,500
<b>2024-2025</b>	8	197	\$206,850	\$108,350
<b>2025-2026</b>	15	289	\$317,900	\$158,950
<b>Total</b>	<b>38</b>	<b>781</b>	<b>\$819,750</b>	<b>\$414,800</b>

Overall, the findings in this report demonstrate the value of investing in community-driven prevention programming that equips youth with knowledge, practical skills, and meaningful leadership opportunities while strengthening their connections to their communities.

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## Community-Based Organization Partnerships

Over the last three years, PRO Youth & Families executed 38 contracts with 28 unique community-based organizations to implement the #Futures Program. The program’s ability to maintain long-term partnerships while continuously engaging new organizations demonstrates PRO’s strong relationship-building capacity, consistent program quality, and commitment to expanding access across the City of Sacramento.

Sustained partner retention reflects the value organizations see in the support, collaboration, and capacity-building opportunities provided through #Futures, while the addition of new partners each year demonstrates PRO’s ability to expand the program’s reach across diverse communities within the City of Sacramento. Together, these efforts have created a strong and growing network of organizations committed to youth prevention education, workforce development, and service-learning opportunities.

The table below provides an overview of participating organizations by program year.

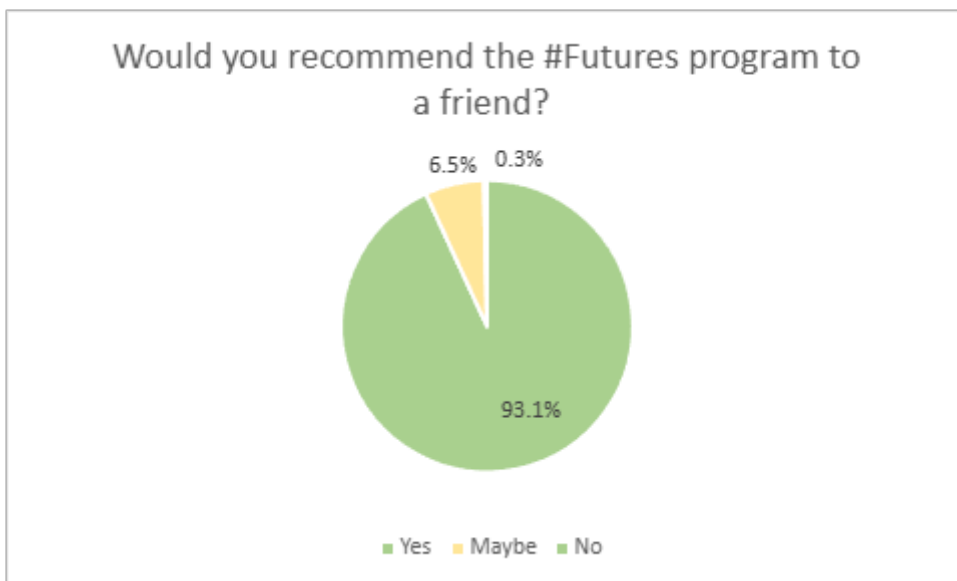
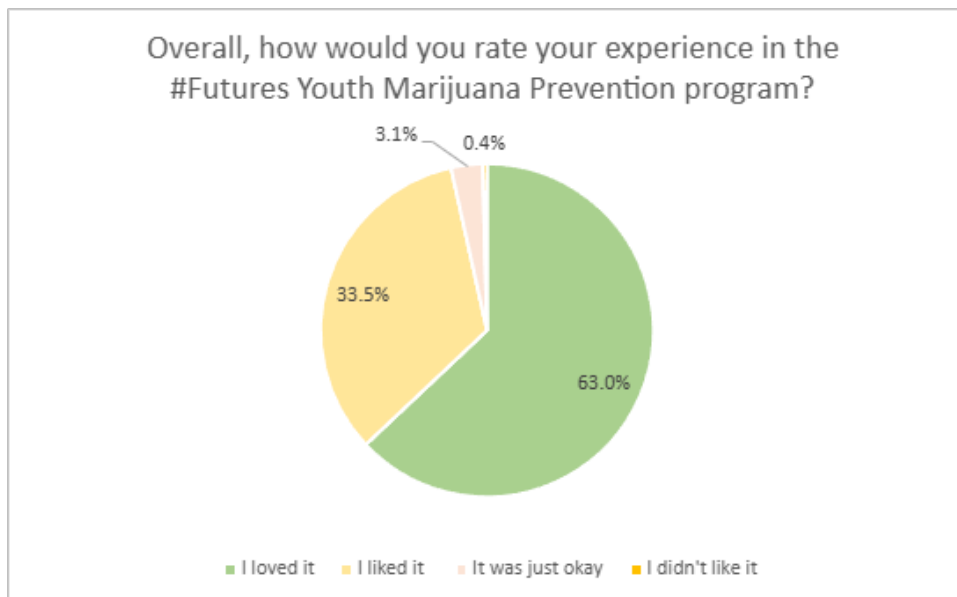
#Futures Partners		
2023-2024	2024-2025	2025-2026
Academics 4 Athletes	Academics 4 Athletes	Bridge Network
Escape Velocity	Bridge Network	Code 4 Hood
Feed Sacramento Homeless	iFoster	Family Relief Project
Heal & Rebuild Collective	Queens of Eve	Feed Sacramento Homeless
Hmong Youth and Parents United	Roberts Family Development Center	Heal & Rebuild Collective
Hooked On Fishing Not On Violence	Save Family Foundation	Impact Sac
Impact Sac	SistaBees	iSOUND Performing Arts
iSOUND Performing Arts	Unsung Heroes Living History Project	National Academic Youth Corps, Inc DBA Sojourner Truth African Heritage Museum
Mutual Housing California		Native Dads Network
ReIMAGINE Mack Road Foundation		People Working Together
Roberts Family Development Center		ReIMAGINE Mack Road Partnership
Sacramento LGBT Center		Roberts Family Development Center
Sacramento Youth Center		Rose Family Creative Empowerment Center
The Race and Gender Equity Project		Strive Community Health Institute
Unsung Heroes Living History Project		Wraparound Enterprises

## Youth Participant Outcomes

At the conclusion of each project, youth participants complete an exit survey to reflect on their experiences in the program, including what they learned, what aspects of the program they enjoyed or found challenging, and whether they developed new skills or meaningful relationships. The following section summarizes the results and key findings from these surveys.

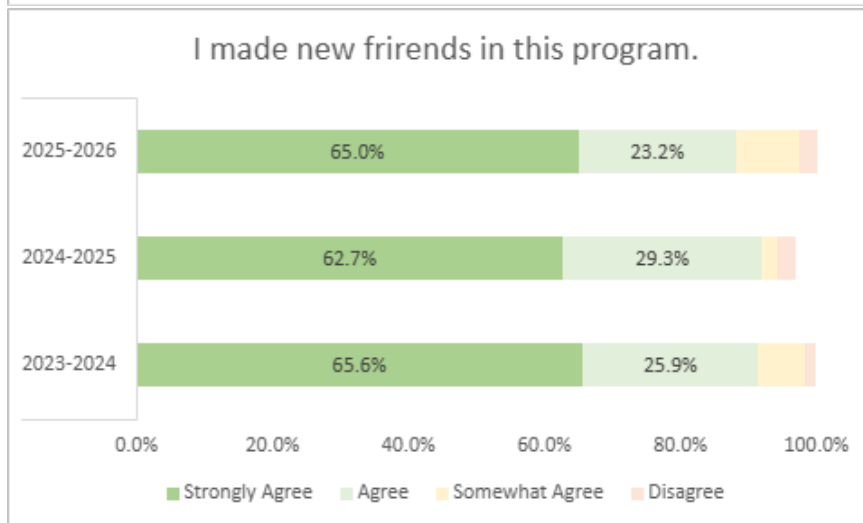
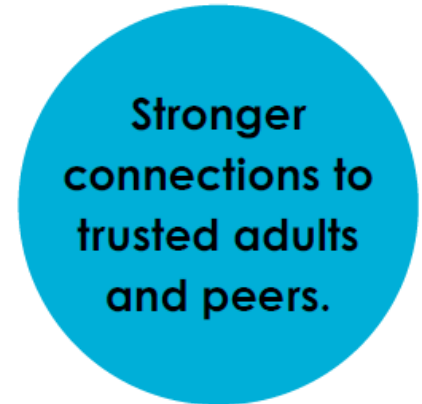
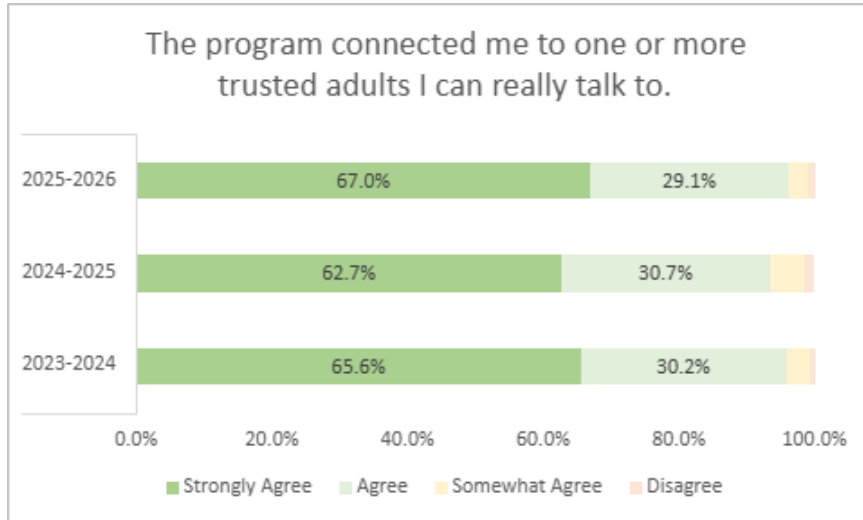
## Youth Participant Experience

We ask how youth would rate their experience and if they would recommend the program to a friend. An average of the last three cohorts shows that 96% of youth either liked or loved the program and 93% of youth would recommend the program to a friend.



## Youth Participant Outcomes - Connection

After the #Futures program, how true are the following statements for you?



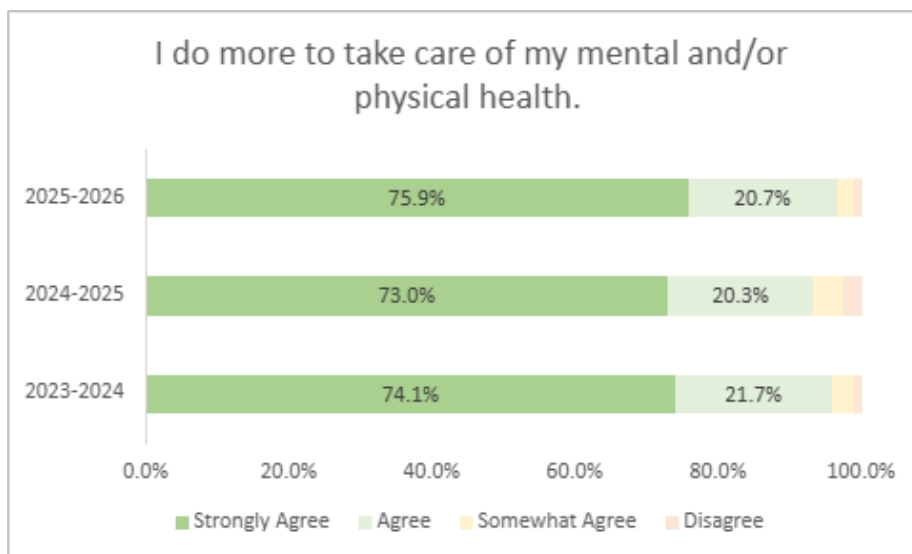
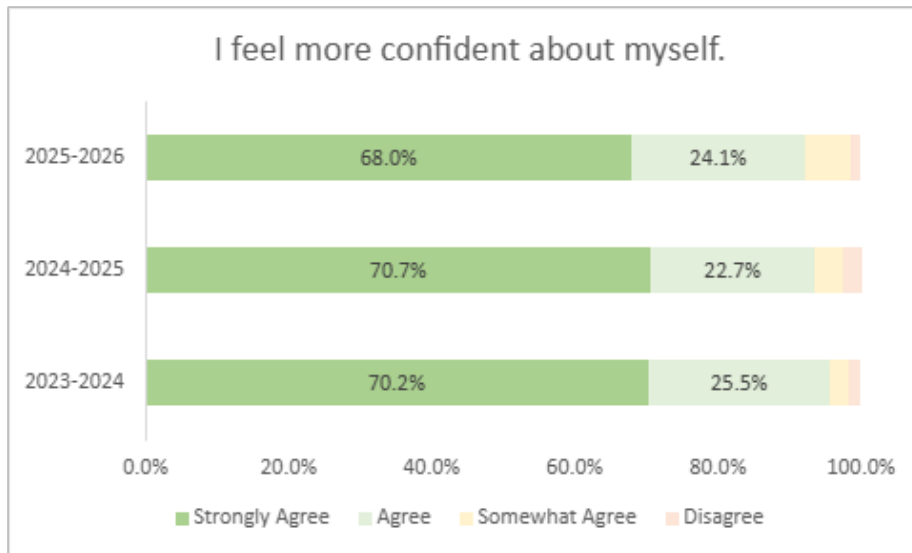
“I think what I liked best was probably the staff. They were really nice and comforting making sure we didn't feel uncomfortable.” - participant from 2023-2024

“My experience in this program helped me meet new people and create new bonds. I liked we were all able to come together to form a community and help one another.” -participant from 2025-2026

“I like how I got to meet new people.” -participant from 2023-2024

## Youth Participant Outcomes – Individual Growth

In what ways have you changed because of your experiences in #Futures?

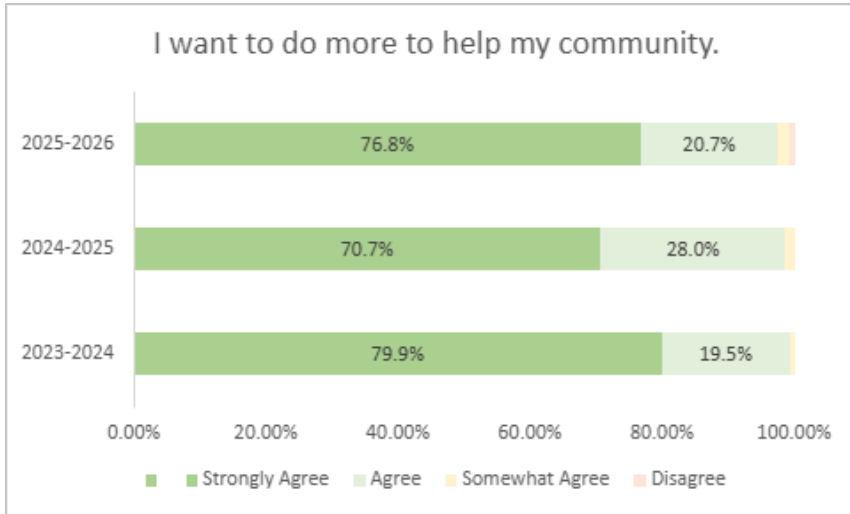


“I really enjoyed this experience. I'm happy I made it all the way to the end. I am proud of myself I didn't quit.” - participant from 2024-2025

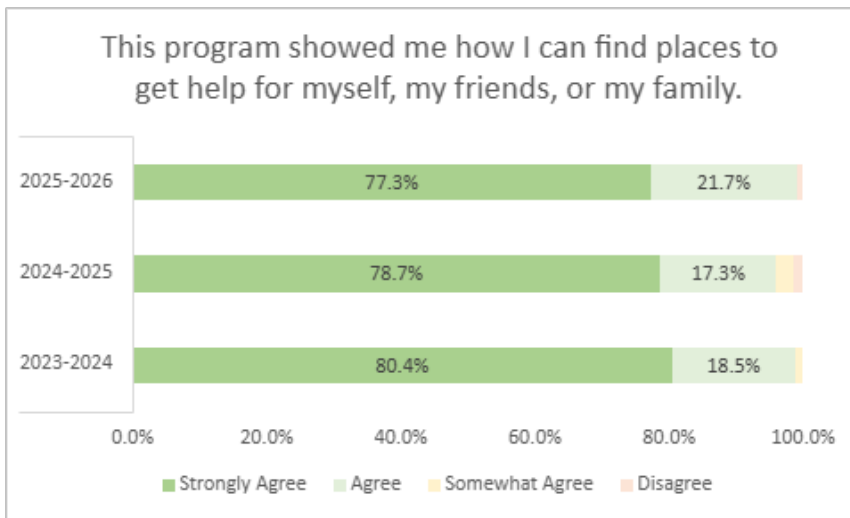
“I feel like the program really helped me be a better person and not smoke and I'm very grateful and proud of myself.” –participant from 2025-2026

## Youth Participant Outcomes – Community Impact

In what ways have you changed because of your experiences in #Futures?



**Increased interest and ability in supporting their communities.**



“I liked the opportunity to educate the community about drug use, as well as express myself creatively.”  
-participant 2024-2025

“This program really helped me get out there and be a part of my community.”  
-participant from 2025-2026

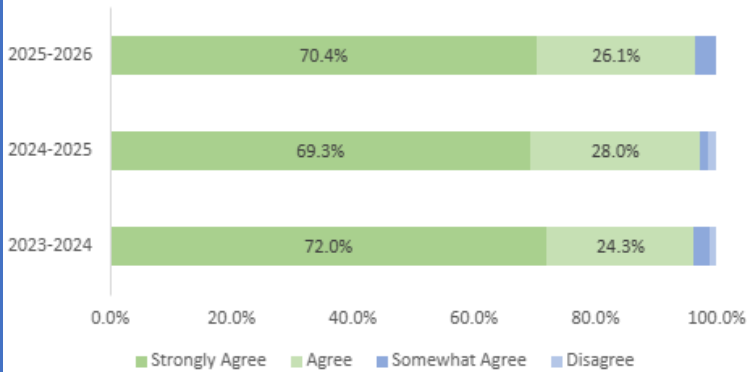
“A very cool program. Good community. Cool topics and awesome speakers.”  
-participant from 2025-2026



## Youth Participant Outcomes – Skills Developed

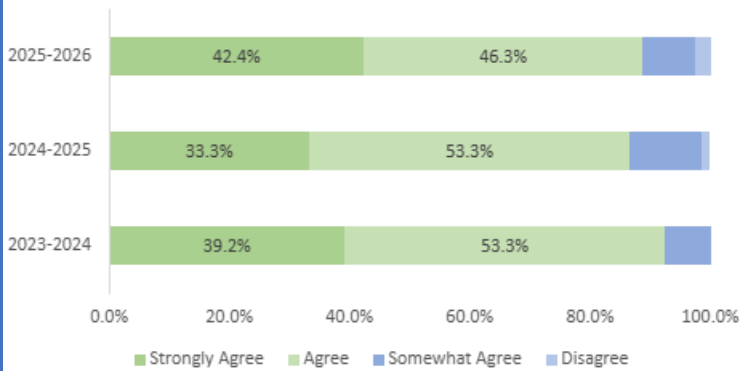
How much did this program help you develop the skills listed below?

### Team Building

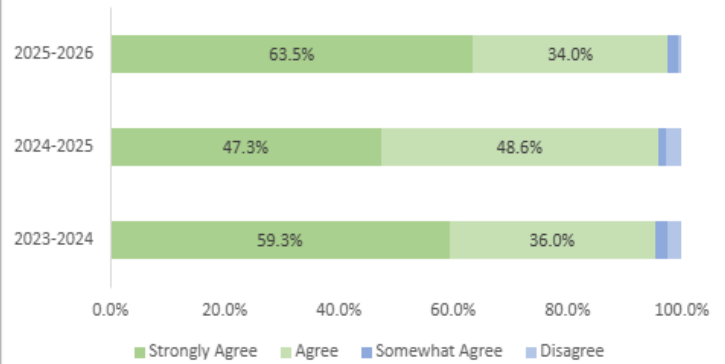


“I think it was fun and a good way to learn and practice new skills needed for the world as well as knowledgeable for teens to learn about things like this it could help a lot in someone's future knowing how much of an effect marijuana can have a person or their family”  
-participant 2023-2024

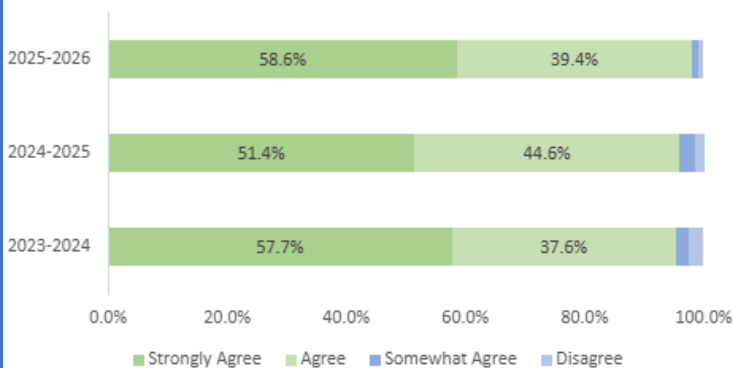
### Public Speaking



### I can identify personal strengths and talents



### Problem Solving

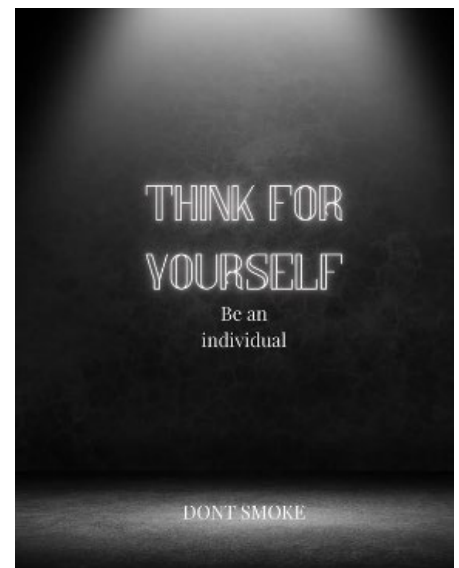
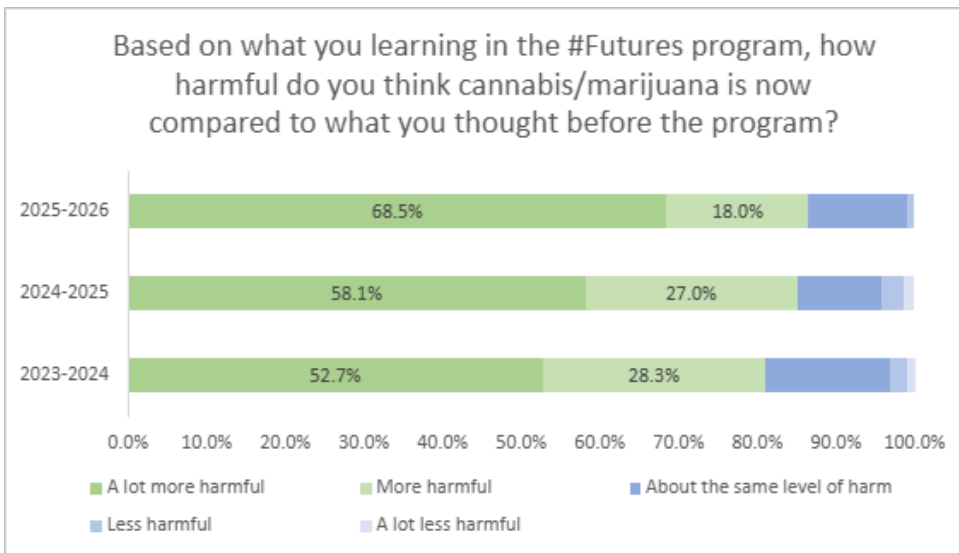


## Youth Participant Outcomes – Perception of Harm

Based on what you learned in the #Futures program, how harmful do you think cannabis/marijuana is now compared to what you thought before the program?

“I learned that cannabis can negatively affect the teenage ways and they don't tell us this up front because if they did no one would consume it and also I learned that it can cause psychosis, paranoia, depression, and anxiety” -participant from 2025-2026

**Reported  
increased  
awareness of the  
harms of  
marijuana.**



Social media project by Code 4 Hood youth.

“The program is very good at informing people about the risks or underage marijuana usage and the effects it has on teen brains.”  
-participant 2024-2025

## Service-Learning Projects

Service-learning projects are a core component of the Youth & Family Collective program, with youth leading the design and implementation of projects that directly reflect and apply what they learned throughout the program.

Heal & Rebuild Collective youth created PSA posters and a coloring book to share their knowledge about underage marijuana use and its effects on the brain and body.



ISOUND Performing Arts created a music video, *Just Say It*, written and produced by youth.

## Ads lesson 4

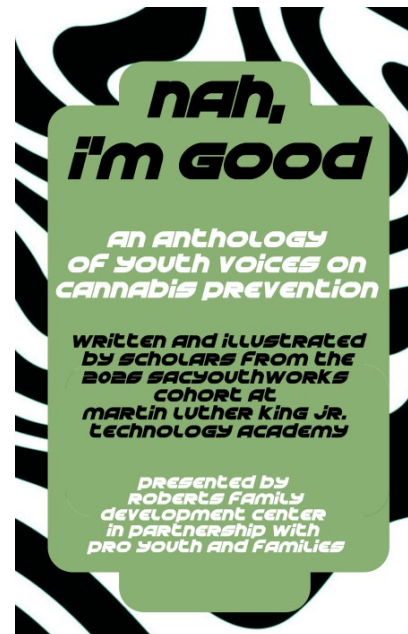


Smoking advertising social media, with fun/ bright packing.

Friends try guilttripping or peer pressuring their friend into doing marijuana

Celebrity influence can shape the youth choices. Making it trendy and normal

It risk your memory and focus causing the brain to hallucinate and lose cation



Roberts Family Development Center youth created a booklet on underage cannabis prevention. The book is written and illustrated by youth.

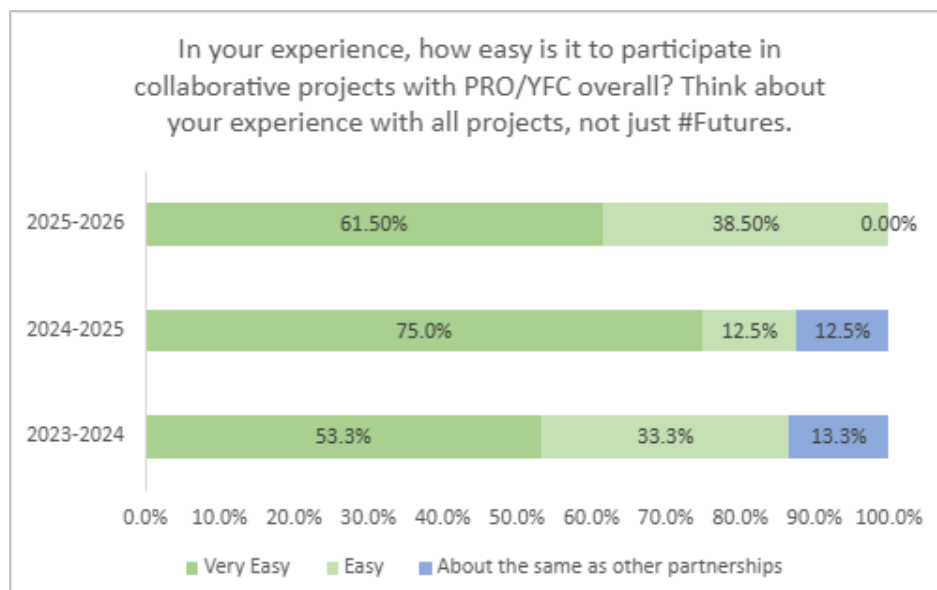
Feed Sacramento Homeless youth created PSA posters to share their knowledge.

## Community-Based Organization Outcomes

In what ways have you changed because of your experiences in #Futures?



“What we liked most was your **support** and the **opportunity for youth** to go through this program. We believe this is very important education. We saw **real change in our youth**. Some started unsure about the topic, but by the end, they understood the risks and were **choosing healthier lifestyles** and **better decisions**. They also became more aware of their future and the importance of surrounding themselves with the right people. Many of them are now **motivated to help other youth learn** these same lessons. This program is very valuable for our community, and we are truly grateful.” -CBO 2025-2026



## Conclusion

In conclusion, the #Futures Program (2023–2026) demonstrates the power of collaborative, youth-centered programming. Over three years, 781 youth engaged in meaningful learning experiences through partnerships with 28 unique community-based organizations, gaining skills, confidence, and a deeper understanding of the harms of marijuana use. Partner organizations reported that working with PRO/YFC was easy, they felt well-supported, and built capacity for their organizations. These outcomes reflect the program’s commitment to fostering youth development, strengthening community partnerships, and creating sustainable impact.

