

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**COUNTY OF SONOMA PROBATION DEPARTMENT**  
**And**  
**CITY OF SANTA ROSA**  
**Regarding**  
**GUIDING PEOPLE SUCCESSFULLY PROGRAM**

**I. PURPOSE**

The purpose of this Memorandum of Understanding (MOU) is to delineate the roles and responsibilities of the County of Sonoma, Probation Department (Probation) and City of Santa Rosa, Office of Community Engagement (City) with regard to the Guiding People Successfully (GPS) program.

**II. PROGRAM OVERVIEW**

The GPS Program provides a coordinated approach to identifying youth who are at risk of gang involvement, assessing the needs of the youth to service strategies designed to provide opportunities and alternatives to the gang lifestyle. The core elements of the GPS program are (1) centralized intake; (2) preliminary identification of risk and protective factors; (3) referrals to community-based organizations who provide a variety of interventions and services; and (4) case management through a monthly meeting of the Multi-Disciplinary Assessment and Referral Team (MDART).

The GPS Coordinator is responsible for coordination and implementation of MDART, outcomes tracking, and GPS activities. The GPS Coordinator also manages the Referral System by processing referrals and completing all assessments assignments to community based organizations.

**III. ROLES AND RESPONSIBILITIES**

A. Probation shall:

1. Refer clients to GPS.
2. With the City, develop outcome and quality assurance measures.
3. Collaborate with the City to address barriers to client engagement and service delivery.
4. Provide access to client documents and other resources as needed to support service delivery.
5. Compensate the City in accordance with this MOU.

B. City shall:

1. Provide the GPS Program to youth referred by Probation.
2. Work to ensure broad participation in MDART meetings.
3. Keep and maintain full and complete documentation and accounting records concerning all cost covered under this MOU. City shall make such documents and records

available to Probation for inspection at any reasonable time. City shall maintain such records for a period of five (5) years following completion of work herein.

4. Collaborate with the assigned Probation Officer and Probation management as needed in order to address barriers to client engagement and service delivery.
5. As part of outcomes reporting, City will provide Probation quarterly reports with requested client-level, identified data on program fidelity, dose (quantity and type of services delivered), and outcomes (assessments data) for the purposes of program improvement. The data will include demographic information for race and gender to track and measure equity of services.

#### **IV. TERM**

This MOU shall commence on July 1, 2021, and shall terminate on June 30, 2022, unless terminated earlier as hereinafter provided. This MOU may be terminated by mutual written consent of the parties.

#### **V. COMPENSATION**

Probation shall compensate the City using funds from the JPF (Juvenile Probation Activities, a sub-account of the Local Law Enforcement Services Account in the Local Revenue Fund 2011). Total payments made to the City under this MOU shall not exceed one hundred twenty-five thousand dollars (\$125,000). The City will invoice Probation on a quarterly basis.

#### **VI. AMENDMENTS**

This MOU may be periodically amended, with the consent of all parties, to include additional parties. Additional Exhibits will accompany amendments to this MOU to detail any new information sharing practices or policies.

All changes to the body of the MOU shall be made in a signed writing upon mutual agreement of all parties.

#### **VII. REPORTING**

City will maintain accurate client files and fiscal records to satisfy County of Sonoma, State and Federal reporting requirements. City shall maintain records, collect data, and provide reports as requested by the County. These reports will act as monitoring tools for County oversight of City performance. Reports may include, but are not limited to, the following:

- A summary with service dates, hours spent, attendees present, and topics covered.
- An accounting report that tracks program-related expenditures.

#### **VIII. PROGRAM EVALUATION AND PERFORMANCE IMPROVEMENT**

A. Regular reports will be provided to Probation to support performance and outcomes monitoring and City's internal performance improvement efforts.

**IX. COUNTERPARTS AND ELECTRONIC SIGNATURES**

Counterparts and Electronic Signatures. This Agreement and future documents relating thereto may be executed in two or more counterparts, each of which will be deemed an original and all of which together constitute one Agreement. Counterparts and/or signatures delivered by facsimile, pdf or City-approved electronic means have the same force and effect as the use of a manual signature. Both City and Probation wish to permit this Agreement and future documents relating thereto to be electronically signed in accordance with applicable federal and California law. Either Party to this Agreement may revoke its permission to use electronic signatures at any time for future documents by providing notice pursuant to the Agreement. The Parties agree that electronic signatures, by their respective signatories are intended to authenticate such signatures and to give rise to a valid, enforceable, and fully effective Agreement. The City reserves the right to reject any signature that cannot be positively verified by the City as an authentic electronic signature.

**IN WITNESS WHEREOF, THE PARTIES HERETO HAVE EXECUTED THIS MOU AS THE EFFECTIVE DATE.**

\_\_\_\_\_  
David M. Koch  
Chief Probation Officer  
County of Sonoma

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:  
City of Santa Rosa

\_\_\_\_\_  
Date

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Office of the City Attorney