

## SCHEDULE A1

### Program Requirements for All Grantees

Schedule A1 outlines program requirements for all grantees funded by the DVP.

#### A) Service Delivery

1. Oakland residents: Grantee must only use DVP funding to serve individuals who live, go to school, or were impacted by violence in Oakland.
2. DVP service models: Grantee must align services with DVP models that are relevant to their service category. Grantee will work with assigned DVP staff to implement DVP models with program fidelity, including accepting technical assistance for any modifications to service delivery that are required.
3. Grievance process: Grantee must establish and maintain a formal process that individuals can use to report and resolve grievances related to service delivery. All individuals served by Grantee must be informed of the grievance process, either through a public posting in the service area or through information provided during intake process. **Information on this process will be requested by DVP staff during the annual program review.**
4. Scope modifications: If Grantee wishes to make changes to their scope(s) of work, as detailed in Schedule A3, Grantee must submit a scope modification request that will be reviewed by the Grantee's program officer and planner within five business days. Grantee may not use DVP funds to implement changes described in a scope modification until it has been approved. Although the DVP will do its best to accommodate scope modifications that respond to unforeseen circumstances, the approval of scope modification requests is not guaranteed. Scope modification may not be submitted during the final quarter of the grant period. Instructions on how to submit a scope modification are available on the DVP's website.

#### B) Staffing

1. Criminal background checks: The DVP values and deeply believes in the importance of hiring individuals with lived experience to perform community violence intervention work. At the same time, the DVP takes its responsibility to keep vulnerable individuals safe from additional harm very seriously. For this reason, grantee must perform a criminal background check for all grant-funded employees after providing a conditional offer of employment. Grantee should then perform an individualized assessment of conviction history in accordance with the Fair Chance Act, considering factors such as nature and gravity of the criminal history, time elapsed since conviction, and nature of the job.
2. Employee misconduct: Grantee must maintain a written process for investigating claims of employee misconduct that requires investigations to be led by a director of the organization not implicated in the complaint or by a third-party investigator. Grantee must also maintain a written policy for making disciplinary decisions when an employee is found to have committed misconduct. **These documents will be requested by DVP staff during the annual program review.**
3. Staff turnover: Grantee must notify the DVP within 10 business days if a grant-funded staff member or other key program staff member leaves the organization or is replaced by a different staff member.

#### C) Required Meetings and Trainings

Grantee must appoint appropriate staff to participate in the following in-person or virtual meetings:

1. Meetings with DVP grants staff (approx. 1 hour): At least once every two months, program officers and planners who oversee grants for the DVP will meet with grantee staff to discuss program implementation, review deliverables and budget expenditures, and provide technical assistance. Every other meeting will be held in person at Grantee's office.
2. Service or strategy meetings (approx. 2 hours): At least once a year, DVP grants staff will host a meeting for all grantees funded within a specific service category or strategy. The purpose of these meetings is to promote service referrals and collaboration between agencies to ensure a seamless and coordinated participant experience.
3. DVP network convenings (approx. 4 hours): At least once a year, the DVP will host a half-day convening for all grantees funded by the DVP (DVP network). The purpose of these convenings is to facilitate cross-training and relationship building across agencies.
4. Trainings (To-Be-Determined): During the grant period, the DVP will periodically offer professional development or grant management trainings delivered by DVP staff or external training partners. Grantees are required to send their staff to all relevant trainings to ensure services are delivered in accordance with best practices and grant management activities are performed correctly.

#### **D) Program Review**

1. Once during the grant period, DVP grants staff will perform a program review that will include a review of program materials, a site visit, and an audit of one invoice. Documents that must be submitted as part of the review of program materials will vary by service category but will include documents identified in *Schedule A1* and *Schedule A2*. Information required for the invoice audit is detailed in *Schedule B1*. The site visit will involve a 1-hour visit of DVP grants staff to Grantee offices or a community location to observe programming and learn more about program implementation.

#### **E) Communication**

1. The DVP will periodically send important communications to all grantees using contact information entered in the Apricot 360 data management system. Grantee is required to maintain up-to-date names and email addresses for staff assigned to the following roles in Apricot 360: program director, financial officer, and executive director.
2. Grantee's program director, financial officer, executive director, and program staff are expected to respond to emails from DVP staff within five business days. The primary intended recipients of each email will be identified in the "To:" line, although other staff may be copied for awareness. Grantee will be responsible for determining who should respond to each email based on the nature of the request. DVP staff will also respond to emails from Grantee staff within five business days.
3. It is important to increase public awareness of community violence intervention services funded Measure NN so public support for this work continues. For this reason, Grantee is encouraged to widely publicize the fact that services are funded by Measure NN to clients and external audiences.

#### **F) Subgrantees**

If Grantee uses a subgrantee to deliver services, the following requirements apply:

- a. Grantee must execute a written agreement with the subgrantee outlining the term of services, scope of work, and payment schedule in accordance with information provided in the agreement between the DVP and Grantee.

- b. Grantee is responsible for ensuring that the subgrantee adheres to all service delivery and fiscal management requirements outlined in *Schedule A1*, *Schedule A2*, and *Schedule B1* of this contract.
- c. Grantee must perform an audit of a single invoice for the subgrantee during the grant period using the methodology outlined in *Schedule B1*. Grantee must submit report to DVP detailing outcomes of audit.
- d. Grantee must perform at least one in-person site visit to meet program staff and observe programming delivered by subgrantee. Grantee must submit report to DVP detailing outcomes of site visit.
- e. Grantee is responsible for all communication with and reporting to the DVP on behalf of the subgrantee. DVP staff are not responsible for communicating directly with subgrantee staff about anything related to the contract, including service delivery, data entry, and quarterly reporting.