

**GRANT AGREEMENT BETWEEN
THE CITY OF FRESNO AND FRESNO POLICE AND NEIGHBORHOOD WATCH
REGARDING FUNDING UNDER THE AMERICAN RESCUE PLAN ACT FOR
PROGRAM OPERATIONS**

THIS GRANT AGREEMENT (Agreement) is made and entered into effective upon execution by both parties (the Effective Date), by and between the CITY OF FRESNO (the City), and FRESNO POLICE AND NEIGHBORHOOD WATCH (Grantee), to provide funding for program operations.

RECITALS

WHEREAS, there is an increased need for funding to provide adequate resources and support for the Fresno Police and Neighborhood Watch; and

WHEREAS, the City desires to provide funds to assist Grantee in providing resources to support program operations to expand the organization's mission to combat and reduce crime throughout the City of Fresno; and

WHEREAS, Grantee represents it desires to and is professionally and legally capable of immediately providing these services for the City of Fresno residents; and

WHEREAS, Grantee acknowledges that grant funds being provided under this Agreement will be derived from the City's allocation under the American Rescue Plan Act (Pub.L. 117-2) (hereinafter "ARPA"), and is subject to any constraints set forth therein including but not limited to, the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) Final Rule (31 CFR Part 35); and

WHEREAS, this Agreement will be administered for the City by its City Manager or its designee.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing and of the covenants, conditions, and premises hereinafter contained to be kept and performed by the respective parties, it is mutually agreed as follows:

1. Scope of Services. Grantee shall perform to the satisfaction of the City the services described in **Exhibit A**, including all work incidental to, or necessary to perform, such services even though not specifically described in **Exhibit A**.

2. Grant Amount. The City shall provide Grantee the amount of \$100,000 for the services described in **Exhibit A**. One-half of the grant amount shall be distributed once the contract is fully executed, with the other half being distributed after successful completion of a performance review.

3. Term of Agreement and Time for Performance. This Agreement shall be effective from the Effective Date through February 28, 2025, subject to earlier termination in accordance with this Agreement. The services as described in **Exhibit A** are to commence upon the Effective Date and shall be completed prior to expiration of this Agreement and in accordance with any performance schedule set forth in **Exhibit A**.

4. Amendment to Increase or Decrease Scope of Services: The parties may modify this Agreement to increase or decrease the scope of services or provide for the rendition of services not required by this Agreement, which modification may include an adjustment to Grantee's compensation. Any change in the scope of services must be made by written amendment to the Agreement signed by an authorized representative for each party. Grantee shall not be entitled to any additional compensation if services are performed prior to a signed written amendment.

5. Termination, Remedies and Force Majeure.

(a) This Agreement shall terminate without any liability of the City or to Grantee upon the earlier of: (i) Grantee filing for protection under the federal bankruptcy laws, or any bankruptcy petition or petition for receiver commenced by a third party against Grantee; (ii) seven calendar days prior written notice with or without cause by the City to Grantee; (iii) the City's non-appropriation of funds sufficient to meet its obligations hereunder during any City fiscal year of this Agreement, or insufficient funding for the Project; or (iv) expiration of this Agreement.

(b) Immediately upon any termination or expiration of this Agreement, Grantee shall (i) immediately stop all work hereunder; (ii) immediately cause any and all of its subcontractors to cease work; and (iii) return to the City any and all unearned payments and all properties and materials in the possession of Grantee that are owned by the City. Subject to the terms of this Agreement, Grantee shall be paid compensation for services satisfactorily performed prior to the effective date of termination. Grantee shall not be paid for any work or services performed or costs incurred which reasonably could have been avoided.

(c) In the event of termination due to failure of Grantee to satisfactorily perform in accordance with the terms of this Agreement, the City may withhold an amount that would otherwise be payable as an offset to, but not in excess of, the City's damages caused by such failure. In no event shall any payment by the City pursuant to this Agreement constitute a waiver by the City of any breach of this Agreement which may then exist on the part of the Grantee, nor shall such payment impair or prejudice any remedy available to the City with respect to the breach.

(d) Upon any breach of this Agreement by the Grantee, the City may (i) exercise any right, remedy (in contract, law or equity), or privilege which may be available to it under applicable laws of the State of California or any other applicable law; (ii) proceed by appropriate court action to enforce the terms of this Agreement; and/or (iii) recover all direct, indirect, consequential, economic, and incidental damages for the breach of this Agreement. If it is determined that the City improperly terminated this Agreement for default, such termination shall be deemed a termination for convenience.

(e) Grantee shall provide the City with adequate written assurances of future performance, upon the Administrator's request, in the event Grantee fails to comply with any terms or conditions of this Agreement.

(f) Grantee shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of Grantee and without its fault or negligence such as, acts of God or the public enemy, acts of the City in its contractual

capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. Grantee shall notify the City in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, and shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Administrator of the cessation of such occurrence.

6. Confidential Information and Ownership of Documents.

(a) Any reports, information, or other data prepared or assembled by Grantee pursuant to this Agreement shall not be made available to any individual or organization by Grantee without the prior written approval of the City. During the term of this Agreement, and thereafter, Grantee shall not, without the prior written consent of the City, disclose to anyone any Confidential Information. The term "Confidential Information" for the purposes of this Agreement shall include all proprietary and confidential information of the City, including but not limited to business plans, marketing plans, financial information, materials, compilations, documents, instruments, models, source or object codes, and other information disclosed or submitted, orally, in writing, or by any other medium or media. All Confidential Information shall be and remain confidential and proprietary in the City.

(b) Any and all writings and documents prepared or provided by Grantee pursuant to this Agreement, including without limitation grant applications and supporting documents, are the property of the City at the time of preparation and shall be turned over to the City upon expiration or termination of this Agreement. Copies of grant applications and supporting documents shall be promptly provided to the City during the term of this Agreement. Grantee shall not permit the reproduction or use thereof by any other person except as otherwise expressly provided herein.

(c) If Grantee should subcontract all or any portion of the services to be performed under this Agreement, Grantee shall cause each subcontractor to also comply with the requirements of this Section 6.

(d) This Section 6 shall survive expiration or termination of this Agreement.

7. Professional Skill. It is further mutually understood and agreed by and between the parties hereto that inasmuch as Grantee represents to the City that Grantee and its subcontractors, if any, are skilled in the profession and shall perform in accordance with the standards of said profession necessary to perform the services agreed to be done by it under this Agreement, the City relies upon the skill of the Grantee and any subcontractors to do and perform such services in a skillful manner and the Grantee agrees to thus perform the services and require the same of any subcontractors. Therefore, any acceptance of such services by the City shall not operate as a release of Grantee or any subcontractors from said professional standards.

8. Indemnification. To the furthest extent allowed by law, Grantee shall indemnify, hold harmless and defend the and each of its officers, officials, employees, agents and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to

personal injury, death at any time and property damage) incurred by the City, Grantee or any other person, and from any and all claims, demands and actions in law or equity (including reasonable attorney's fees, litigation expenses and cost to enforce this agreement), arising or alleged to have arisen directly or indirectly out of performance of this Agreement. Grantee's obligations under the preceding sentence shall apply regardless of whether the or any of its officers, officials, employees, agents or volunteers are negligent, but shall not apply to any loss, liability, fines, penalties, forfeitures, costs or damages caused solely by the gross negligence, or caused by the willful misconduct, of the City or any of its officers, officials, employees, agents or volunteers.

If Grantee should subcontract all or any portion of the work to be performed under this Agreement, Grantee shall require each subcontractor to indemnify, hold harmless and defend the City and each of its officers, officials, employees, agents and volunteers in accordance with the terms of the preceding paragraph.

Notwithstanding the aforementioned, Grantee recognizes that the source of funds for the grant to be provided hereunder is the City's allocation from the ARPA. To this end Grantee shall, without limitation, indemnify the City, and each of its officers, officials, employees, agents, and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages incurred by the City from any and all claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly from the negligent or intentional acts or omissions, or willful misconduct of Grantee or any of its officers, officials, employees, agents, or volunteers in the performance of this Agreement and compliance with ARPA.

This section shall survive termination or expiration of this Agreement.

9. Insurance. Grantee shall comply with all of the insurance requirements in **Exhibit B** to this Agreement.

10. Conflict of Interest and Non-Solicitation.

(a) Prior to the City's execution of this Agreement, Grantee shall complete a City of Fresno conflict of interest disclosure statement in the form as set forth in **Exhibit C**. During the term of this Agreement, Grantee shall have the obligation and duty to immediately notify the City in writing of any change to the information provided by Grantee in such statement.

(b) Grantee shall comply, and require its subcontractors to comply, with all applicable (i) professional canons and requirements governing avoidance of impermissible client conflicts; and (ii) federal, state and local conflict of interest laws and regulations including, without limitation, California Government Code Section 1090 et. seq., the California Political Reform Act (California Government Code Section 87100 et. seq.) and the regulations of the Fair Political Practices Commission concerning disclosure and disqualification (2 California Code of Regulations Section 18700 et. seq.). At any time, upon written request of the City, GRANTEE shall provide a written opinion of its legal counsel and that of any subcontractor that, after a due diligent inquiry, Grantee and the respective subcontractor(s) are in full compliance with all laws and regulations. Grantee shall take, and require its subcontractors to take, reasonable steps to avoid any appearance of a conflict of interest. Upon discovery of any facts giving rise to the

appearance of a conflict of interest, Grantee shall immediately notify the City of these facts in writing.

(c) In performing the work or services to be provided hereunder, Grantee shall not employ or retain the services of any person while such person either is employed by the City or is a member of any City council, commission, board, committee, or similar City body. This requirement may be waived in writing by the City Manager, if no actual or potential conflict is involved.

(d) Grantee represents and warrants that it has not paid or agreed to pay any compensation, contingent or otherwise, direct or indirect, to solicit or procure this Agreement or any rights/benefits hereunder.

(e) Neither Grantee, nor any of Grantee subcontractors performing any services on this Project, shall bid for, assist anyone in the preparation of a bid for, or perform any services pursuant to, any other contract in connection with this Project unless fully disclosed to and approved by the City Manager, in advance and in writing. Grantee and any of its subcontractors shall have no interest, direct or indirect, in any other contract with a third party in connection with this Project unless such interest is in accordance with all applicable law and fully disclosed to and approved by the City Manager, in advance and in writing. Notwithstanding any approval given by the City Manager under this provision, Grantee shall remain responsible for complying with Section 10(b), above.

(f) If Grantee should subcontract all or any portion of the work to be performed or services to be provided under this Agreement, Grantee shall include the provisions of this Section 10 in each subcontract and require its subcontractors to comply therewith.

(g) This Section 10 shall survive expiration or termination of this Agreement.

11. ARPA Compliance and Certification. Grantee shall submit only those expenditures which are eligible for payment and in compliance with the allowable expenditures, including the following eligibility requirements:

Grantee shall provide the City with quarterly expenditure and performance reports, as defined in the Final Rule and Treasury Department's SLFRF Compliance and Reporting Guidance (CRG). Grantee shall also provide an annual report as required under the CRG. These reports shall be in a form specified under the CRG and shall be accompanied by invoices and receipts that substantiate the figures on the expenditure report. Additionally, a certification signed by the Chief Executive or designee of Grantee certifying that the uses of the grant funds are consistent with those allowed under ARPA, shall be included with the expenditure report and substantiating documentation. As required by the 2 CFR Part 170, Appendix A award term regarding reporting subaward and executive compensation, recipients must also report the names and total compensation of their five most highly compensated executives and their subrecipients' executives for the preceding completed fiscal year if (1) the recipient received 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards), and received \$25,000,000 or more in annual

gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act (and subawards), and (2) if the information is not otherwise public. If the Grantee is already disclosing this information as part of another agreement involving Federal monies, Grantee shall provide documentation to the City that it is fulfilling this requirement. Grantee's failure to provide a Certification or provide either the quarterly or annual expenditure/performance reports may be considered a default of this Agreement under Section 5 of this Agreement. If Grantee is found to have provided services to ineligible individual, households, or entities or made an ineligible expenditure, the City shall have the right to reclaim a dollar amount from the Grantee that is equal to the amount determined to be ineligible.

12. General Terms.

(a) Except as otherwise provided by law, all notices expressly required of the City within the body of this Agreement, and not otherwise specifically provided for, shall be effective only if signed by the City Manager or designee.

(b) The City is required under 2 CFR 200.332 to manage and monitor subrecipient compliance with ARPA guidance. Accordingly, Grantee agrees to permit City staff to conduct one performance review during the term of this Agreement. The City has the right to conduct additional performance reviews both during the term of this Agreement and after the Agreement's term should the City believe these reviews are necessary. Records of Grantee expenses pertaining to the Project shall be kept on a generally recognized accounting basis and shall be available to the City or its authorized representatives upon request during regular business hours throughout the life of this Agreement and for a period of three years after final payment or, if longer, for any period required by law. Records related to Grantee's performance metrics shall be made available and retained for the same time periods as the Project's expense data. Grantee shall furthermore comply with all funding requirements as set forth in ARPA. If Grantee fails to provide City staff access or documentation necessary to conduct a City-requested performance review, the City may terminate this Agreement in accordance with Section 5.

In addition, all books, documents, papers, and records of Grantee pertaining to the Project shall be available for the purpose of making audits, examinations, excerpts, and transcriptions for the same period of time. If any litigation, claim, negotiations, audit, or other action is commenced before the expiration of said time period, all records shall be retained and made available to the City until such action is resolved, or until the end of said time period whichever shall later occur. If Grantee should subcontract all or any portion of the services to be performed under this Agreement, Grantee shall cause each subcontractor to also comply with the requirements of this paragraph. This Section 12(b) shall survive expiration or termination of this Agreement.

(c) Prior to execution of this Agreement by the City, Grantee shall have provided evidence to the City that Grantee is licensed to perform the services called for by this Agreement (or that no license is required). If Grantee should subcontract all or any portion of the work or services to be performed under this Agreement, Grantee shall require each subcontractor to provide evidence to the City that subcontractor is licensed

to perform the services called for by this Agreement (or that no license is required) before beginning work.

(d) Prior to execution of this Agreement by the City, Grantee will permit City staff to conduct a subrecipient risk assessment, as required under the Uniform Guidance (2 CFR 200.332(b)). Failure to allow City staff to conduct this subrecipient risk assessment may result in the City terminating this Agreement in accordance with Section 5. Additionally, the Grantee's failure to be certified by City staff at the end of the risk assessment as having adequate internal controls to manage the funding provided in this Agreement may result in the City terminating this Agreement in accordance with Section 5.

13. Nondiscrimination. To the extent required by controlling federal, state, and local law, Grantee shall not employ discriminatory practices in the provision of services, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, status as a disabled veteran, or veteran of the Vietnam era. Subject to the foregoing and during the performance of this Agreement, Grantee agrees as follows:

(a) Grantee will comply with all applicable laws and regulations providing that no person shall, on the grounds of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, status as a disabled veteran, or veteran of the Vietnam era be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity made possible by or resulting from this Agreement.

(b) Grantee will not discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, status as a disabled veteran, or veteran of the Vietnam era. Grantee shall ensure that applicants are employed, and the employees are treated during employment, without regard to their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, status as a disabled veteran, or veteran of the Vietnam era. Such requirement shall apply to Grantee's employment practices including, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause.

(c) Grantee will, in all solicitations or advertisements for employees placed by or on behalf of Grantee in pursuit hereof, state that all qualified applicants will receive consideration for employment without regard to race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, status as a disabled veteran, or veteran of the Vietnam era.

(d) Grantee will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice advising such labor union or workers' representatives of the Grantee's commitment under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(e) If Grantee should subcontract all or any portion of the services to be performed under this Agreement, Grantee shall cause each subcontractor to also comply with the requirements of this Section 13.

14. Independent Contractor.

(a) In the furnishing of the services provided for herein, Grantee is acting solely as an independent contractor. Neither Grantee, nor any of its officers, agents, or employees shall be deemed an officer, agent, employee, joint venturer, partner, or associate of the City for any purpose. The City shall have no right to control or supervise or direct the manner or method by which Grantee shall perform its work and functions. However, the City shall retain the right to administer this Agreement so as to verify that Grantee is performing its obligations in accordance with the terms and conditions thereof.

(b) This Agreement does not evidence a partnership or joint venture between Grantee and the City. Grantee shall have no authority to bind the City absent the City's express written consent. Except to the extent otherwise provided in this Agreement, Grantee shall bear its own costs and expenses in pursuit thereof.

(c) Because of its status as an independent contractor, Grantee and its officers, agents, and employees shall have absolutely no right to employment rights and benefits available to City employees. Grantee shall be solely liable and responsible for all payroll and tax withholding and for providing to, or on behalf of, its employees all employee benefits including, without limitation, health, welfare, and retirement benefits. In addition, together with its other obligations under this Agreement, Grantee shall be solely responsible, indemnify, defend and save the City harmless from all matters relating to employment and tax withholding for and payment of Grantee's employees, including, without limitation, (i) compliance with Social Security and unemployment insurance withholding, payment of workers' compensation benefits, and all other laws and regulations governing matters of employee withholding, taxes and payment; and (ii) any claim of right or interest in the City's employment benefits, entitlements, programs and/or funds offered employees of the City whether arising by reason of any common law, de facto, leased, or co-employee rights or other theory. It is acknowledged that during the term of this Agreement, Grantee may be providing services to others unrelated to the City or to this Agreement.

15. Notices. Any notice required or intended to be given to either party under the terms of this Agreement shall be in writing and shall be deemed to be duly given if delivered personally, transmitted by facsimile followed by telephone confirmation of receipt, or sent by United States registered or certified mail, with postage prepaid, return receipt requested, addressed to the party to which notice is to be given at the party's address set forth on the signature page of this Agreement or at such other address as the parties may from time to time designate by written notice. Notices served by United

States mail in the manner above described shall be deemed sufficiently served or given at the time of the mailing thereof.

16. Binding. Once this Agreement is signed by all parties, it shall be binding upon, and shall inure to the benefit of, all parties, and each parties' respective heirs, successors, assigns, transferees, agents, servants, employees, and representatives.

17. Assignment.

(a) This Agreement is personal to Grantee and there shall be no assignment by Grantee of its rights or obligations under this Agreement without the prior written approval of the City Manager or designee. Any attempted assignment by Grantee, its successors or assigns, shall be null and void unless approved in writing by the City Manager or designee.

(b) Grantee hereby agrees not to assign the payment of any monies due Grantee from the City under the terms of this Agreement to any other individual(s), corporation(s), or entity(ies). The City retains the right to pay any and all monies due the Grantee directly to the Grantee.

18. Compliance With Law. In providing the services required under this Agreement, Grantee shall at all times comply with all applicable laws of the United States, including but not limited to, the Americans with Disabilities Act (42 U.S.C. § 12101 et seq.), the State of California and the City, and all other applicable regulations promulgated by federal, state, regional, or local administrative and regulatory agencies, now in force and as they may be enacted, issued, or amended during the term of this Agreement. In addition, Grantor elects to receive funds from the Secretary under ARPA and will use the funds in a manner consistent with such section.

19. Waiver. The waiver by either party of a breach by the other of any provision of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of either the same or a different provision of this Agreement. No provisions of this Agreement may be waived unless in writing and signed by all parties to this Agreement. Waiver of any one provision herein shall not be deemed to be a waiver of any other provision herein.

20. Governing Law and Venue. This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of California, excluding, however, any conflict of laws rule which would apply the law of another jurisdiction. Venue for purposes of the filing of any action regarding the enforcement or interpretation of this Agreement and any rights and duties hereunder shall be Fresno County, California.

21. Headings. The section headings in this Agreement are for convenience and reference only and shall not be construed or held in any way to explain, modify or add to the interpretation or meaning of the provisions of this Agreement.

22. Severability. The provisions of this Agreement are severable. The invalidity, or unenforceability of any one provision in this Agreement shall not affect the other provisions.

23. Interpretation. The parties acknowledge that this Agreement in its final form is the result of the combined efforts of the parties and that, should any provision of this

Agreement be found to be ambiguous in any way, such ambiguity shall not be resolved by construing this Agreement in favor of or against either party, but rather by construing the terms in accordance with their generally accepted meaning.

24. Attorney's Fees. If either party is required to commence any proceeding or legal action to enforce or interpret any term, covenant or condition of this Agreement, the prevailing party in such proceeding or action shall be entitled to recover from the other party its reasonable attorney's fees and legal expenses.

25. Exhibits. Each exhibit and attachment referenced in this Agreement is, by the reference, incorporated into and made a part of this Agreement.

26. Precedence of Documents. In the event of any conflict between the body of this Agreement and any exhibit or attachment hereto, the terms and conditions of the body of this Agreement shall control and take precedence over the terms and conditions expressed within the exhibit or attachment. Furthermore, any terms or conditions contained within any exhibit or attachment hereto which purport to modify the allocation of risk between the parties, provided for within the body of this Agreement, shall be null and void.

27. Cumulative Remedies. No remedy or election hereunder shall be deemed exclusive but shall, wherever possible, be cumulative with all other remedies at law or in equity.

28. No Third Party Beneficiaries. The rights, interests, duties, and obligations defined within this Agreement are intended for the specific parties hereto as identified in the preamble of this Agreement. Notwithstanding anything stated to the contrary in this Agreement, it is not intended that any rights or interests in this Agreement benefit or flow to the interest of any third parties.

29. Extent of Agreement. Each party acknowledges that they have read and fully understand the contents of this Agreement. This Agreement represents the entire and integrated agreement between the parties with respect to the subject matter hereof and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be modified only by written instrument duly authorized and executed by both the City and Grantee.

[SIGNATURES FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the parties have executed this Agreement at Fresno, California, on the day and year first above written.

CITY OF FRESNO,
a California municipal corporation

Fresno Police and Neighborhood Watch
a California nonprofit corporation

By: _____
Georgeanne A. White Date
City Manager

By: _____

Name: _____

APPROVED AS TO FORM:
ANDREW JANZ
City Attorney

Title: _____
(If corporation or LLC., Board Chair,
Pres. or Vice Pres.)

By: _____
Angela M. Karst Date
Senior Deputy City Attorney

By: _____

Name: _____

ATTEST:
TODD STERMER, CMC
City Clerk

Title: _____
(If corporation or LLC., CFO,
Treasurer, Secretary or Assistant
Secretary)

By: _____
Deputy Date

Addresses:
CITY:
City of Fresno
Attention: Courtney Espinoza
Business Manager
2600 Fresno Street
Fresno, CA 93721
Phone: (559) 621-7008
FAX: (559) 457-1541

Fresno Police and Neighborhood Watch
Attention: Mary Haskin, Executive
Director

Fresno, CA _____
Phone: (559) 903-2548

- Attachments:
1. Exhibit A - Scope of Work, Budget and Metrics
 2. Exhibit B - Insurance Requirements
 3. Exhibit C - Conflict of Interest Disclosure Form

EXHIBIT A

Scope of Work, Budget and Metrics

Executive Summary

The Non-Profit Fresno Police and Neighborhood Watch organization (FPNW) will educate, empower and engage greater Fresno Area residents to collaborate with one another and city agencies to improve the safety and quality of life within our community. This includes outreach and marketing, connecting and helping neighborhoods create and grow neighborhood watch groups, continuing working towards closing the gap between law enforcement and residents, and expanding the organization's mission to combat and reduce crime throughout Fresno.

FPNW commits to collaborate and work closely with the Police Department and inform them of important information regarding crime risks that are reported by the greater community and neighborhood watch groups.

Through collective responsibility and accountability, FPNW will see an improvement in crime reduction through collaborative community efforts; thus, improving the quality of life in Fresno, CA.

Services Description

The Executive Director is responsible for overseeing the operations of FPNW in collaboration with civilian board members and the Fresno Police District Captains and Crime Prevention Community Services Officers. FPNW will host Neighborhood Watch meetings and events to educate residents in crime prevention and surveillance techniques to combat crime in their neighborhoods.

FPNW will host events that will foster relationship building between the community, the Fresno Police Department and various city agencies with the goal of increasing resident participation so that residents have the tools, knowledge, and resources to advocate for safer neighborhoods.

Goals and Objectives

- Educate
 - Develop and produce a Block Captains Manual and resource kits to gain knowledge and insight in continuing to build community relationships and learn crime prevention techniques and strategies that can be implemented by neighborhood watch groups to combat and reduce crime throughout the city. Collaborative applicable city agency information to be included in kit.
 - Develop and deploy a professional website that will be used as an educational asset to the community; encompassing tools to start and

- maintain a Neighborhood Watch program, learn about Crime Prevention tips, and have access to resources to serve their neighborhoods better.
 - Host 5-10 neighborhood Watch meetings or virtual presentations per month in collaboration with the Fresno Police Department Crime Prevention Officers. These neighborhoods will learn surveillance and communication strategies to reduce and prevent crime in their homes and neighborhoods.
- Empower & Engage through Outreach
 - Be a Liaison for the Community and Police Department.
 - Promote and advocate trust between the Police Department and community members and support untrusting individuals in the path towards reconciliation and healing as a result of negative stereotypes between community members and the Police Department..
 - To develop an effective branding message to educate, empower and engage neighborhoods in the fight against crime through various media platforms such as TV/Social media/Radio marketing campaign to spread awareness and community building messaging to empower residents to start a neighborhood watch group.
 - Assist interested residents/neighborhood leaders to develop and implement an active watch group in their neighborhoods. FPNW goal is to increase the number of active watch groups to 200-225 by June 2025.
 - FPNW will host an annual Open House event at each district so Block Captains & Co- Captains can become better acquainted with their district personnel and other resources.
 - FPNW will host an Annual Block Captains' Appreciation Luncheon with PD leadership in attendance.
 - Honor Outstanding Block Captains and Police Personnel promoting the mission of Neighborhood Watch.
 - Upon district request, assist with community events by applying for funding and assist in securing donations for district events.
 - Support FPNW outreach committee 'Building Better Neighborhoods (formerly BBNBTL) to include expanding reach outside of Southwest and into other areas in Fresno that will benefit from this initiative.
- Infrastructure
 - FPNW will Repair/Replace old, faded Neighborhood Watch signs and will collaborate with the City of Fresno's Public Works department or a third party vendor approved by the City of Fresno to install new signs for active groups. As of current, FPNW needs to install/replace 580 signs for 116 neighborhoods, averaging 5 signs per neighborhood.
- Communications

- Build Customer Relationship Management (CRM) software to maintain database of Neighborhood Watch Block Captain contacts. This will assist in accurate record keeping and efficient communication between neighborhood leadership contacts, FPNW Board members and Fresno PD Crime Prevention Community Services Officers. It will be integrated with the website and will allow FPNW leadership to better track trends and identify areas that have the least amount of neighborhood watch groups and may need additional resources and support.
- Publish Electronic Crime Prevention Newsletter quarterly to be distributed primarily by email and printed materials to community members.
- Sustainability plan
 - Strategic Planning Event to develop 3-5 year plan that includes short and long-term goals and key performance indicators to measure progress.
 - Annual Fundraising campaign and events to ensure that the organization can remain sustainable in serving neighborhoods in the community.
 - Grant funding with assistance from Local, State and Federal government, possible ongoing support from Fresno Police Department and other identified grant resources.

Program/Project Milestones and Timeline

- Grow to 200-225 Active Neighborhood Watch groups by June 2025.
- Professional Website live by March 2024
- CRM active by March 2024
- Block Captain's Manual produced by April 2024
- Block Captain's Appreciation Event April 2024
- TV awareness campaign February 2024-May 2024
- Active weekly Social Media campaign through end of Sept 2024.
- 2nd Annual Embrace The Legacy Fundraising Dinner Fall 2024
- Installation of Neighborhood Watch signs throughout City of Fresno.

Program/Project Metrics

- Strategic
 - Cost-Benefit Analysis
 - Programmatic evaluations
- Operational
 - Neighborhood Watch groups 33%-50% increase by June 2025.

- Growth Tracking of total number Active Neighborhood Watch Groups to be conducted through CRM software. Monthly report generated.
- Marketing
 - Analytics reporting of website performance and activity, monthly.
 - Analytics of social media and advertising performance, monthly.
 - Evaluation of conversion to active group resulting from digital or tv advertising through marketing survey tracked by CRM software, monthly.
- Infrastructure
 - Data tracking of sign installations to be tracked by CRM software. Monthly report to be generated.
- Resident Satisfaction
 - Follow up with resident survey to identify areas of improvement so that FPNW can continuing serving neighborhoods in the most effective and efficient manner.
 - Evaluation of crime reduction statistics pre and post activation of neighborhood watch group in targeted neighborhoods of high crime, to be conducted in collaboration with the Police Department.

Budget

Organization Name: Fresno Police & Neighborhood Watch						
Expenditure Category: 2.10 Aid to Non-profits						
(pick from list of expenditure categories tab)						
ARPA for Community Based Organizations						
BUDGET						
CALCULATED TOTAL:				\$ 100,000.00	\$ -	\$ -
COST CATEGORY	COST DESCRIPTION	COST PER UNIT/HRS (\$)	UNITS	TOTAL REQUESTED GRANT FUNDS	TOTAL LEVERAGE	TOTAL PROJECT COST
Personnel	Executive Director	\$ 42.31	560	23,700.00	-	-
Personnel	Accounting Assistant	\$ 20.00	50	1,000.00	-	-
Operations	:30 ad production fee	\$ 1,050.00	1	1,050.00	-	-
Operations	TV advertising :30 spots Feb-May 3 stations	\$ 6,500.00	3	19,500.00	-	-
Operations	Social Media account management	\$ 1,050.00	6	6,300.00	-	-
Operations	Digital tracking analytics for evaluation	\$ 262.50	12	3,150.00	-	-
Operations	Strategic Planning for 3-5 years	\$ 11,300.00	1	11,300.00	-	-
Operations	Businessowners Insurance	\$ 3,248.00	1	3,248.00	-	-
Operations	Management Liability Insurance	\$ 1,172.00	1	1,172.00	-	-
Operations	Workman's Compensation Insurance	\$ 580.00	1	580.00	-	-
Operations	Neighborhood Watch signs & hardware	\$ 67.00	150	10,050.00	-	-
Operations	Installation fee for Neighborhood Watch signs	\$ 30.00	165	4,950.00	-	-
Operations	Event Equipment- Tent canopies	\$ 1,000.00	4	4,000.00	-	-
Operations	event equipment- table covers	\$ 250.00	6	1,500.00	-	-
Operations	Yard signs	\$ 12.50	40	500.00	-	-
Operations	Monthly website maintenance	\$ 416.67	12	5,000.00	-	-
Administrative	CPTED Training for certification	\$ 400.00	5	2,000.00	-	-
Administrative	12 month Online Board Training and Resource	\$ 500.00	1	500.00	-	-
Administrative	Board Training Materials	\$ 500.00	1	500.00	-	-

Budget Narrative

Organization Name: Fresno Police & Neighborhood Watch				
Expenditure Category: 2.10 Aid to Non-profits				
(pick from list of expenditure categories tab)				
ARPA for Community Based Organizations				
Budget Narrative				
Cost Category: Personnel Costs (not associated with Administrative expenses)				
Type/Title	Description	Time Period	Cost Breakdown	Cost
Executive Director	The Executive Director is responsible for overseeing the operations of the Fresno Police and Neighborhood Watch organization (FPNW). This includes outreach and marketing, connecting and helping neighborhoods create and grow neighborhood watch groups, working to close the gap between law enforcement and residents, and expanding the organizations mission to combat and reduce crime throughout the city.	March 1, 2024 - July 30, 2024	42.31 per hour 20-22 hours per week March 1- July 30, 2024	\$ 23,700.00
Accounting Assistant	Assistant to Treasury; review all banking and credit card transactions, reconcile all banking and credit card statments, record keeping in Quickbooks, prepare monthly financial reports	March 1, 2024 - July 30, 2024	\$20 per hour 2 hours per week March 1- July 30, 2024	\$ 1,000.00
			Personnel Total:	\$ 24,700.00
Cost Category: Operations				
Outreach Type	Description	Time Period	Cost Breakdown	Cost
Marketing and Outreach	This includes all forms of outreach, such as: print materials, social media marketing, TV/radio advertising, and other forms of marketing and outreach in order to create a caring sense of community in which people are engaged in support of one another to combat and reduce crime throughout the city.	March 1, 2024 - February 28, 2025	TV advertising \$ 21,000, Social media staff 6 mos \$6,300, social media advertising & digital tracking for analytics \$2,700	\$ 30,000.00
Strategic Planning	Board development & Strategic Planning for 3-5 years. It includes FPNW's vision and mission statements, goals, and the actions FPNW will take to achieve those goals and build capacity.	March 1, 2024 - February 28, 2025	11,300.00	\$ 11,300.00
Neighborhood Watch Signs	To purchase 'Neighborhood Watch' signs and hardware for 30 neighborhood groups including installation fees	March 1, 2024 - February 28, 2025	\$10,000 for 150 signs & hardware, \$5,000 for installation charges	\$ 15,000.00
Equipment	Tent canopy, table covers, misc items needed for outreach events	March 1, 2024 - February 28, 2025	\$4,000 for 4 tent canopies, \$1,500 for 6 tables covers, \$500 for 40 yard signs	\$ 6,000.00
Relaunch of website and implementation of CRM System	Annual contract for monthly services and updates to rebranded professional level website that will be integrated with a CRM application to allow for better customer relation management that will enable the organization to better monitor inquiries, track neighborhood watch group activity, the ability to push notifications and communicate more effectively/efficiently with neighborhood watch groups/captains and community service officers.	March 1, 2024 - February 28, 2025	Annual contract fee for monthly web maintenance updates and ADA compliance fees \$415 per month	\$ 5,000.00
Training/Classes	Provide funding for training opportunities for Community Service Officers, Executive Director and Board members to attend and gain knowledge and insight in continuing to build community relationships and learn techniques and strategies that can be implemented by neighborhood watch groups to combat and reduce crime throughout the city.	March 1, 2024 - February 28, 2025	\$2,000 2nd part CPTED certification training- virtual for 5 CSO's, \$1,000 Board training materials and online training resource	\$ 3,000.00
			Operations Total:	70,300.00
Cost Category: Administration				
Type/Title	Description	Time Period	Cost Breakdown	Cost
Organizational Insurance	Businessowners Insurance coverage items required by the City of Fresno including special events liability \$1,000,000 aggregate, Non-owned & hired auto liability, Management liability that includes Director's & Officer's Liability, Employment practices liability, Crime (embezzlement), workman's compensation insurance	March 1, 2024 - February 28, 2025	Businessowners \$2,439; Management Liability \$1,172, Worker's Compensation \$580	\$ 5,000.00
			Administration Total:	5,000.00
			Total Grant Amount:	100,000.00

EXHIBIT B

Insurance Requirements

(a) Throughout the life of the Agreement, GRANTEE shall pay for and maintain in full force and effect all insurance as required herein with an insurance company(ies) either (i) admitted by the California Insurance Commissioner to do business in the State of California and rated no less than "A-VII" in the Best's Insurance Rating Guide, or (ii) as may be authorized in writing by CITY'S Risk Manager or designee at any time and in his/her sole discretion. If the GRANTEE is self-insured, the following requirements will outline the responsibility of the self-insured coverage. The required policies of insurance as stated herein shall maintain limits of liability of not less than those amounts stated therein. However, the insurance limits available to CITY and STATE and each of their officers, officials, employees, agents and volunteers as additional insureds, shall be the greater of the minimum limits specified therein or the full limit of any insurance proceeds to the named insured.

(b) If at any time during the life of the Agreement or any extension, GRANTEE fails to maintain any required insurance in full force and effect, all services and work under the Agreement shall be discontinued immediately, and all payments due or that become due to GRANTEE shall be withheld until notice is received by CITY that the required insurance has been restored to full force and effect and that the premiums therefore have been paid for a period satisfactory to CITY. Any failure to maintain the required insurance shall be sufficient cause for CITY to terminate the Agreement. No action taken by CITY pursuant to this section shall in any way relieve GRANTEE of its responsibilities under the Agreement. The phrase "fail to maintain any required insurance" shall include, without limitation, notification received by CITY that an insurer has commenced proceedings, or has had proceedings commenced against it, indicating that the insurer is insolvent.

(c) The fact that insurance is obtained by GRANTEE shall not be deemed to release or diminish the liability of GRANTEE, including, without limitation, liability under the indemnity provisions of the Agreement. The duty to indemnify CITY and STATE by GRANTEE shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by GRANTEE. Approval or purchase of any insurance contracts or policies shall in no way relieve from liability nor limit the liability of GRANTEE, vendors, suppliers, invitees, consultants, medical professionals, subcontractors, consultants, or anyone employed directly or indirectly by any of them.

Coverage shall be at least as broad as:

1. The most current version of Insurance Services Office (ISO) Commercial General Liability Coverage Form CG 00 01, providing liability coverage arising out of your business operations. The Commercial General Liability policy shall be written on an occurrence form and shall provide coverage for "bodily injury," "property damage" and "personal and advertising injury" with coverage for premises and operations (including the use of owned and non-owned equipment), products and completed operations, and contractual liability (including, without limitation, indemnity obligations under the

Agreement) with limits of liability not less than those set forth under "Minimum Limits of Insurance."

2. The most current version of ISO *Commercial Auto Coverage Form CA 00 01, providing liability coverage arising out of the ownership, maintenance or use of automobiles in the course of your business operations. The Automobile Policy shall be written on an occurrence form and shall provide coverage for all owned, hired, and non-owned automobiles or other licensed vehicles (Code 1- Any Auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Professional Liability (Errors and Omissions) insurance appropriate to GRANTEE'S profession.

MINIMUM LIMITS OF INSURANCE

GRANTEE shall procure and maintain for the duration of the contract insurance with limits of liability not less than those set forth below. However, insurance limits available to CITY and STATE and each of their officers, officials, employees, agents and volunteers as additional insureds, shall be the greater of the minimum limits specified herein or the full limit of any insurance proceeds available to the named insured:

1. **COMMERCIAL GENERAL LIABILITY:**

- (i) \$1,000,000 per occurrence for bodily injury and property damage;
- (ii) \$1,000,000 per occurrence for personal and advertising injury;
- (iii) \$2,000,000 aggregate for products and completed operations; and,
- (iv) \$2,000,000 general aggregate applying separately to the work performed under the Agreement.

2. **COMMERCIAL AUTOMOBILE LIABILITY:**

\$1,000,000 per accident for bodily injury and property damage.

3. **WORKERS' COMPENSATION INSURANCE** as required by the State of California with statutory limits.

4. **EMPLOYER'S LIABILITY:**

- (i) \$1,000,000 each accident for bodily injury;
- (ii) \$1,000,000 disease each employee; and,
- (iii) \$1,000,000 disease policy limit.

5. **PROFESSIONAL LIABILITY :**

- (i) \$1,000,000 per claim/occurrence; and,
- (ii) \$2,000,000 policy aggregate.

UMBRELLA OR EXCESS INSURANCE

In the event GRANTEE purchases an Umbrella or Excess insurance policy(ies) to meet the "Minimum Limits of Insurance," this insurance policy(ies) shall "follow form" and afford no less coverage than the primary insurance policy(ies). In addition, such Umbrella or Excess insurance policy(ies) shall also apply on a primary and non-contributory basis for the benefit of the CITY and STATE and each of their officers, officials, employees, agents and volunteers.

DEDUCTIBLES AND SELF-INSURED RETENTIONS

GRANTEE shall be responsible for payment of any deductibles contained in any insurance policy(ies) required herein and GRANTEE shall also be responsible for payment of any self-insured retentions.

OTHER INSURANCE PROVISIONS/ENDORSEMENTS

- (i) *All policies of insurance* required herein shall be endorsed to provide that the coverage shall not be cancelled, non-renewed, reduced in coverage or in limits except after thirty calendar days' written notice has been given to CITY, except ten days for nonpayment of premium. GRANTEE is also responsible for providing written notice to the CITY under the same terms and conditions. Upon issuance by the insurer, broker, or agent of a notice of cancellation, non-renewal, or reduction in coverage or in limits, GRANTEE shall furnish CITY with a new certificate and applicable endorsements for such policy(ies). In the event any policy is due to expire during the work to be performed for CITY, GRANTEE shall provide a new certificate, and applicable endorsements, evidencing renewal of such policy not less than fifteen calendar days prior to the expiration date of the expiring policy.
- (ii) The Commercial General and Automobile Liability insurance policies shall be written on an occurrence form.
- (iii) The Commercial General and Automobile Liability insurance policies shall be endorsed to name CITY and STATE and each of their officers, officials, agents, employees and volunteers as an additional insured. GRANTEE shall establish additional insured status for the CITY and STATE for all under the Commercial General Liability policy by use of ISO Forms or an executed manuscript insurance company endorsements providing additional insured status. .
- (iv) The Commercial General and Automobile Liability insurance shall contain, or be endorsed to contain, that the GRANTEE'S insurance shall be primary to and require no contribution from the CITY or STATE.
- (v) Should any of these policies provide that the defense costs are paid within the Limits of Liability, thereby reducing the available limits by defense costs, then the requirement for the Limits of Liability of these policies will be twice the above stated limits.

- (vi) The Workers' Compensation insurance policy shall contain, or be endorsed to contain, a waiver of subrogation as to CITY and STATE and each of their officers, officials, agents, employees and volunteers.
- (vii) The Commercial General and Automobile Liability insurance policies shall contain, or be endorsed to contain, a waiver of subrogation as to CITY and STATE and each of their officers, officials, agents, employees and volunteers.

If the *Professional Liability insurance policy* is written on a claims-made form:

1. The retroactive date must be shown and must be before the effective date of the Agreement or the commencement of work by GRANTEE.
2. Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of the Agreement work or termination of the Agreement, whichever occurs first, or, in the alternative, the policy shall be endorsed to provide not less than a five (5) year discovery period.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the effective date of the Agreement or the commencement of work by GRANTEE, GRANTEE must purchase "extended reporting" coverage for a minimum of five (5) years completion of the Agreement work or termination of the Agreement, whichever occurs first.
4. A copy of the claims reporting requirements must be submitted to CITY for review.
5. These requirements shall survive expiration or termination of the Agreement.

PROVIDING OF DOCUMENTS - GRANTEE shall furnish CITY with all certificate(s) and applicable endorsements effecting coverage required herein. **All certificates and applicable endorsements are to be received by CITY's Risk Manager within a reasonable time after execution of the Agreement.** All non-ISO endorsements amending policy coverage shall be executed by a licensed and authorized agent or broker. Upon request of CITY, GRANTEE shall immediately furnish CITY with a complete copy of any insurance policy required under the Agreement, including all endorsements, with said copy certified by the underwriter to be a true and correct copy of the original policy. This requirement shall survive expiration or termination of the Agreement. All subcontractors working under the direction of GRANTEE shall also be required to provide all documents noted herein.

SUBCONTRACTORS- If GRANTEE subcontracts any or all of the services to be performed under the Agreement, GRANTEE shall be solely responsible for ensuring that its subcontractors maintain insurance coverage at levels no less than those required by applicable law and is customary in the relevant industry and shall indemnify CITY and STATE if failure to comply with this provision results in damages to the CITY or the GRANTEE.

EXHIBIT C
DISCLOSURE OF CONFLICT OF INTEREST

		YES*	NO
1	Are you currently in litigation with the City of Fresno or any of its agents?	<input type="checkbox"/>	<input type="checkbox"/>
2	Do you represent any firm, organization, or person who is in litigation with the City of Fresno?	<input type="checkbox"/>	<input type="checkbox"/>
3	Do you currently represent or perform work for any clients who do business with the City of Fresno?	<input type="checkbox"/>	<input type="checkbox"/>
4	Are you or any of your principals, managers, or professionals, owners or investors in a business which does business with the City of Fresno, or in a business which is in litigation with the City of Fresno?	<input type="checkbox"/>	<input type="checkbox"/>
5	Are you or any of your principals, managers, or professionals, related by blood or marriage to any City of Fresno employee who has any significant role in the subject matter of this service?	<input type="checkbox"/>	<input type="checkbox"/>
6	Do you or any of your subcontractors have, or expect to have, any interest, direct or indirect, in any other contract in connection with this Project?	<input type="checkbox"/>	<input type="checkbox"/>
* If the answer to any question is yes, please explain in full below.			

Explanation: _____

☐ Additional page(s) attached.

Signature

Date

(Name)

(Company)

(Address)

(City, State Zip)