

## Memorandum of Understanding

### OPERATION SAFEHOUSE

9685 HAYES STREET  
RIVERSIDE, CA 92503

### PHONE

951-351-4418

### FAX

951-351-4265

### SAFEHOUSE OF THE DESERT

72-710 EAST LYNN STREET  
THOUSAND PALMS, CA 92276

### PHONE

760-343-3211

### FAX

760-343-4678

### WEB

OPERATIONSAFEHOUSE.ORG  
SAFEHOUSEOFTHEDESERT.COM

### FOUNDERS

AMY S. HARRISON  
SUSAN STARK-GIGANDET

### OPERATION SAFEHOUSE BOARD OF DIRECTORS

DAVID AUSTIN  
LACHELLE CRIVELLO  
JAN DUKE  
AMY S. HARRISON  
VALERIE HILL  
HANK KOTZEN  
JULIO LUNA  
GUTHRIE MICHAEL  
MISTY REYNOLDS  
TINA ROBINSON  
DON SCHROEDER  
ENRIQUE SOLIS  
COBY WEBB

### EXECUTIVE DIRECTOR

KATHY MCADARA

TAX ID 33-0326090

This Memorandum of Understanding (“MOU”) between Operation SafeHouse and the Perris Union High School District (hereinafter referred to as “District”) establishes collaboration between Operation SafeHouse and District for the 2019-2020 school year.

**Purpose and Scope of Responsibilities:** Operation SafeHouse will provide Safe Place and What’s Up SafeHouse App outreach services to the District for youth ages 12-18 years of age. In addition to the Safe Place/What’s Up SafeHouse App program, Operation SafeHouse will provide Peer Youth Specialists and MFT counseling services for Transition Age Youth (TAY) ages 16 to 25 years of age. The goal of the program is to engage youth in activities that promote healthy lifestyle choices and to change the perception of depression, trauma and mental health issues and getting help.

Operation SafeHouse outreach team will provide district-approved teen cards, What’s Up SafeHouse App cards and materials related to depression and suicide prevention and where to go to get help. Outreach efforts will be coordinated with each individual school. All SafeHouse staff over 18 years old will be fingerprint cleared through the DOJ and provide identification lanyards when on campus. Perris Union High School District will provide confidential office space and/or a meeting room for counseling purposes or event-planning activities for the campus.

Operation SafeHouse will:

- 1) Show evidence satisfactory to the District that it has secured all insurance required under Exhibit “A” (“Insurance Requirements”), attached and incorporated herein by reference. In addition, Operation SafeHouse shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to the District that the subcontractor has secured all insurance required by the Insurance Requirements.
- 2) Operation SafeHouse will indemnify and hold harmless District, its officers, agents, and employees from any claim or demand made and every liability, loss, damage, or expense of any nature whatsoever, which may be incurred in relation to this MOU.
- 3) Operation SafeHouse certifies that Operation SafeHouse and its principals:
  - a. presently are not debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from any federal department or agency;
  - b. within the three-year period preceding the parties entering into this Purchase Order and/or Agreement have not been convicted or had a civil judgement rendered against them for (i) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, (ii) violation of federal or state antitrust statutes, or (iii) commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making a false statement, or receiving stolen property;
  - c. presently are not indicted or otherwise criminally charged by a governmental entity (federal, state, or local) with commission of any of the offences described in paragraph B or this section; and

**OPERATION SAFEHOUSE**  
9685 HAYES STREET  
RIVERSIDE, CA 92503

**PHONE**  
951-351-4418

**FAX**  
951-351-4265

**SAFEHOUSE OF THE DESERT**  
72-710 EAST LYNN STREET  
THOUSAND PALMS, CA 92276

**PHONE**  
760-343-3211

**FAX**  
760-343-4678

**WEB**  
OPERATIONSAFEHOUSE.ORG  
SAFEHOUSEOFTHEDESERT.COM

**FOUNDERS**  
AMY S. HARRISON  
SUSAN STARK-GIGANDET

**OPERATION SAFEHOUSE BOARD OF DIRECTORS**  
DAVID AUSTIN  
LACHELLE CRIVELLO  
JAN DUKE  
AMY S. HARRISON  
VALERIE HILL  
HANK KOTZEN  
JULIO LUNA  
GUTHRIE MICHAEL  
MISTY REYNOLDS  
TINA ROBINSON  
DON SCHROEDER  
ENRIQUE SOLIS  
COBY WEBB

**EXECUTIVE DIRECTOR**  
KATHY MCADARA

TAX ID 33-0326090

d. within the three-year period preceding the parties entering into this Agreement have not had one or more public transactions (federal, state or local) terminated for cause or default.

4) Operation SafeHouse will assign professional staff who have received TB, FBI, and DOJ clearances, including but not limited to ensuring Operation SafeHouse and its subcontractors comply with the provisions of Education Code Section 45125.1 when required by law or requested by District. Operation SafeHouse shall ensure that persons who perform services on District property have not been convicted of a serious or violent felony as defined in Education Code section 44830.1(c)(1) , or sex offense as defined in Education Code 44011. Operation SafeHouse shall be required to comply with the applicable requirements of Education Code sections 45125.1 and 45125.2 with respect to fingerprinting of employees who may have contact with District pupils and shall complete any forms or processes provided to Operation SafeHouse by District. If at any time a staff member assigned by Operation SafeHouse has a status change, Operation SafeHouse will provide an updated staff roster and notify District. Furthermore, Operation SafeHouse shall provide to the District accurate and up to staff rosters as personnel change.

5) Either organization may terminate this MOU upon thirty (30) days written notice without penalties or liabilities.

Attached is a detailed description of the outreach services provided by SafeHouse.

**Authorization**

**Operation SafeHouse**

**Perris Union High School District**

\_\_\_\_\_  
Kathy McAdara, Executive Director

Date

\_\_\_\_\_  
Name:

Title

Date

**OPERATION SAFEHOUSE**  
9685 HAYES STREET  
RIVERSIDE, CA 92503

**PHONE**  
951-351-4418

**FAX**  
951-351-4265

**SAFEHOUSE  
OF THE DESERT**  
72-710 EAST LYNN STREET  
THOUSAND PALMS, CA 92276

**PHONE**  
760-343-3211

**FAX**  
760-343-4678

**WEB**  
OPERATIONSAFEHOUSE.ORG  
SAFEHOUSEOFTHEDESERT.COM

**FOUNDERS**  
AMY S. HARRISON  
SUSAN STARK-GIGANDET

**OPERATION SAFEHOUSE  
BOARD OF DIRECTORS**  
DAVID AUSTIN  
LACHELLE CRIVELLO  
JAN DUKE  
AMY S. HARRISON  
VALERIE HILL  
HANK KOTZEN  
JULIO LUNA  
GUTHRIE MICHAEL  
MISTY REYNOLDS  
TINA ROBINSON  
DON SCHROEDER  
ENRIQUE SOLIS  
COBY WEBB

**EXECUTIVE DIRECTOR**  
KATHY MCADARA

TAX ID 33-0326090

## **Operation SafeHouse Outreach Services**

### **Safe Place**

Safe Place is a national youth outreach program that educates thousands of young people every year about the dangers of running away or trying to resolve difficult, threatening situations on their own. This easily-replicated initiative involves the whole community to provide safe havens and resources for youth in crisis.

Safe Place creates a network of Safe Place locations — schools, fire stations, libraries, grocery and convenience stores, public transit, YMCAs and other appropriate public buildings – that display the yellow and black diamond-shaped Safe Place sign. These locations extend the doors of the youth service agency or emergency shelter throughout the community. Youth can easily access immediate help wherever they are. Operation SafeHouse has two shelters for youth, one in Riverside and one in Thousand Palms.

### **What's Up SafeHouse App**

What's Up SafeHouse is a free 24/7 crisis text line and app for youth and young adults in need of emotional support, at any time. Students can anonymously text about themselves or disclose concerns about a friend or loved one. The goal of the program is to provide Youth and young adults, ages 11-24, immediate crisis intervention and/or referrals at their exact time of need and provide them with someone to talk to, anonymously, about their concerns. Common issues that students text about are: suicidal thoughts, depression, parent-child conflicts, peer pressure, drugs, bullying, LGBTQ, relationship issues, or any other issue they want to discuss.

Students can download the app in the app store on their phone or text SHHELP to 844-823-5323 and get connected with a trained counselor within three minutes.

Marketing materials, What's Up SafeHouse App cards and posters will be distributed to the counseling centers.

### **Peer to Peer**

This prevention service utilizes TAY (Transition Age Youth ages 16 – 25) who reflect the population they will be serving to provide formal and informal outreach, informal counseling, and support/informational groups to at-risk youth and their families. The target youth are TAY who are experiencing depression early in its manifestation and meet criteria to receive service through Stress and Your Mood (SAYM/DTQI), an evidence-based practice. Criteria to be met include TAY who:

- a. Identify as Lesbian, Gay, Bisexual, Transgender, Questioning;
- b. Are currently in or have been in the foster care system;
- c. Are transitioning into college; and/or
- d. Are runaway or homeless.

Outreach activities include going to locations frequented by the at-risk youth they are targeting to discuss and promote healthy lifestyles and relationships, deliver literature on risk reduction of mental illness, and provide referrals for mental health and other services as needed. The Peer to Peer services will also be a referral source for Stress and

**OPERATION SAFEHOUSE**  
9685 HAYES STREET  
RIVERSIDE, CA 92503

**PHONE**  
951-351-4418

**FAX**  
951-351-4265

**SAFEHOUSE  
OF THE DESERT**  
72-710 EAST LYNN STREET  
THOUSAND PALMS, CA 92276

**PHONE**  
760-343-3211

**FAX**  
760-343-4678

**WEB**  
OPERATIONSAFEHOUSE.ORG  
SAFEHOUSEOFTHEDESERT.COM

**FOUNDERS**  
AMY S. HARRISON  
SUSAN STARK-GIGANDET

**OPERATION SAFEHOUSE  
BOARD OF DIRECTORS**

DAVID AUSTIN  
LACHELLE CRIVELLO  
JAN DUKE  
AMY S. HARRISON  
VALERIE HILL  
HANK KOTZEN  
JULIO LUNA  
GUTHRIE MICHAEL  
MISTY REYNOLDS  
TINA ROBINSON  
DON SCHROEDER  
ENRIQUE SOLIS  
COBY WEBB

**EXECUTIVE DIRECTOR**  
KATHY MCADARA

TAX ID 33-0326090

Your Mood (SAYM/DTQI) for those TAY who are identified as potentially meeting service criteria. This project will utilize youth speaker's bureaus to outreach and educate at-risk youth and the community-at-large of the unique issues each group of identified at-risk youth experience as they relate to mental health and interpersonal issues. Additional outreach to local school districts, including high schools, colleges, universities, Gay/Straight Alliances, social service agencies, transition age youth and their families, and the community-at-large with the purpose of educating the public about mental health, depression, and suicide is a critical component of this prevention service. The speaker's bureau is intended to educate, reduce stigma about mental illness, and build resiliency in TAY at high risk for the development of mental health problems.

**Stress and Your Mood (SAYM formerly DTQI)**

The primary program goal is to reduce the duration and impact of depression for the Transition Age Youth (TAY) population (16-25 years old) in Riverside County that are the target populations. An additional program goal is to reduce the reoccurrence of depressive episodes for the target population. The program will provide services in culturally appropriate settings, incorporating the needs of the target population. Activities will be situated in de-stigmatizing locations to increase the likelihood of TAY accessing those activities. The setting(s) for service delivery will not be a traditional mental health setting and will assist participants in feeling comfortable seeking services from staff that are knowledgeable and capable of identifying needs and solutions for TAY.

The provider is expected to utilize targeted outreach to engage TAY by working within the community and collaborating with Peer to Peer services providers, schools, including colleges and universities, community based organizations, non-profit organizations, social service agencies, faith-based organizations, and other individuals, groups, and/or services that have the trust of and connection with this population.

Stress and Your Mood SAYM/DTQI is an evidence-based early intervention program (EBP) used to treat depression. It is based on the concepts of Cognitive-Behavioral Therapy (CBT). A CBT program contains three phases: conceptualization, skills and application training, and relapse prevention. This program, in line with the concepts of CBT, is low intensity and short in duration. Some family psycho-education regarding depression and family or parent sessions will be included. Consistent with the DTQI model, providers will refer the TAY, as appropriate, for a medication evaluation and work closely with the prescribing psychiatrist to ensure continuity of care if needed.

This early intervention is to be provided by a master's level or higher clinician. The program consists of weekly individual or group sessions (with a maximum of 8 TAY per group) for 10-20 sessions as prescribed by the EBP.

**Cognitive-Behavioral Intervention for Trauma in Schools (CBITS)**

The primary goal of this Prevention and Early Intervention program is to provide support for youth ages 10 through 15 who have experienced or witnessed a traumatic event. The

**OPERATION SAFEHOUSE**

9685 HAYES STREET  
RIVERSIDE, CA 92503

**PHONE**

951-351-4418

**FAX**

951-351-4265

**SAFEHOUSE  
OF THE DESERT**

72-710 EAST LYNN STREET  
THOUSAND PALMS, CA 92276

**PHONE**

760-343-3211

**FAX**

760-343-4678

**WEB**

OPERATIONSAFEHOUSE.ORG  
SAFEHOUSEOFTHEDESERT.COM

**FOUNDERS**

AMY S. HARRISON  
SUSAN STARK-GIGANDET

**OPERATION SAFEHOUSE  
BOARD OF DIRECTORS**

DAVID AUSTIN  
LACHELLE CRIVELLO  
JAN DUKE  
AMY S. HARRISON  
VALERIE HILL  
HANK KOTZEN  
JULIO LUNA  
GUTHRIE MICHAEL  
MISTY REYNOLDS  
TINA ROBINSON  
DON SCHROEDER  
ENRIQUE SOLIS  
COBY WEBB

**EXECUTIVE DIRECTOR**

KATHY MCADARA

TAX ID 33-0326090

objective of the program is to reduce the youth's symptoms of Posttraumatic Stress Disorder (PTSD), including depression and anxiety caused by exposure to violence, which has been used successfully in inner city schools with multicultural populations. CBITS has three main goals: to reduce symptoms related to trauma, to build resilience and to increase peer and parent support. The program will also involve the parents and teachers and the facilitators will have individual sessions with these supportive individuals. This early intervention is to be provided by a master's level or higher clinician. The program consists of weekly group and individual sessions (with approximately 6-8 students) for 10 sessions as prescribed by the EBP.

## EXHIBIT "A" - Insurance Requirements

**OPERATION SAFEHOUSE**  
9685 HAYES STREET  
RIVERSIDE, CA 92503

**PHONE**  
951-351-4418

**FAX**  
951-351-4265

**SAFEHOUSE  
OF THE DESERT**  
72-710 EAST LYNN STREET  
THOUSAND PALMS, CA 92276

**PHONE**  
760-343-3211

**FAX**  
760-343-4678

**WEB**  
OPERATIONSAFEHOUSE.ORG  
SAFEHOUSEOFTHEDESERT.COM

**FOUNDERS**  
AMY S. HARRISON  
SUSAN STARK-GIGANDET

**OPERATION SAFEHOUSE  
BOARD OF DIRECTORS**  
DAVID AUSTIN  
LACHELLE CRIVELLO  
JAN DUKE  
AMY S. HARRISON  
VALERIE HILL  
HANK KOTZEN  
JULIO LUNA  
GUTHRIE MICHAEL  
MISTY REYNOLDS  
TINA ROBINSON  
DON SCHROEDER  
ENRIQUE SOLIS  
COBY WEBB

**EXECUTIVE DIRECTOR**  
KATHY MCADARA

TAX ID 33-0326090

A. Minimum Requirements. Caterer shall, at its expense, procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Caterer, its agents, representatives, employees or subcontractors. Caterer shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Agreement. Such insurance shall meet at least the following minimum levels of coverage:

B. Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (A) *General Liability*: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); (B) *Automobile Liability*: Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto); and (C) *Workers' Compensation and Employers' Liability*: Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

C. Minimum Limits of Insurance. Caterer shall maintain limits no less than: (A) *General Liability*: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to this Agreement/location or the general aggregate limit shall be twice the required occurrence limit; (B) *Automobile Liability*: \$1,000,000 per accident for bodily injury and property damage; and (C) *Workers' Compensation and Employer's Liability*: Workers' compensation limits as required by the Labor Code of the State of California. Employers Liability limits of \$1,000,000 per accident for bodily injury or disease.

D. Professional Liability. [INCLUDE IF APPLICABLE] Caterer shall procure and maintain, and require its sub-Caterers to procure and maintain errors and omissions liability insurance appropriate to their profession. Such insurance shall be in an amount not less than \$1,000,000 per claim, and shall be endorsed to include contractual liability.

E. Insurance Endorsements. The insurance policies shall contain the following provisions, or Caterer shall provide endorsements on forms supplied or approved by the District to add the following provisions to the insurance policies:

(1) General Liability. The general liability policy shall be endorsed to state that: (A) the District, its directors, officials, officers, employees, agents and volunteers shall be covered as additional insured with respect to the Services and/or the Products or operations performed by or on behalf of the Caterer, including materials, parts or equipment furnished in connection with such work; and (B) the insurance coverage shall be primary insurance as respects the District, its directors, officials, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Caterer's scheduled underlying coverage. Any insurance or self-insurance maintained by the District, its directors, officials, officers, employees, agents and volunteers shall be excess of the Caterer's insurance and shall not be called upon to contribute with it.

(2) Automobile Liability. The automobile liability policy shall be endorsed to state that: (A) the District, its directors, officials, officers, employees, agents and volunteers shall be covered as additional insureds with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the Caterer or for which the Caterer is responsible; and (B) the insurance coverage shall be primary insurance as respects the District, its directors, officials, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Caterer's scheduled underlying coverage. Any insurance or self-insurance maintained by the District, its directors, officials, officers, employees, agents and volunteers shall be excess of the Caterer's insurance and shall not be called upon to contribute with it.

(3) Workers' Compensation and Employers Liability Coverage. The insurer shall agree to waive all rights of subrogation against the District, its directors, officials, officers, employees, agents and volunteers for losses paid under the terms of the insurance policy which arise from work performed by the Caterer.

(4) All Coverages. Each insurance policy required by this Agreement shall be endorsed to state that: (A) coverage shall not be suspended, voided, reduced or canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the District; and (B) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the District, its directors, officials, officers, employees, agents and volunteers.

F. Other Requirements. All insurance required by this Section shall contain standard separation of insureds provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the District, its directors, officials, officers, employees, agents and volunteers. Any deductibles or self-insured retentions must be declared to and approved by the District. Caterer shall guarantee that, at the option of the District, either: (A) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the District, its directors, officials, officers, employees, agents and volunteers; or (B) the Caterer shall procure a bond guaranteeing payment of losses and related investigation costs, claims and administrative and defense expenses. Insurance is to be placed with

**OPERATION SAFEHOUSE**

9685 HAYES STREET  
RIVERSIDE, CA 92503

**PHONE**

951-351-4418

**FAX**

951-351-4265

**SAFEHOUSE  
OF THE DESERT**

72-710 EAST LYNN STREET  
THOUSAND PALMS, CA 92276

**PHONE**

760-343-3211

**FAX**

760-343-4678

**WEB**

OPERATIONSAFEHOUSE.ORG  
SAFEHOUSEOFTHEDESERT.COM

**FOUNDERS**

AMY S. HARRISON  
SUSAN STARK-GIGANDET

**OPERATION SAFEHOUSE  
BOARD OF DIRECTORS**

DAVID AUSTIN  
LACHELLE CRIVELLO  
JAN DUKE  
AMY S. HARRISON  
VALERIE HILL  
HANK KOTZEN  
JULIO LUNA  
GUTHRIE MICHAEL  
MISTY REYNOLDS  
TINA ROBINSON  
DON SCHROEDER  
ENRIQUE SOLIS  
COBY WEBB

**EXECUTIVE DIRECTOR**

KATHY MCADARA

TAX ID 33-0326090

insurers with a current A.M. Best's rating no less than A:VIII, licensed to do business in California, and satisfactory to the District. Caterer shall furnish District with original certificates of insurance and endorsements effecting coverage required by this Agreement on forms satisfactory to the District. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by the District if requested. All certificates and endorsements must be received and approved by the District before work commences. The District reserves the right to require complete, certified copies of all required insurance policies, at any time.