

**Memorandum of Understanding Between
K to College and
Chabot Las-Positas Community College District**

This Memorandum of Understanding is made on 4/14/16 by and between K to College (K2C) and the Chabot Las-Positas Community College District. K2C is a tax-exempt non-profit corporation organized under § 501(c)(3) of the Internal Revenue Code with the mission of efficiently addressing the unmet material needs of homeless and other impoverished children, and adults working towards self-sufficiency. Chabot Las-Positas is a community college district consisting of two campuses serving Alameda County.

K2C hereby agrees to use its best efforts to provide as many low-income Chabot Las-Positas students served by the Extended Opportunity Programs & Services program (EOPS), PUENTE Program, California Work Opportunity and Responsibility to Kids (CalWORK's) program, and/or other students experiencing verifiable financial hardship with as many computers, school supply kits, hygiene kits, and other materials as possible. K2C will inform the designated Chabot Las-Positas staff which students are eligible for all donated materials prior to delivery.

EOPS provides support services to low-income and academically disadvantaged students to be successful in college. The Chabot Las-Positas CalWORKs program is committed to help Temporary Assistance to Needy Families (TANF) recipients' receive an education and training which will provide employment opportunities. The PUENTE project's mission is to increase the number of educationally disadvantaged students who enroll in four-year colleges and universities, earn college degrees and return to the community as mentors and leaders to future generations.

As a condition of receiving donated materials from K2C, Chabot Las-Positas hereby agrees to the following:

1. To utilize appropriate outreach methods to inform eligible and targeted students about materials available through Chabot Las-Positas' partnership with K2C
2. To agree that K2C may only be able to provide resources for certain populations of students, such as students enrolled in CalWORKs, and that K2C will notify Chabot Las-Positas in advance of shipment which students are eligible to receive K2C materials
3. To distribute K2C materials to eligible students as follows:
 - a. Providing notification and instruction to all appropriate staff that work with eligible students that these materials are available and how to access them, and
 - b. Facilitating a check-in process for each distribution, verifying each student is enrolled in the district and designated eligible before they receive K2C materials, and
 - c. Maintaining ownership of the check-in list(s) for the duration of the distribution or distribution cycle, and
 - d. Following distribution(s), comparing the list of recipients to the list of eligible students for a final report as outlined in Section 4, and
 - e. Using best efforts to provide instruction and/or technical support for students receiving computers.
4. To maintain an internal (accessible to Chabot Las-Positas only) detailed roster that includes every student that receives K2C materials for auditing and/or any other purposes.† This may be done by maintaining ownership of the lists of those receiving K2C materials at each Chabot Las-Positas school. This list will include the name of each student, proof of income eligibility and/or program enrollment, and the date and description of services provided

† **NOTE:** Audits will only be conducted by appropriate government agencies and/or a certified contractor of a government agency. **K to College does NOT collect any student information as a matter of policy.** There is only potential for an audit if one or more funding sources are from a government source that requires it.
5. To confirm in writing the process by which K2C materials were distributed to eligible and targeted students as outlined in the verification letter template provided by K2C (Attachment A), certifying those served were eligible and identifying the date and location of each distribution

Notices

All notices and/or correspondence shall be addressed and mailed to Parties as follows:

K to College
Benito Delgado-Olson
Executive Director
7730 Pardee Lane
Oakland, CA 94621

Chabot Las-Positas Community College District
Jannett N. Jackson, Ph.D
Chancellor
7600 Dublin Blvd.
Dublin, CA 94568

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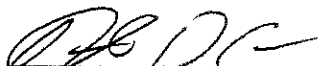
The Chabot Las-Positas Community College District assigned point of contact for the implementation and coordination of this program is as follows:

Chabot Las-Positas Community College District

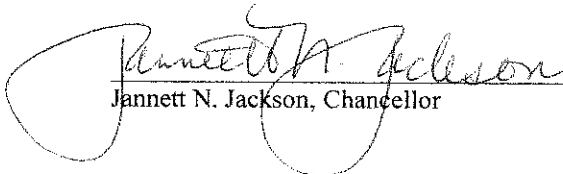
Jannett N. Jackson, Ph.D
Chancellor
7600 Dublin Blvd.
Dublin, CA 94568

This Memorandum of Understanding may not be amended or modified except in writing signed by both parties. This Memorandum of Understanding is valid through June 30, 2020. In witness whereof, the parties hereto have executed this Memorandum of Understanding on the day and year first written above.

Accepted for K to College:

 _____ Date 4/8/16
Benito Delgado-Olson, Executive Director

Accepted for Chabot Las-Positas Community College District:

 _____ Date 4/14/2016
Jannett N. Jackson, Chancellor