

**MEMORANDUM OF UNDERSTANDING  
BY AND BETWEEN  
MARIN COUNTY OFFICE OF EDUCATION AND  
SAN RAFAEL CITY ELEMENTARY SCHOOL DISTRICT**

The Marin County Office of Education (MCOE) is a grant recipient of funds from the California Department of Education. The purpose of these funds is Tobacco Use Prevention Education (TUPE). MCOE wishes to enter into formal agreement with San Rafael City Elementary School District (SRCESD) to work together to implement an enhanced and expanded TUPE program during the regular school hours. The purpose of the TUPE program is to provide students with the knowledge and skills that enable them to be tobacco free and develop the next generation of tobacco-free advocates. To support this goal:

**MCOE will:**

- Retain a project coordinator to provide overall coordination of the comprehensive TUPE program.
- Provide \$5,668 to SRCESD to compensate for assistance with the implementation of this grant, including substitute costs for staff to attend TUPE-related trainings.
- Ensure that all project funds expended or obligated are allowable costs and in compliance with the approved budget.
- Maintain required documentation of project services, activities, accomplishments, and other program records.
- Coordinate ongoing data collection for evaluation purposes.
- Provide tobacco prevention curriculum trainings as necessary and provide all materials necessary for implementing the program with fidelity.
- Provide Brief Intervention training as needed for school and community-based organization staff.
- Provide cessation resources for students who wish to cut back or quit.
- Provide training and ongoing support for Peer Educators.
- As needed, provide technical assistance and supplemental training.

**SRCESD will:**

Identify a District Coordinator who will assist with the following:

- Work with site administrators to maintain support of the program.
- Distribute TUPE-related information, as necessary.
- Ensure identification of TUPE Site Coordinators at participating school sites to provide site program coordination, attend annual Site Coordinator training and other meetings as scheduled by mutual agreement, and work with youth TUPE Peer Educators.
- Ensure teachers are designated to receive curriculum training and deliver instruction with fidelity using approved tobacco prevention curriculum.
- Identify staff or community-based organizations to provide Brief Intervention for students caught or self-referred for alcohol and other drug use.
- Facilitate ongoing project evaluation, as needed.
- Maintain and ensure enforcement of the district's tobacco-free schools policy, including the posting of Tobacco Use is Prohibited signage at all school entrances and other key areas.
- Conduct the California Healthy Kids Survey (CHKS) every two years.
- Conduct the California School Tobacco Survey (CSTS) if selected.

- Maintain and make available all financial and program records related to expenditures of grant funds as may be deemed necessary by county and state grantors.
- Provide quarterly itemized invoices for reimbursement to MCOE by the 10<sup>th</sup> day of the first month in a quarter beginning as needed through the period of the MOU (March 10, 2018, May 10, 2018).
- Spend funds in accordance with allowable costs outlined in this MOU.

**Term**

This Memorandum of Understanding shall commence July 1, 2017 and continue through June 30, 2018. Either party may terminate this Memorandum of Understanding, with or without cause, by giving 30 days' written notice to the other party.

MARIN COUNTY OFFICE OF EDUCATION

SAN RAFAEL CITY ELEMENTARY SCHOOL DISTRICT

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Allowable Costs**

Costs charged to TUPE funds must be limited to materials and activities which directly address tobacco-use prevention, youth development, intervention, or cessation/referral strategies.

Funds may be used for:

- TUPE District and or Site coordination
- Contracted direct service providers
- Project materials and supplies
- Travel costs related to the project
- Student incentives, awards, and recognitions directly related to tobacco-use prevention. Incentives must have a tobacco-free message on the item. Incentives, awards, and recognitions cannot be in the form of cash.

**Nonallowable Costs**

TUPE funds are intended to supplement existing programs and must not be used to supplant other state or federal funds now being used for existing staff or activities. TUPE funds cannot be transferred to any other program accounts that are for specific purposes other than tobacco-use prevention, youth development, intervention, or cessation/referral.

Funds may **not** be used for:

- Compensation or expenses of administrative personnel other than the TUPE Project Coordinator
- Expenditures for land, buildings, and other intangible capital assets, including items acquired through leases with option to purchase and capitalized equipment costs in excess of \$5,000
- Food—exceptions may be allowed if the agency can provide evidence that the provision of food is necessary to implement a student strategy or other TUPE Program training event for students, staff, or parents conducted beyond normal school hours or off-site
- Payment of any kind to law enforcement agencies for enforcement, lesson delivery, or other activities and services
- Campus monitoring and supervision
- Preparation, delivery, and travel costs associated with submitting TUPE grant applications