

The HOPE Toolkit  
Section 1

INTEGRATED CITY-  
COMMUNITY DISTRICT  
PARTNERSHIPS

Building a Foundation of Support for  
McKinney-Vento Youth





# SECTION 1 PREVIEW: CITY & COMMUNITY PARTNERSHIPS




**Section 1: City & Community Partnerships**

**Section 2: Staffing**

**Section 3: Funding & Resources**

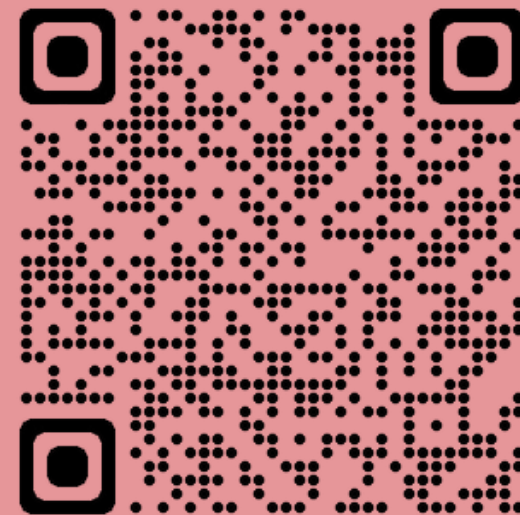
**Section 4: Assessment, Tracking & Reporting**

**Section 5: Outreach & Marketing**

- Understand the value of city and community partnerships
  - Explore the HOPE model of integrated partnerships
  - Identify entry-points for new partnerships
  - Learn how to enhance existing partnerships
- 

# Casting A Vision: A Call for Partnership

In a compelling speech to the school board and community in February 2014, Chino Valley Unified School District leadership cast a vision for what would become the HOPE program. This call invited city and community partners to be a part of the district's efforts to serve its students and families in need.



Scan or click here to listen to Wayne Joseph, former Superintendent, who led the effort in building the HOPE program and cultivating city and community partnerships to support students in need.

# A CASE STUDY: THREE CITIES & THREE LEVELS OF MUNICIPAL PARTNERSHIPS

|                                 | City of Ontario | City of Chino Hills | City of Chino |
|---------------------------------|-----------------|---------------------|---------------|
| Access to case management       | ✓               | ✓                   | ✓             |
| On-site family resource centers | ✓               | ✓                   | ✓             |
| Access to city social services  | ✓               | ✓                   | ✓             |
| Formal MOU/ Contract            | ✗               | ✓                   | ✓             |
| Cost-sharing                    | ✗               | ✓                   | ✓             |
| Shared staffing & leadership    | ✗               | ✗                   | ✓             |




# City of Chino: An Integrated City-District Partnership

## Integrated Case Management

- City Case Managers are stationed at district FRCs.
- City employees work under City of Chino Community Services Department and for the HOPE Program/Health Services (CVUSD).
- Serve all students with need regardless of city residency, prioritizing MV students.

## Shared Funding

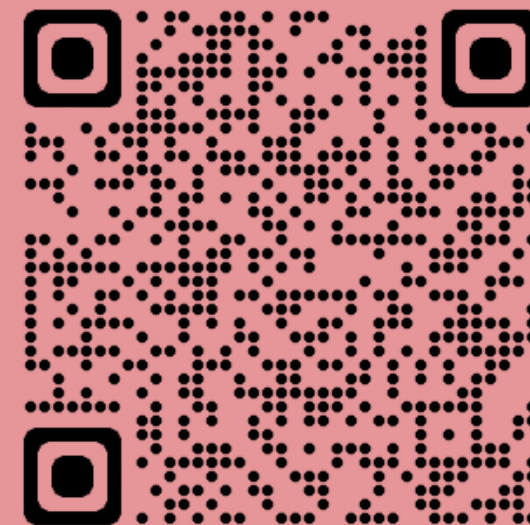
- District subcontracts with the city for case management services through district allocations from various grants and funding sources. (see Funding Section for details)
  - City of Chino Hills reimburses City of Chino for case management and counseling services provided to Chino Hills residents.
- 



# Why do cities want to partner with you?

*"We know that when we invest in the basic needs of our students, they are going to do better in school. They are going to be better citizens and make for a better city. It's going to require investment of time, energy, resources, and that is a worthwhile investment in our families, our city, our future."*

Silvia Avalos,  
Community Services Director  
City of Chino



Scan or click here to listen to Linda Reich, City Manager, share why partnering with schools is an important part of the City of Chino's efforts to address homelessness.

# Benefits of Municipal Partnerships

## Benefits for the District



## Benefits for the City

- Streamlines the process for families to access city services and makes it more convenient
- Supports MV Program Manager in ensuring students and families have the support, resources, and services they need
- Builds and strengthens communication and collaboration with the city to meet the needs of their students and families
- Demonstrates their commitment to the community by investment in the city

- Connect directly with residents needing social service assistance at place of convenience for them
- Direct access to students and schools to promote community service programming and services, e.g., recreation, giveaways, services
- Builds and strengthens communication and collaboration with the district to meet the needs of residents
- Demonstrates their commitment to the community by investment in the school district

# Getting Started: Entry Points for Municipal Partnerships

## Parks & Recreation

Look to connect MV youth with recreational activities available through the city. Ask if scholarships are available. Invite city staff to recruit/promote recreational activities to your students through tabling, resource centers, or special events at school.

## Community Services

Community fairs and outreach events often provide open and free or low-cost tabling opportunities that can build visibility for the MV program. City give-away programs for school supplies or holiday meals are natural opportunities to partner as it provides them with vetted student & family needs.

## Social Services

If the city provides case management for low-income families, get to know what services are available and refer MV students and families as appropriate. Case managers, often licensed social workers, can help students and families with rent & utility assistance, Medi-Cal applications, and an array of other support and services.



# Getting Buy-In: Advice from Senior City Officials & Community Leaders

Biggest barrier to partnership is lack of buy-in from leadership. **Find your champions**, those who care, those who share your vision for students, those in leadership who can move it forward.

Find connection points, know what's important to them, their background, interests, and priorities. **Do your research** beforehand and connect with them as residents and community leaders.

Passion and vision are contagious. **Get out and connect personally** to stakeholders, attend community meetings, actively engage in programming, and support what's important to them.

**Do quality work.** Showcase the impact of the work you do. Invite others to join. Look for informal and formal ways to partner and collaborate.

# HOPE Community Partnerships

- 2021–22  
39 Ongoing partners  
12 New partners
- Formal and informal partnerships
- Individuals, organizations, and groups
- Multiple types of involvement– donations, volunteering, services



*"Coming together is a beginning, staying together is progress, and working together is success." - Henry Ford*

## Ongoing Partners

- 3 Way Thrift Store
- 4th District Supervisor  
Curt Hagman
- Bread of Life Church
- California Institution for Men
- Calvary Chapel of Chino Hills
- Chino Police Department
- Chino Valley Democratic Club
- Chino Valley Fire District
- Chino Valley Fire Foundation
- Chino Valley YMCA
- Christ Lutheran Church
- City of Chino
- City of Chino Hills
- Council Member  
Cynthia Moran
- FedEx Chino Branch
- Focus On Youth
- Food for Life Ministry
- Fun Club at Rhodes
- Girl Scout Troops #664 & 70614
- Gracepoint Church
- God's Pantry
- High Five Afterschool Program
- Isaiah's Rock
- Inland Hills Church
- Inland SoCal United Way
- Key Club at Ayala HS
- Leslie Toledo
- Project Unity
- Richard & Rhonda Fellows
- Susan Stack
- Shoes that Fit
- SOAR Afterschool Program
- Litel Elementary
- Mr. Wayne Joseph
- Released Time Christian Education -Chino Valley
- Russ Miller Scholarship Fund
- Teen Center, City of Chino

## New Partners

- Terri Trembly
- Veterans of Foreign War Post #11546
- City of Chino Hills City Manager Office/Ben Montgomery
- Bombas Inc.
- Christ Lutheran Church
- City of Chino Hills City Clerks Department
- City of Chino Hills Vice Mayor Marquez
- Don Lugo Interact Club
- Holy Transfiguration Coptic Orthodox Church
- Karen Kao
- Knights of Columbus #15339
- CVUSD Special Education Department
- Ed Acts Global
- Assemblymember Freddie Rodriguez District 52

# Food Delivery: A Model of Integrated Community Partnerships

## HOPE Case Managers

identify students and families with food insecurity and work closely with God's Pantry to create/update client list for food orders.

## God's Pantry

local nonprofit food pantry, prepares fresh meats and vegetable food bags for referred HOPE Program families.

## Verve City Church

has weekly delivery teams that pick up the food from God's Pantry and deliver to referred families homes and the HOPE office.

Delivery team members relay wellness check information back to **case managers and HOPE team** indicating any changes in food or housing needs.

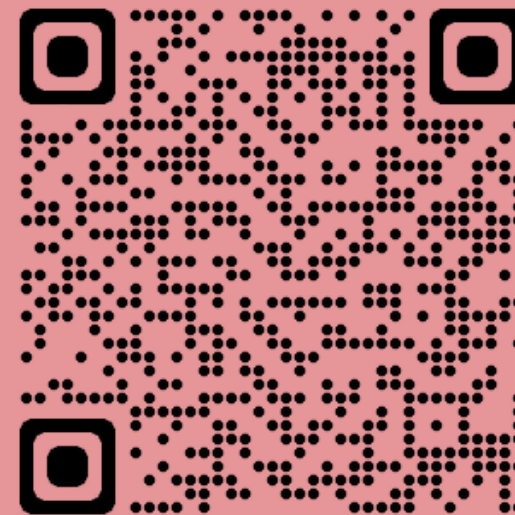
Delivery team members are familiar faces in the community. They know the families they serve too.

Every step along the way is centered in long-term relationships with families, building trust with them and walking alongside them in their need.

# Community organizations want to partner with you

*"We want to be great community partners. We want to walk alongside families in our community, for they are the heartbeat of our city, our future leaders. The schools are where those families are. We want to play a part in the good work the district is doing in our community."*

Jason Urbanski, Outreach Pastor  
Verve City Church



Scan or click here to watch the HOPE In Action video, showcasing city, district, and community leaders discussing how community partnerships are a vital part of the HOPE program.

# Entry Points for Community Partnerships

## Community Collaboratives

Join or convene community collaborations around youth, housing, or faith communities. These gatherings are a valuable way to identify community champions for your program and connect with potential partners.

Collaboratives can be a powerful way to seek additional funding alongside others who share a common vision. They also give you a seat at the table for broader community conversations.

## Afterschool Programming

Youth-focused nonprofits are natural partners as they often host sports, arts, tutoring and other programming related to helping children thrive.

They also are valuable partners in providing programming support for MV students & families, as well as collaborating on larger youth-focused initiatives. Build active relationships with them and see what opportunities to partner emerge.

## Other Non-Profit & Faith Communities

Get to know your local non-profit organizations and faith communities. These groups often have a mission focused on meeting needs in the community, and you have students & families with identified needs.

Build relationships with local partners, get to know what they do, and connect others with them. Build those pipelines and lay the foundation to support each others' work.



# 5 Tips to Growing Community Partnerships

1

Convene a Community Collaborative

2

Explore Untapped Potential

3

Communicate Expectations

4

Enhance and Scale Your Partnerships

5

Invite Partners to Share Success

# 1

## Convene a Community Collaborative

- Community collaboratives can be a powerful vehicle for formal partnerships and shared funding.
- The Focus on Youth Collaborative is an umbrella coalition bringing together partners focused on supporting education and youth.

**District Leadership**  
Superintendent,  
Assistant  
Superintendent,  
Directors

**Municipal Leadership**  
City Manager,  
Community Service  
Commissioners,  
Directors

**Local Nonprofits**  
YMCA,  
Afterschool Programs,  
Service Groups like  
Kiwanis, Rotary, etc.

**Faith Communities**  
Churches,  
Synagogues,  
Mosques

**Other School Staff**  
Teachers, Counselors,  
School Administrators,  
Health Services,  
Behavioral Health

**MV Students, Alumni,  
or Parents**  
Those with lived  
experience

# 2

## Explore Untapped Potential

- Don't be afraid to move beyond the traditional partnerships.
  - California Institution for Men
- Niche nonprofits can help meet specific needs on an ongoing basis.
  - Shoes that Fit
- Local police and firefighter unions often have nonprofit foundations to support community needs.
  - Chino Valley Fire Foundation

### Partnership Spotlight: California Institution for Men Chino

California Institution for Men (CIM) and the Chino Valley Employees' Association (CVEA) consists of employees and the institution sharing a common goal of helping others within the facility AND the local community.

In partnership with CVUSD'S HOPE Program, CVEA's Board coordinates and executes community-based events including holiday sponsorships, fundraising & clothing campaigns, and community outreach & education.

# 3

## Communicate Expectations

- Communicate early and often about values and outline expectations for community partners. Provide training opportunities, as necessary.
- Create a collaborative working environment that values working together to address disparities.
- Have open and at times difficult conversations that foster trust and lead to resilient partnerships that can be sustained over time.

## Core Values

**EQUITABLE  
ACCESS**

**INDIVIDUALIZED  
APPROACH**

**STRENGTH IN  
DIVERSITY**

**TRUST &  
RELATIONSHIP**

**EMPATHY**

**INTEGRITY**

# 4

## Enhance & Scale Your Partnerships

- Integrate trusted long-term community partners more fully into your work.
- Good work together often begets more good work together
- Imagine new possibilities
- Formalize partnerships

### Mindset Shifts

As the collaboration grows, the collective mindset often shifts. Good work together often begets more good work together. We stop seeing limitations and can imagine new possibilities as we identify more assets and more partners invested in the work.

Can we afford this?

How can we meet this need? Who can help us meet this need?

Can we do this?

How can we make this happen? What do we need?

Are we good at this?

Is there someone with valuable expertise or talent that we can bring in to help us do this well?



# Three Ways to Formalize Partnerships

Formal agreements often provide the structure and framework of ongoing collaborative efforts. They explicitly outline each party's responsibilities and allow each party to be accountable to each other for key deliverables and execution. They also ensure legal compliance and address important issues of liability.


**1. Memorandum of Understanding (MOU) or Master Contract**

**2. Scope of Work**

**3. Letters of Support**



## 1. Memorandum of Understanding (MOU) or Master Contract

- Often requires approval by LEA school board and/or superintendent
  - Often captures specified budget & funding for project along with key deliverables
  - Common Elements:
    - Services to be provided
    - Compensation
    - Duration of Agreement
    - District to provide information
    - Ownership of Materials
    - General Provisions, Assignment, Indemnification, Termination, Counterparts, Severability, Legal Notices
- 



## 2. Scope of Work

- Often more specific than a contract and may include specific responsibilities for each party, budget line items for provided funds, project timelines, and key deliverables.
- The scope of work is attached to MOU/contract and is more detailed at program level.
  - City of Chino responsibilities
  - Projected numbers
  - Budget for salary/personnel
  - Budget for services & supplies

\*Access a sample scope of work in the Supplemental Resources Guide





### 3. Letters of Support

- Often required or requested as part of grant applications to demonstrate partnerships and collaboration across agencies.
  - Valuable way to invite your partners into a more formal relationship and connect them more directly and tangibly with your program.
  - Who to ask
    - Existing program partners
    - Referral sources
    - Volunteer sources
    - Community groups
- 



### 3. Letters of Support Continued

- Elements to be included:
  - Name of organization offering support and host organization
  - For grant packets, provide the name of the grant or project.
  - Paragraph description of agency offering the letter of support
  - Paragraph description of the impact of the program or proposed project, the prior impact of the partnership, evidence of good work of host organization.
  - Contact information including signature line, name, title, organization

\*Access a sample letter of support in the Supplemental Resources Guide

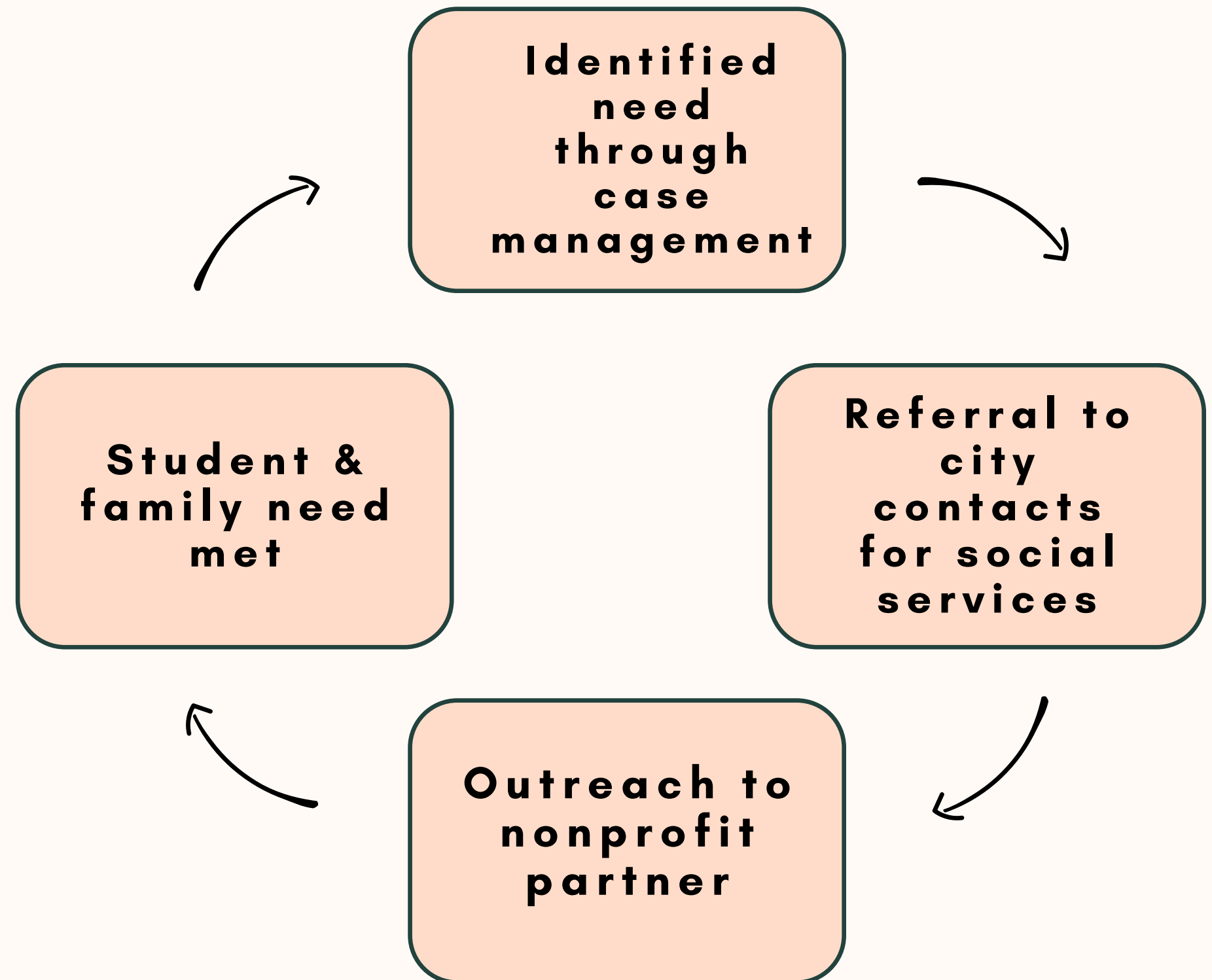




# 5

## Invite Partners to Share Success

- Strong partnerships are a vital resource to meet individual needs beyond the scope of a typical program.
- When needs surface, reach out to trusted partners and invite them to assist in meeting needs
- Share successes with partners and allow them to witness the impact their assistance has on families in the community and students in the classroom.

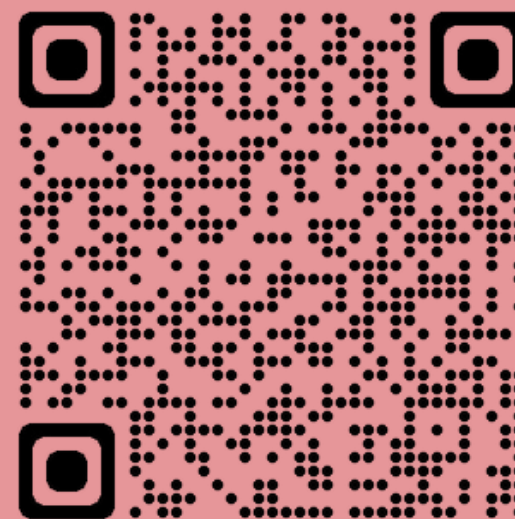


# Helping Students Succeed

These partnerships allow HOPE to support students and families in meeting their physical needs, so students can show up ready to learn in the classroom.

*"If we can connect the family to some success, then automatically, we are assisting a child in their success."*

Gabriela Rivas-Lopez  
Principal, Ramona Jr. High School



Scan or click here to listen to Gabriela Rivas-Lopez, Principal of Ramona Jr. High School, discuss how supporting families in need translates to student success in the classroom.

# SECTION 1 SUPPLEMENTAL RESOURCES

Check out these additional tools and others in the Supplemental Resources Guide:

- HOPE Community Partnerships Descriptions
- Sample letter of support
- Scope of Work Template

Complete the Reflection & Evaluation form for this section.

# SECTION 1 SUMMARY

- Understand the value of city and community partnerships
- Explore the HOPE model for integrated partnerships
- Identify entry points for new partnerships
- Learn how to enhance and scale existing partnerships

**UP NEXT**  
**Section 2: Staffing**