

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER JP1001-Y2526	PURCHASING AUTHORITY NUMBER (If Applicable) GO-LCI-0650
----------------------------------	--

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

Governor's Office of Service and Community Engagement/California Volunteers "hereinafter referred to as State"

CONTRACTOR NAME

City of Fresno, "hereinafter referred to as Grantee"

2. The term of this Agreement is:

START DATE

February 25, 2026

THROUGH END DATE

December 31, 2027

3. The maximum amount of this Agreement is:

\$2,608,201.00 or Two Million, Six Hundred Eight Thousand, Two Hundred One Dollars and 00/100

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Scope of Work	8
Exhibit B	Budget Detail	1
Exhibit C	Budget Payment Provisions	1
+ -	Exhibit D California Volunteers' Reporting, Invoicing, Service Events and/or Member Convenings, Programmatic and Fiscal Document Retention	4
+ -	Exhibit E* General Terms and Conditions*	Online

Items shown with an asterisk (), are hereby incorporated by reference and made part of this agreement as if attached hereto.*

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

City of Fresno

CONTRACTOR BUSINESS ADDRESS

2600 Fresno Street

CITY

Fresno

STATE

CA

ZIP

93721

PRINTED NAME OF PERSON SIGNING

Georganne White

TITLE

City Manager

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER JP1001-Y2526	PURCHASING AUTHORITY NUMBER (If Applicable) GO-LCI-0650
----------------------------------	--

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

Governor's Office of Service and Community Engagement/California Volunteers

CONTRACTING AGENCY ADDRESS

1400 10th Street

CITY

Sacramento

STATE

CA

ZIP

95814

PRINTED NAME OF PERSON SIGNING

Anthony Chavez

TITLE

Chief Deputy Director

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

SCM, Chapter 4.04 (A)(4)

Exhibit A - Scope of Work

Point of Contact

Susan Chudy, Program Administrator
susan.chudy@fresno.gov
559-621-6980

Section 1: Program Goal

What does your city hope to gain from this program/are there strategic goals this program can help your city meet?

The Dyer Administration is in pursuit of 'One Fresno'. One Fresno is "an inclusive, prosperous, beautiful city where people take pride in their neighborhoods and community. A government that listens, keeps its promises, and is owned by the people." Youth investment and inclusive economic development are two of our six mayoral initiatives. Creating and implementing a successful workforce development program that invests in the next generation of city workers and leaders by providing them with the tools for their future success has been essential in elevating the trajectory of our target population and city.

A good economic investment in inclusive and creates opportunities that seek to achieve economic mobility for our most vulnerable populations. This program assists us in this goal by providing the necessary resources, such as part-time employment, to achieve inclusive investment in our youth, and ultimately our journey toward realizing 'One Fresno'.

Strategic objectives to meet this goal include:

- Identify the highest need: 16–30-year-old youth.
- Provide entry-level employment in city government and career paths toward future upward mobility.
- Remove existing barriers by providing training and employment with the City of Fresno for vulnerable residents.
- Provide career readiness training, case management, and mentorship through existing partnerships for all members in the program.
- Provide members with tools for success in future employment with the City of Fresno or with other organizations.
- Provide a living wage for members throughout the duration of the program.

Section 2: Program Design

The One Fresno Youth Jobs Corps Program launched in the spring of 2022 with public service as the focus during the inception of this grant funding, providing double impact by bringing the communities we serve into the fold of service, furthering the stabilizing growth in our city. Our 566 members have worked a total of 452,612 hours as of December 1, 2025. Of these members, 89% of them met two or more of the criteria determined by California Volunteers: 65% identify as low income, 25% have experienced mental health issues and/or

substance abuse, 19% are impacted by the justice system, 8% are in the foster care system and 1% have experienced homelessness. The City of Fresno has hired 27 of the members as permanent employees.

Our program has been successful in transforming the culture of our institution. Mayor Dyer inspired the City to revamp certain City of Fresno entry level job specifications to make public service easier to access so individuals from our target communities can evoke change in their own future. Due to these changes, we are in a bridge phase of our program where we will continue to employ current members so they may gain the experience needed to meet the revised minimum qualifications for City entry level positions. The initial grant allowed the City of Fresno to build a robust foundation for youth employment. The program has the capacity to scale up with additional funding which will ultimately allow us to better serve more individuals.

Which focus area(s) will youth be working on (food insecurity, climate change, education, public service)? If additional focus areas are being addressed, please describe them and how they align with the city's strategic goals.

Our program provides a focus on public service, highlighting the amazing career pathways to become public servants providing essential services to our community.

In addition to the work experience, we immerse members in a variety of learning experiences that set their hearts in a culture of serving, developing a career mindset, and soft skills through our quarterly Gatherings at City Hall for all members. Members receive program updates, learn about employment opportunities across the local area, gain insight into city government through department highlights, and build financial literacy. They also engage in personal development through team-building activities, career coaching workshops, mock interview sessions, and hear from inspiring motivational speakers who share valuable insights and encouragement.

The department highlights are unique in that members not only learn about the vital role each department plays in the efficient operation of the city, but they receive the opportunity to hear about public service from the department Directors. Departments we have highlighted include City Clerk, PARCS, Planning & Development, Police Department, Public Works, Fire Department, Economic Development, General Services, Transportation, Information Services, Public Utilities, Finance, and Personnel Services.

Do you plan on sub granting with CBOs? If so, please name each organization, which portions or program implementation they will be responsible for, any prior experience they have running similar programs, and the process by which you will select CBO partners.

In the past, we have awarded these subgrants to be worksite locations to employ 30 youth for 6-month positions through the Request for Proposal process. Multiple cohorts will start during the award period. With additional funding, we will continue with the RFP to amend

agreements or change CBOs. In the past we have chosen organizations which have similar goals and/or experience serving our target populations:

- **Career Nexus** is a collaborative effort designed to match members with non-profit organizations that provide meaningful work-based learning opportunities best-suited to their strengths, interests, and skills since its establishment in 2020. They have been a significant partner with the City of Fresno since the first grant phase in 2022.
- **Community Media Access Collaborative** is a non-profit organization created to help citizens, schools, non-profits, public agencies, and others better connect with our community using media. Their mission is to empower community voices by promoting media literacy, civic engagement, cultural understanding, and creative expression by offering a full range of production tools and training at low or no cost to community users.
- **Downtown Fresno Partnership** forms a partnership between the public and private sector, organized for the improvement of a specific commercial area. Downtown Fresno Partnership serves a key pipeline in delivering information through different sources of outreach to keep City members, business owners, and stakeholders informed.
- **Fresno Economic Opportunities Commission** is a non-profit Community Action Agency that provides opportunities, strengthens self-sufficiency, and offers support for all people. For almost 60 years they have been at the forefront of the war on poverty listening to the needs of the communities they serve to create over 35 effective programs and services, getting people the help needed to achieve their goals and shape their future, free from poverty.
- **Poverello House** has worked for over 50 years to enrich the lives and spirits of all who pass through, by stewarding donated resources such as food, shelter, and a variety of social services to the unhoused population in a way that keeps the humanity and dignity of an individual intact.

What activities will youth be working on? Please include brief descriptions (minimum of 3 sentences) of each job activity youth will be undertaking. For each job activity, please include the target number of participants, length of term and total number of hours, and any partners or subgrantees that will be involved in managing that opportunity. Please note, service terms must be at minimum three (3) months—except for summer programs serving high-school and college-aged youth during academic summers—and youth must be serving alongside at least one other program participant to help foster a meaningful experience.

The One Fresno Youth Job Corps Program will provide 141 members with comprehensive, year-long employment experience that combines skill-building, civic engagement, and hands-on job training. Each member will serve approximately 1,040 hours over a 12-month term, with six months at a community-based organization (CBO) worksite and six months within a City of Fresno department. Each cohort will have 30 City Participants and 27 Worksite members, for a

total of 57 funded by the grant at any time. All youth will be paired with at least one other program member to foster collaboration, peer learning, and a meaningful service experience.

Partners and subgrantees involved in managing these opportunities include but not limited to Career Nexus, Community Media Access Collaborative, Downtown Fresno Partnership, Fresno Economic Opportunities Commission, and Poverello House. City departments participating in the program include, but are not limited to, Fresno Animal Center, Personnel Services Department, Department of Public Works, Department of Public Utilities, Economic Development Department, Finance Department, Planning and Development Department, and Parks & Recreation Department.

Youth job activities offered through our CBO's provide 27 members with diverse, hands-on experiences that foster professional growth and civic engagement. CBOs may change when agreements are awarded through the Request For Proposal process. Opportunities include, but are not limited to:

- **Community Media Access Collaboration:** Members focus on media production and media literacy while contributing to civic engagement initiatives. They collaborate on advocacy tools and public awareness campaigns, develop public speaking skills, and take part in outreach efforts that promote civic participation and community pride. A total of 2 members will be in this role.
- **Downtown Fresno Partnership:** Members engage directly in customer relations and community outreach through roles involving event support, hospitality services, and safety coordination. Responsibilities may include front desk operations, administrative tasks, and marketing offering valuable experience in service-oriented environments. A total of 10 members will be in this role.
- **Poverello House:** To address food insecurity in underserved communities, members take part in culinary services and food preparation apprenticeships. Guided by Poverello House staff, they learn kitchen operations, food safety protocols, and nutrition education. These immersive roles help build technical skills while fostering empathy and a strong sense of social responsibility. A total of 5 members will be in this role.
- **Fresno Economic Opportunities Commission (EOC):** Members gain hands-on experience in administrative and clerical roles that support the daily operations of community-focused programs. They assist with office management tasks such as filing, data entry, and customer service, while learning professional communication and organizational skills. These internships provide valuable exposure to workplace practices, strengthen technical competencies, and prepare youth for future career pathways in administrative and service-oriented environments. A total of 5 members will be in this role.
- **Career Nexus:** Members develop professional skills through administrative and clerical internships that strengthen organizational capacity across partner sites. They support daily office operations with tasks such as data entry, filing, scheduling, and customer service. These roles emphasize workplace readiness, communication, and attention to detail, offering youth practical experience that prepares them for future employment in business, nonprofit, and public service environments. A total of 5 members will be in this role.

Youth job activities offered through City of Fresno departments provide members with meaningful, hands-on experience across a variety of professional roles as YJCP Participants.

These placements are designed to build practical skills, foster career readiness, and support personal growth. Members will work 20 hours per week for up to 6 months to complete their one-year program completion. Participants will work under the supervision of the department managers and/or staff. Opportunities include, but are not limited to these career pathways:

Accounting Clerk: Participants may gain hands-on experience in accounting practices, billing, invoice procedures, and general staff interaction. A total of 1 member will be in this role.

Administrative Clerk: Participants may learn and perform various clerical duties which may include filing, receptionist functions, interaction with staff and the public, and administrative support in several departments throughout the city. A total of 9 members will be in this role.

Animal Care Specialist: Participants may perform entry-level duties which may include customer service, clerical, and may include interactions with animals from intake to feeding, cleaning, and enrichment activities. A total of 2 members will be in this role.

Animal Service Representative: Participants may perform customer service, animal intake of stray or deceased animals, adoptions, vaccinations and may include processing payments including cash, checks, credit cards and issuing receipts, and data entry. A total of 1 member will be in this role.

Community Recreation Assistant: Participants may participate and assist with after-school programming at City parks and recreation locations. Under direct supervision, Participants will be working directly with children providing a wide range of activities. A total of 6 members will be in this role.

Custodian & Laborer: Participants may perform landscape maintenance, general cleaning and sanitizing practices, and bus shelter clean-up, utilizing light tools and equipment. A total of 7 members will be in this role.

Engineering Aid: Participants may perform trainee-level duties, under close supervision, involving routine engineering surveying, drafting, and/or traffic counts/surveys, and which may involve some public contact. A total of 2 members will be in this role.

Maintenance & Operations Assistant: Participants perform a variety of duties involving manual labor, in the operation, maintenance, and cleaning of City buildings, equipment, facilities and property. Aids with logistical support as needed by the Fire department. Responds to inquiries and directs the public to appropriate department resources and services. A total of 2 members will be in this role.

Through this multifaceted approach, the One Fresno Youth Job Corps Program will equip members with the skills, experience, and support needed to thrive in the workforce and contribute meaningfully to their communities.

What is the proposed start date for programming that will use this funding (e.g. when will youth be onboarded to begin their service)? To better project program timelines, please estimate the number of participants who will start during the following timeframes:

- **Contract signing – August 31, 2026 (57 members)**
- **September 1, 2026 – August 31, 2027 (84 members)**
- **September 1, 2027 – December 31, 2027 (0 members)**
- **The sum of these timeframes should match the total number of participants requested in your budget document.**

Once the current funds are depleted, we expect to be using this new round of funds approximately on or after March 1, 2026, for a duration of 15 months.

Are you planning on using this funding for a summer employment program? If yes, please include the same descriptive information requested above.

A summer employment cohort may be in collaboration with the City of Fresno PARCS Department's Youth Employment Program. Additional cohorts may continue throughout the year based on funding.

Section 3: Youth Recruitment/Development

How does the city plan to recruit youth? Which partners will you be leveraging for recruitment, where and how will you advertise opportunities? If your program is referral-based, please include the name of the referral organizations and their primary audience.

Youth recruitment is conducted through the City of Fresno's website at fresno.gov/youthjobs. Interested candidates begin by completing an online interest form, which places them into a pipeline for soft skills training. Upon successful completion of this training, candidates are matched with a worksite and referred for an interview. Those who receive a Final Job Offer from the Worksite are formally enrolled in the One Fresno Youth Job Corps Program. They will remain at the community-based worksite (CBO) for approximately 6 months before they are referred to the City of Fresno for interviewing, if in good standing. The City will then match a candidate with a department based on duties and schedule availability.

All recruitment efforts will be coordinated exclusively through the City, rather than through CBOs. The City's Personnel Services Department, and grant program support team will lead the outreach campaign, utilizing a combination of digital platforms, print materials, and community engagement strategies to promote opportunities. Informative marketing materials such as flyers, and website content will be distributed across city channels to ensure broad visibility and accessibility for potential applicants.

What type of wrap around services, if any, is the city or subgrantee planning to offer youth? Please indicate how these services will be delivered and tracked.

Wraparound services for program members, including Worksite members and City members, may include case management, mentorship, transportation assistance to and from work such as providing free bus passes and helping with vehicle repairs, behind the wheel drivers' training, transitional childcare services, temporary emergency housing, uniforms, interview clothing and small ancillary allocation for preapproved necessities thus removing as

many barriers to employment as possible. These services are delivered through partner organizations or through our program.

What wage will youth be paid? What length of time and how many hours do you anticipate the youth serving?

Members at Worksites will be paid \$18.00 per hour and Participants at City the Fresno will be paid \$19.00 per hour for 20 hours per week on average for part-time positions.

Section 4: Metrics/Outcomes

Can the city provide the required metrics listed above to California Volunteers? If not, please indicate which metrics the city is unable to provide. Are there other metrics you will be collecting to determine success of a program? If so, please indicate which metrics.

The City of Fresno is committed to tracking all metrics required by California Volunteers. We realize that metrics and outcomes speak to the success of any program and including these data points is essential to program evaluation. These will include tracking the number of members employed through the program, the number of Participants employed in each focus area, the percentage of members who retain jobs for the full term, the percentage of members receiving positive performance evaluations at the end of their term, and job training evaluations for future employment. In addition to quantitative metrics, we would also like to include qualitative information such as post-program surveys, while documenting members success stories along the way.

Section 5: Budget/Staffing/Communication

What is your proposed staffing plan for the program? Please include city staff and subgrantees, if any, and briefly describe their role in program execution.

City grant program staff will consist of a Program Administrator, Senior Human Resources Risk Analyst, Senior Management Analyst, Senior Human Resources Technician, and Staff Assistant to assist each Participant through the hiring process, ensure all training is completed, and provide hands-on assistance and solutions to Participants that experience barriers throughout the program. Due to the high needs of the youth, dedicated staff are needed to provide additional administrative and wraparound services support.

What amount of funding is your city requesting? How many youths will be able to participate in the program with this amount of funding?

We are requesting the funding the state allocated at \$2,608,201. These funds will be serving a total of 30 City of Fresno member positions and 27 subgrantee member positions that each are approximately 6 months duration with different cohorts starting and ending, for a total of 141 members during the funding period. We will also be looking for opportunities to collaborate with City funding sources and searching for additional grants to increase the impact of the program to employ more youth.

Does your city commit to using California Volunteers-developed branding and orientation for this program and participating in California Volunteers-organized events, training, and activities as requested?

The City of Fresno is committed to utilizing California Volunteers' developed branding for this program and participate in organized training and curriculum if needed. On an ongoing basis, we will pursue every opportunity to highlight this program's success through local media channels.

Attachments

Bidder Declaration
CA Civil Rights Law Certification
Payee Data Record
Youth Service Corps Budget

Exhibit B - Budget Detail

Youth Service Corps Budget Template				
Applicant:	City of Fresno			
Contact information:	Susan Chudy	559.621.6980	Susan.Chudy@fresno.gov	

I - A. Administration (Must not exceed 10% of total award)				
Items	Description	Calculation	Total Budget	% Allocation Cross Check
Administrative Costs- City of Fresno	Based on live scan, city facilities, mail, copier, telephone	\$8,287.84*15	\$ 124,317.60	
Total			\$ 124,317.60	4.77%

I - B. Direct Operating Costs (Must not exceed 30% of Total Award when combined with Section I-A. Administration)				
Items	Description	Calculation	Total Budget	% Allocation Cross Check
Program Staff Wages	Project Administrator	\$2,850 x 32	\$ 91,200.00	
Program Staff Wages	Sr HR/Risk Analyst	\$4,300 x 32	\$ 137,600.00	
Program Staff Wages	Sr Management Analyst	\$4,840 x 32	\$ 154,880.00	
Program Staff Wages	Sr HR Tech	\$3,730 x 32	\$ 119,360.00	
Program Staff Wages	Staff Assistant	\$2,640 x 32	\$ 84,480.00	
Supplies	Various supplies, tools	\$320 x 15	\$ 4,800.00	
Capital Expenses			\$ -	
Total			\$ 592,320.00	27.48%

II. Youth Service Corps Fellow Wages (Must be at least 50% of grant amount)				
# Requested	Hourly Salary	# of Hours	Total Budget	% Allocation Cross Check
120	19	520	\$ 1,185,600.00	City of Fresno employer, 3 cohorts
20	18	520	\$ 187,200.00	Contracted Worksites
140			\$ 1,372,800.00	52.63%

III. CaliforniansForAll Youth Workforce Fellows - Other Fellow Costs				
Items	Description	Calculation	Total Budget	% Allocation Cross Check
FICA for Fellows	FICA for City Fellows	7.65%	\$ 90,698.40	
Worker's Compensation	Worker's Comp for City Fellows	2.50%	\$ 29,640.00	
Contracted Worksite Fringe	Flat \$2 max per hour (FICA 7.65% & WC approximately 3.46%)	\$2 x 20 members x 520 hours	\$ 20,800.00	
Total			\$ 141,138.40	5.41%

IV. Program Wrap-Around Services (Not to Exceed 40% of Total Award)				
Items	Description	Calculation	Total Budget	% Allocation Cross Check
Contractual Services	Contractual work	\$22,000*15	\$ 330,000.00	
Wrap around Support	COF YJCP team support	\$800*15	\$ 12,000.00	
Soft Skills Training	Virtual based training, approx 200 candidates	\$75*200	\$ 15,000.00	
Direct Services	COF bus passes, parking passes, uniform	\$1,375*15	\$ 20,625.00	
Total			\$ 377,625.00	14.48%

Total Budget Request	\$ 2,608,201.00
Total # of Fellows	140

List of Partners		
Partner	Status (Proposed or Secured)	Contractual Amount
To be determined by RFP		
Total		

EXHIBIT C
Budget Payment Provisions

**California Volunteers,
Youth Service Corps
City of Fresno**

BUDGET PAYMENT PROVISIONS

1. Invoicing and Payment
 - a) For services satisfactorily rendered, and upon receipt and approval of the invoices, the State agrees to compensate the Contractor for actual expenditures incurred in accordance with the rates specified herein, which is attached hereto and made a part of this Agreement.
 - b) Invoices shall include the Agreement Number and shall be submitted via PDF to Gaolou.Yang@californiavolunteers.ca.gov.
2. Budget Contingency Clause
 - a) It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to the Contractor or to furnish any other considerations under this Agreement and the Contractor shall not be obligated to perform any provisions of this Agreement.
 - b) If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State or offer an agreement amendment to Contractor to reflect the reduced amount.

Exhibit D

California Volunteers - Reporting (Metrics, Deadlines and Process), Invoicing, Service Events and/or Member Convenings, Programmatic and Fiscal Document Retention

Youth Service Corps Program

All Youth Service Corps Program grantees will be responsible for providing periodic and timely reports on outcomes and outputs associated with the funding received from this program.

Reporting Metrics

Municipalities will be required to report the following metrics and demographic data monthly to California Volunteers through the cloud-based platform America Learns or in any other format or method specified by California Volunteers.

- Number of applications submitted for the program – (aggregated per municipality in monthly report)
- Number of open positions in the program – (aggregated per municipality in monthly report)
- Number participants in the program – (aggregated per municipality in monthly report)
- Number of participants serving in each identified focus area: Climate, Food Insecurity, Education, Public Service, and Other – (aggregated per municipality in monthly report)
- Number of participants actively serving as of the last day of the reporting period - (aggregated per municipality in monthly report)
- Number of participants in a summer specific program, if applicable – (aggregated per municipality in monthly report)
- Number of participants completing the program and/or exiting early for compelling or non-compelling reasons – (aggregated per municipality in monthly report)
- Total program hours served during the month of reporting – (aggregated per municipality in monthly report)
- Number of participants who identified as low-income – (aggregated per municipality in monthly report)
- Number of participants who identified as justice-involved – (aggregated per municipality in monthly report)
- Number of participants who identified as in or transitioning from foster care – (aggregated per municipality in monthly report)

Exhibit D

California Volunteers - Reporting (Metrics, Deadlines and Process), Invoicing, Service Events and/or Member Convenings, Programmatic and Fiscal Document Retention

- Number of participants who identified as engaged with the mental health or substance abuse system – (aggregated per municipality in monthly report)
- Number of participants who identify as homeless or formerly homeless – (aggregated per municipality in monthly report)
- Other metrics as determined by California Volunteers

Municipalities will be required to conduct a California Volunteers-developed baseline exit survey with participants within 14 days of planned program exit (while still in service) and provide requested information in a format and method to be specified by California Volunteers.

Additionally, municipalities agree to make participant contact information available to California Volunteers as requested to use in program communications including, but not limited to:

- Name
- Zip code
- Phone number
- Email address
- Program completion status
- Other relevant information/data/stories

Reporting Deadlines:

Report	Reporting Period	Reports Due
Program	Monthly	The last day of the following month.
Narrative	Quarterly	The last day of the third month of the quarter,
Member	Ongoing	As members are onboarded and exited
Host Site	Ongoing	As host sites are onboarded and exited
Survey	Ongoing	As members exit program

Exhibit D

California Volunteers - Reporting (Metrics, Deadlines and Process), Invoicing, Service Events and/or Member Convenings, Programmatic and Fiscal Document Retention

California Volunteers will update this reporting timeline with additional reporting periods, upon receipt of updated reporting timelines established by the California Department of Finance. Reporting metrics may be updated, depending on updated guidance from the California Department of Finance.

Reporting Process:

Municipalities will be required to report the following metrics and demographic data monthly to California Volunteers through the cloud-based platform America Learns or in any other format or method specified by California Volunteers.

Invoicing:

This grant is a cost-reimbursement grant. As such, grantees will be required to submit periodic and timely invoices to California Volunteers for expenses already incurred for processing and payment. Grantees have the discretion to invoice monthly or quarterly.

Invoicing Deadlines:

Grantees have the discretion to invoice monthly or quarterly. If monthly, invoices should be submitted by the 15th of the following month. If quarterly, invoices should be submitted no later than the due date identified in the reporting deadlines above.

Service Events and/or Member Convenings:

Municipalities agree to incorporate California Volunteers' materials into the onboarding and offboarding process and commit to having participants join at least one California Service Corps convening annually, as requested by California Volunteers.

Programmatic and Fiscal Document Retention

In line with State requirements regarding record retention, grantees are required to maintain all documentation, programmatic and fiscal, pertaining to this contract for a period of five years after the close out the contract and the payment of the final invoice. The grantee is required to maintain books, records, documents, and other evidence pertaining to the reimbursable costs and hold

Exhibit D

**California Volunteers - Reporting (Metrics, Deadlines and Process), Invoicing,
Service Events and/or Member Convenings, Programmatic and Fiscal Document
Retention**

them available for audit and inspection by the State for the five years following the close out of the contract and payment of the final invoice. These retention requirements pertain to all contracts associated with this program, regardless of funding source.