

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

JP1001-GF1

PURCHASING AUTHORITY NUMBER (If Applicable)

OPR-0650

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

CONTRACTING AGENCY NAME

OPR/CaliforniaVolunteers

CONTRACTOR NAME

City of Fresno

2. The term of this Agreement is:

START DATE

April 15, 2024

THROUGH END DATE

December 31, 2025

3. The maximum amount of this Agreement is:

\$3,014,593.00 Or Three Million, Fourteen Thousand, Five Hundred Ninety-Three 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	10
Exhibit B	Budget Detail and Payment Provisions	1
Exhibit C *	General Terms and Conditions*	Online
+ - Exhibit D	California Volunteers' Reporting, Invoicing, Service Events and/or Member Convenings, Programmatic and Fiscal Document Retention	4

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

TJ Miller

TITLE

Assistant City Manager

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

OPR/CaliforniaVolunteers

CONTRACTING AGENCY ADDRESS

1400 10th Street

CITY

Sacramento

STATE

CA

ZIP

95814

PRINTED NAME OF PERSON SIGNING

Anthony Chavez

TITLE

Director of Operations

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

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 the tools for their future success has been essential in elevating the trajectory of our target population and city.

A good economic investment is 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 and full-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 to training and employment with the City of Fresno for vulnerable residents.

Exhibit A. Scope of Work

- Provide career readiness training, case management, and mentorship through existing partnerships for all Participants in the program.
- Provide Participants with tools for success in future employment with the City of Fresno or with outside organizations.
- Provide a living wage for Participants throughout the duration of the program.

Section 2: Program Design

Our 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 266 Participants have worked a total of 210,860 hours as of January 28, 2024. Of these Participants, 97% of them met two or more of the criteria determined by California Volunteers: 71% have had difficulty finding employment, 64% identify as low income, 59% were unemployed or out of school, 21% have experienced mental health issues and/or substance abuse, 19% are justice system impacted, and 12% are in the foster care system. The City of Fresno has hired 14 of the Participants as permanent employees. We are actively working with Participants to provide valuable support to understand how to obtain permanent employment.

Our current 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 Participants 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.

Exhibit A. Scope of Work

Which focus area(s) will youth be working on (food insecurity, climate change, education, public service)? If other focus areas are addressed, please describe.

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 Participants in a variety of learning experiences that set their hearts in a culture of serving, developing a career mindset, and soft skills through our monthly Gatherings. Here, they can receive program updates, learn about our city government through a department highlight, and participate in their own development through career coaching workshops, financial seminars, and various breakout sessions which typically include the opportunity to apply for jobs online or participate in mock interviews. Participants can choose the breakout sessions which will benefit them the most, based on their current achievement level and their next goal.

The department highlights are special in that Participants not only learn how they can make a difference, 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, Animal Center, and this month we will hear from the City Attorney's Office. Usually, Gatherings are only four hours, with one special 8-hour Gathering in the summer and winter to explore city departments in a greater capacity. We regularly spotlight departments that are currently hiring permanent positions, like the Police Department and Animal Center.

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

Exhibit A. Scope of Work

We are awarding these subgrants to be worksite locations to employ 90 youth through the Request for Proposal process. We have chosen organizations which have similar goals and/or experience serving our target populations:

- **Career Nexus** is a collaborative effort designed to match interns with businesses 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 contributor to City of Fresno recruitment during the first grant phase.
- **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. They have been involved in the creation of our Ambassador program which has allowed Ambassadors a period of stabilization as they participate in beautification and hospitality assignments in the downtown area.
- **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 80 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.
- **Neighborhood Industries** believe that jobs are the vehicle for an individual to move from being a recipient to a contributor in their neighborhood, resulting in long term

Exhibit A. Scope of Work

neighborhood stabilization. Like our program, the goal is for Participants to have a pathway that will lead to permanent employment, either within their organization, partner organizations, or other employers.

- **Poverello House** has worked for over 30 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 offer a brief, several sentence description of each job activity youth will be undertaking and any partners that will be involved in running that opportunity.

Employment opportunities for Participants with the City of Fresno may include but are not limited to:

Accounting Clerk: Participants may gain hands-on experience in accounting practices, billing, invoice procedures, and general staff interaction.

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.

Ambassador: Ambassadors may perform various tasks in support of their assignment area such as greeting visitors and members of the public, providing information regarding government agencies, venues, events, and other areas, performing light maintenance work including emptying trash receptacles, litter removal, picking up trash and utilizing tools such as graffiti wipes, and light cleaning tools.

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.

Exhibit A. Scope of Work

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.

Community Revitalization Technician: Participants may engage in code enforcement activities with existing staff. They may research state and local codes issues and interact with residents and businesses in the process.

Computer Systems Specialist: Participants may provide computer support for the City's Information Services Department. They may also deliver and provide general set-up for computer equipment for staff in various departments.

Custodian & Laborer: Participants may perform landscape maintenance, general cleaning and sanitizing practices, and bus shelter clean-up, utilizing light tools and equipment.

Cybersecurity Analyst: Participants may provide technical assistance to user departments and staff and conduct analyses of security threats, system performance, and may participate in identifying and resolving more complex operating system issues.

Equipment Services Worker: Participants may clean, fuel, and prepare City vehicles and equipment for operation. They may interact with staff from various departments in this position.

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.

Geographical Information Systems (GIS) Technician: Participants may maintain GIS database information and perform simple mapping duties under the supervision of GIS staff. They may gain familiarity with GIS terminology and specific City of Fresno programs related to GIS data.

Graffiti Abatement Technician: Participants may respond to services calls for the removal of graffiti from structures, property, and alleyways, including the operation of light equipment.

Exhibit A. Scope of Work

Irrigation Specialist: Participants may dig trenches, repair broken or damaged irrigation lines and water mains. They will learn specifications and water conservation techniques to become proficient in this position.

Maintenance & Operations Assistant: Participants may perform a variety of duties to include routine courier duties, cleaning, and grounds maintenance.

Plans & Permits Technician: Participants may perform public counter duties and deal directly with the public. They may receive, classify, index, and file building plans along with other building documents.

Water Treatment Plant Operator-in-Training: Participants may perform minor routine and preventive maintenance and troubleshooting for water treatment plant equipment to maintain operating efficiency.

Wastewater Treatment Plant Operator-in-Training: Participants may perform minor routine and preventative maintenance for wastewater treatment plant equipment to maintain operating efficiency.

What is the proposed start date for programming from this funding?

Once the current funds are depleted, we expect to be using this new round of funds approximately on or after April 1, 2024. We intend to apply for the additional \$1.2 million of current funding which would impact the timeline to begin this new funding. Assuming we receive the additional \$1.2 million, we can then anticipate using these application funds beginning on or after August 1, 2024.

Are you planning on using this funding for a summer employment program?

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.

Exhibit A. Scope of Work

Section 3: Youth Recruitment/Development

How will the city recruit youth?

Participants are sourced via city outreach and through various community-based organization partners. During the first grant, the City of Fresno partnered with Career Nexus to facilitate a large recruitment process. Career Nexus aims to serve as a bridge for diverse, low-income, or unemployed youth and young adults moving into the workforce through paid internships. Recruiting through neighborhood outreach, community colleges, and local nonprofits, they have received 2,581 Interest Forms from individuals indicating they would like to work at the City of Fresno. Of those interested among other applicants, the City of Fresno received 1,543 applications, and currently has a wait list of over 300 candidates. We will continue recruitment through the wait list and any additional candidates who express interest through the Career Nexus platform.

Our other local youth-oriented community-based organizations conduct concurrent recruitment from their own target populations to place the most vulnerable youth in a stable job role through a Request for Proposals with a focus on foster youth, low-income households, and those impacted by justice system, and adding housing insecurity to this round of funding. Recruitment from these providers has proven successful.

Youth will be hired into the Ambassador program during the initial stage, as a stabilization phase to provide high ratio supervision, weekly training, career coaching workshop series, and experience working with the community through beautification and customer service. Once the Ambassador is in good standing, they will be eligible to transfer to a position within a City department based on career interest. This process should take approximately 60 days from the date of hire to placement within a City department.

Exhibit A. Scope of Work

If you would like to propose your own priority criteria for participants in this program for California Volunteers approval, please do so in this section. What wrap around services, if any, is the city planning on offering to youth?

Wrap-around services for program Participants may include case management, mentorship, transportation to and from work, in person training classes, transitional childcare services, temporary emergency housing, uniforms, and small ancillary allocation for preapproved necessities thus removing as many barriers to employment as possible.

What wage will youth be paid? What length of time do you anticipate the youth serving?

Depending on their educational or work experience, Participants will be paid up to \$16-\$20 per hour for up to 29 hours per week on average for part-time positions. Youth may work up to a total of 2,080 hours with the City of Fresno.

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 Participants employed through the program, the number of Participants employed in each focus area, the percentage of Participants who retain jobs for the full term, the percentage of Participants 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 Participant success stories along the way.

Exhibit A. Scope of Work

Section 5: Budget/Staffing/Communication

What is your proposed staffing plan for the program for the city and/or any subgrantees?

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 the additional administrative and wrap around services support.

Does your city commit to using California Volunteers developed branding for this program and participating in California Volunteers-organized trainings/curriculum, if asked?

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.

What amount of funding is your city requesting? How many youth will be served with this funding?

We are requesting the funding the state allocated at \$3,014,593. These funds will be serving 205 youth including 115 City of Fresno employees and 90 subgrantee employees. 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.

Attachments

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

Exhibit B Budget Detail

CaliforniansForAll Youth Service Corps			
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 program	livescan, phone, technology , mail		\$ 8,977.68	
Administrative Costs - subcontractors			\$ 91,242.00	
Total			\$ 100,219.68	3.3%

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			\$ 186,186.00	
Supplies			\$ 5,400.00	
Capital Expenses			\$ -	
Subcontractors supplies & other costs			\$ 25,982.00	
Total			\$ 217,568.00	10.54%

II. Youth Service Corps Fellow Wages (must be at least 50% of grant amount)				
# Requested	Hourly Salary	# of Hours	Total Budget	% Allocation Cross Check
55 part time - City of Fresno	\$18	754	\$ 746,460.00	
50 cohort part time - City of Fresno	\$18	232	\$ 208,800.00	
10 full time - City of Fresno	\$19.29	1040	\$ 200,616.00	
90 participants through subgrantees	\$17-\$19	43687	\$ 787,383.00	
205.00			\$ 1,943,259.00	64.46%

III. CaliforniansForAll Youth Workforce Fellows - Other Fellow Costs			
Items	Description	Calculation	Total Budget
FICA for Fellows	\$ 1,155,876.00	7.65%	\$ 88,424.51
FICA for Fellows-subgrantees	\$ 787,383.00	7.65%	\$ 60,234.80
Worker's Compensation			
Health Care			\$ 24,000.00
Retirement			
Other - subgrantees			\$ 21,151.00
Total			\$ 193,810.31

IV. Program Wrap-Around Services (Not to Exceed 40% of Total Award)				
Items	Description	Calculation	Total Budget	% Allocation Cross Check
Contractual Services			\$ 500,000.00	
Staff Time			\$ 59,736.00	
Total			\$ 559,736.00	18.6%

Total Budget Request	\$ 3,014,593.00
Total # of Fellows	205

List of Partners		
Partner	Status (Proposed or Secured)	Contractual Amount
To Be Determined by RFP process		
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 Robert.Nesman@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.
3. Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

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

Grantees will be required to report the following metrics on a quarterly and annual basis to California Volunteers in a format and method to be specified by California Volunteers. These metrics are subject to change, depending on the California Department of Finance's review and approval:

Additionally, California Volunteers requires cities to report the following data, where feasible, on a quarterly and annual basis to California Volunteers in a format and method to be specified by California Volunteers.

- Number of youth participating in Youth Service Corps
- Number of Youth completing Youth Service Corps
- Number of youth employed in each focus area
- Number of youth participating in summer employment program (if applicable)
- Average wage and hours worked of participants across program
- Information/data/member stories as requested for annual report
- Participant information, including Personally Identifiable Information, as requested by California Volunteers, including, but not limited to: Name, Address, Phone Number, Email Address, Program Completion Status. Grantees agree to make member contact information available to California Volunteers to use in program communications on a schedule to be provided by California Volunteers
- Number of youth employed in program who were previously unemployed
- Number of participants who enroll in higher education or gain employment following program end
- Number of youth employed in program who remain in college or stable employment
- Number of youth employed after completion of program
- Number of youth who report job satisfaction after completion of program

Exhibit D

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

- Number of youth who report an interest in a career in public service after one year of employment
- Number of youth employed in public service after completion of program
- Job training evaluations

Reporting Deadlines:

Report	Reporting Period	Partner Reports Due
1 (if applicable)	Award Date – June 30, 2024, 2024	July 15, 2024
2 (if applicable)	July 1 – September 30, 2024	October 15, 2024
3	October 1 – December 31, 2024	January 15, 2025
4	January 1 – March 31, 2025	April 15, 2025
5	April 1 – June 30, 2025	July 15, 2025
6	July 1 – September 30, 2025	October 15, 2025
7	October 1 – December 31, 2025	January 15, 2026

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:

California Volunteers will be providing a comprehensive reporting template for grantees upon execution of a contract. Additionally, this reporting template and process may be updated during the period of the contract. At the time when the reporting process is updated, California Volunteers will roll out communication regarding this process and provide updates to grantees.

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.

Exhibit D

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

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:

Grantee agrees to host at least two service events and/or member convenings per calendar year at the direction of 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 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.