

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER JP1001B	PURCHASING AUTHORITY NUMBER (If Applicable) GO-LUCI-0650
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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

September 24, 2024

THROUGH END DATE

December 31, 2024

3. The maximum amount of this Agreement is:

\$1,080,902.56 of One Million, Eighty Thousand, Nine Hundred Two Dollars and 56/100

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	5
Exhibit B	Budget Detail and Payment Provisions	2
Exhibit C *	General Terms and Conditions*	Online
+ - Exhibit D	California Volunteers' Reporting, Invoicing, Service Events and/or Member Convenings, Programmatic and Fiscal Document Retention	6

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

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

Director of Operations

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

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?

Our program launched in the spring of 2022 with public service at the forefront of our grant funding. This provides double impact by bringing the communities we serve into the fold of service and further stabilizing the growth in our city. Our 325 Participants/Ambassadors have worked a total of 266,608.19 hours as of April 7, 2024. Of these Participants/Ambassadors, 96% of them met two or more of the criteria determined by California Volunteers: 71% have had difficulty finding employment, 61% identify as low income, 58% were unemployed or out of school, 20% have experienced mental health issues and/or substance abuse, 17% are justice system impacted, and 12% are in the foster care system. The City of Fresno has hired 20 of the Participants/Ambassadors as permanent employees. We are actively working with Participants/Ambassadors to provide valuable support to understand how to obtain permanent employment. Funding would go toward the continuation of these economic investment metrics.

A good economic investment is inclusive and creates opportunities 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 work, 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.
- Provide career readiness training, case management, and mentorship through existing partnerships for all Participants/Ambassadors in the program.
- Provide Participants/Ambassadors with tools for success in future employment with the City of Fresno or with outside organizations.
- Provide a living wage for Participants/Ambassadors throughout the duration of the program.

Section 2: Program Design

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

Our program's focus area is on public service, highlighting the amazing career pathways to become public servants that provide essential services to our community. In addition to the work experience, we immerse Participants/Ambassadors 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.

Exhibit A. Scope of Work

The department highlights are special in that Participants/Ambassadors not only learn how they can make a difference, but they receive the opportunity to hear about public service from the department Directors. 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.

We have awarded subgrants to worksite locations to employ up to 69 positions through the Request for Proposal process. The partnerships with these CBOs last 6 months and partial funds would go toward funding their ongoing work and employment. 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 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.

Exhibit A. Scope of Work

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, 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.
- **Community Recreation Assistant:** Participants may assist with after school programming at City parks and recreation locations. Under direct supervision, Participants will be working 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, bus shelter clean-up, light tools and equipment.
- **Equipment Services Worker:** Participants may clean, fuel, and prepare City vehicles and equipment for operation.
- **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.
- **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.

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 June 1, 2024.

Are you planning on using this funding for a summer employment program? Are you planning on expanding your current program through new partnerships or an expansion of current programming?

The funds will be for the continuation of current programming which will be during the summer months.

Section 3: Youth Recruitment/Development

How will the city recruit youth? If you would like to propose your own priority criteria for participants in this program for CaliforniaVolunteers approval, please do so in this section.

Currently, funds will be used to focus on the continuation of the program with potential recruitment during the summer months. Participants/Ambassadors are sourced via city outreach and through various community-based organization partners. The City of Fresno partners with Career Nexus to facilitate a large recruitment process, which 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 2,720 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 1,689 applications, and currently has a wait list of over 400 candidates. We will continue recruitment as needed 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 initially into the Ambassador program, as a stabilization phase where they receive high ratio supervision, weekly training, career coaching workshops, and experience working with the community through beautification and customer service. Once the YJCP Ambassador is in good standing, they will be eligible to transfer to be a YJCP Participant within a City department based on career interest, which will take approximately 60 days.

What wrap around services, if any, is the city or subgrantee planning on offering to youth?

Wrap-around services for program Participants/Ambassadors 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, if known? What length of time do you anticipate the youth serving?

Depending on their educational or work experience, Participants/Ambassadors will be paid up to \$17-19 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 CaliforniaVolunteers? If not, please indicate which metrics the city is unable to provide. Are there other metrics you will be collecting to determine success of program? If so, please indicate which metrics. Are there other metrics you will be collecting to determine success of program? If so, please indicate which metrics.

The City of Fresno is committed to tracking all metrics required by CaliforniaVolunteers. 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/Ambassadors employed through the program, the number of Participants/Ambassadors employed in each focus area, the percentage of Participants/Ambassadors who retain jobs for the full term, the percentage of Participants/Ambassadors 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/Ambassador success stories along the way.

Section 5: Budget/Staffing/Communications

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/Ambassador through the hiring process, ensure all training is completed, and provide hands on assistance and solutions to Participants/Ambassadors 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 CaliforniaVolunteers developed branding for this program and participating in CaliforniaVolunteers-organized trainings/curriculum, if asked?

The City of Fresno is committed to utilizing CaliforniaVolunteers' 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 full \$1,080,902.52 of funding available. These funds will be serving at minimum 190 youth including at least 130 City of Fresno YJCP Participants/Ambassadors and at least 60 subgrantee employees.

Exhibit B Budget Detail

CaliforniansForAll Youth Service Program <small>(Revised 04/25/2024)</small>	
Applicant:	City of Fresno

I. Administration <small>(Must Not Exceed 10% of Direct Award Amount)</small>			
Items	Description	Calculation	Total Budget
Administrative Costs	Staff time for program management, hiring ,on-boarding, tracking, metrics, reporting, job and life skills training		\$ 80,000.00
Administrative Costs-worksites	Staff time for program management, hiring ,on-boarding, tracking, metrics, reporting, job and life skills training		\$ 28,000.00
Total			\$ 108,000.00

II. CaliforniansForAll Youth Workforce Fellows - Wage			
# Requested	Hourly Salary	# of Hours	Total Budget
130	\$19	6/3/2024 - 7/28/2024	\$ 494,000.00
60	\$19	6/3/2024 - 7/28/2024	\$ 228,000.00
Total		8 weeks x 25 hours/week= 200 hours	\$ 722,000.00

City of Fresno Program participants
Contracted worksite participants

III. CaliforniansForAll Youth Workforce Fellows - Other Fellow Costs			
Items	Description	Calculation	Total Budget
FICA for Fellows	FICA is required for all City employees at a rate of 6.2%	6.20%	\$ 30,628.00
Medicare for Fellows	Medicare costs are a requirement for all City employees at a rate of 1.45%	1.45%	\$ 7,163.00
FICA for Worksite Fellows	FICA is required for all Worksite employees at a rate of 6.2%	6.20%	\$ 14,136.00
Medicare for Worksite Fellows	Medicare costs are a requirement for all Worksite employees at a rate of 1.45%	1.45%	\$ 3,306.00
Worker's Compensation Health Care			
Required Job Supplies	Technology, tools,uniforms, other required job supplies as determined by position placement	\$10,000 City of Fresno \$8,000 Worksites	\$ 18,000.00
Total			\$ 73,233.00

IV. Program Wrap-Around Services <small>(Not to Exceed 40% of Total Award)</small>				
Items	Description	Calculation	Total Budget	% Allocation Cross Check
Mentorship/Case Management	Partner organizations to provide hands-on mentorship and case management. Assistance is available to all Fellows and is by request of Fellow and/or staff. Case management can include, but is not limited to, transportation, childcare, temporary housing,work attire.		\$ 177,669.56	
Total			\$ 177,669.56	16.4%

\$ 1,080,902.56

Total Budget Request	1,080,902.56
Total # of Fellows	190

List of Partners		
Partner	Status (Proposed or Secured)	Contractual Amount
Career Nexus	Secured	\$ 14,042.00
Fresno Area Workforce	Secured	\$ 127,669.56
CASA of Fresno/Madera	Secured	\$ 50,000.00
Neighborhood Industries	Secured	\$ 57,100.00
Poverello House	Secured	\$ 57,100.00
Downtown Association	Secured	\$ 81,000.00
CMAC	Secured	\$ 15,100.00
Fresno County EOC	Secured	\$ 57,100.00
Total		\$ 459,111.56

EXHIBIT B
Budget Payment Provisions

**California Volunteers,
CaliforniansForAll Youth Workforce Development Program,
and 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 fiscal@cv.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 Contractor or to furnish any other considerations under this Agreement and 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(1) California Volunteers Reporting Requirements, Invoicing, and Specific Requirements and Terms and Conditions

CaliforniansForAll Youth Jobs Corps Program Outcome and Output Reporting

All CaliforniansForAll Youth Jobs 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:

- Required by Department of Treasury:
 - Number of workers enrolled in sectoral job training programs
 - Number of workers completing sectoral job training programs
 - Number of people participating in summer youth employment programs
- Output: Total number of youth employed; number of hours of employment
- Outcome: Percentage of participants who enroll in higher education or gain employment following program end; Number of industries served; Disadvantaged areas served

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

- Number of youth participating in program
- Number of youth employed in each focus area
- Number of youth enrolled in job training/readiness programs
- Number of youth completing job training/readiness programs
- Number of youth participating in summer program (if applicable)
- Average wage and hours worked of participants across program
- Information/data/member stories as requested for annual report
- Does this project serve an economically disadvantaged community?
- Number of youth employed in program who were previously unemployed

Exhibit D(1) California Volunteers Reporting Requirements, Invoicing, and Specific Requirements and Terms and Conditions

- Number of youth who complete full program (1 year or summer program)
- Percentage of youth employed in program who remain in college or stable employment
- Percentage of youth employed after completion of program
- Percentage of youth who report job satisfaction after one year of employment, as reported by a survey
- Percentage of youth who report an interest in a career in public service after one year of employment, as measured by a survey
- Percentage of youth employed in public service after one year of employment
- Job training evaluations

Reporting Deadlines:

Report	Reporting Period	Partner Reports Due
1 (if applicable)	Award Date – December 31, 2021	January 10, 2022
2	January 1 – March 31, 2022	April 8, 2022
3	April 1 – June 30, 2022	July 8, 2022
4	July 1 – September 30, 2022	October 7, 2022

California Volunteers will update this reporting timeline with additional reporting periods, upon receipt of updated reporting timelines established by the federal government for projects leveraging State Fiscal Recovery Funds, as further identified 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.

**Exhibit D(1) California Volunteers Reporting Requirements, Invoicing, and
Specific Requirements and Terms and Conditions**

**CaliforniansForAll Youth Jobs Corps Program
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. However, California Volunteers will not allow invoices for periods in excess of three months due to the need to provide quarterly financial reporting to the California Department of Finance, as well as the federal government, over the use of State Fiscal Recovery Funds (SFRF), federal stimulus funding.

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 with the financial report no later than the due date identified in the financial reporting deadlines below.

Financial Reporting Metrics:

Grantees will be required to report quarterly on expenditures and unliquidated obligations associated with the grant. As such, grantees will be required to provide the following:

- Expenditure Amounts
 - Cumulative Expenditures (prior cycles)
 - Expenditure Adjustments (+/-) prior cycles
 - Expenditures (Current Cycle)
 - Total Cumulative Expenditures
- Obligation Amounts
 - Remaining Obligation
 - Total Cumulative Expenditures
 - Total Cumulative Expenditures + Obligation
 - Award Amount
- Notes (if applicable)

These metrics are subject to change, depending on the California Department of Finance's review and approval.

**Exhibit D(1) California Volunteers Reporting Requirements, Invoicing, and
Specific Requirements and Terms and Conditions**

Financial Reporting Deadlines:

Report	Reporting Period	Partner Reports Due
1	Award Date – December 31, 2021	January 10, 2022
2	January 1 – March 31, 2022	April 8, 2022
3	April 1 – June 30, 2022	July 8, 2022
4	July 1 – September 30, 2022	October 7, 2022

California Volunteers will update this reporting timeline with additional reporting periods, upon receipt of updated reporting timelines established by the federal government for projects leveraging State Fiscal Recovery Funds, as further identified 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 financial 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.

**Exhibit D(1) California Volunteers Reporting Requirements, Invoicing, and
Specific Requirements and Terms and Conditions**

**CaliforniansForAll Youth Jobs Corps Program
State Fiscal Recovery Funds**

This program leverages 100% State Fiscal Recovery Funds. Grantees leveraging this funding are required to follow specific terms and conditions, reporting requirements, guidance, etc. associated with these funds. The requirements for the use of these funds are incorporated in their entirety through the inclusion of the links to specific resource pages in this Exhibit (see below). This includes links and attachments referenced on the following pages.

Resources:

- **Coronavirus State and Local Fiscal Recovery Funds:**
<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>
- **State Fiscal Recovery Fund:** https://www.dof.ca.gov/budget/COVID-19/State_Fiscal_Recovery_Fund/
- **State Fiscal Recovery Fund Reporting Portal:**
https://www.dof.ca.gov/budget/COVID-19/State_Fiscal_Recovery_Fund_Reporting_Portal/

Through execution of the contract, grantees agree to follow the rules, guidance, regulations, and terms and conditions as outlined in the above links, as well as any other requirements and policies outlined throughout the exhibits of the executed contract.

**Exhibit D(1) California Volunteers Reporting Requirements, Invoicing, and
Specific Requirements and Terms and Conditions**

Programmatic and Fiscal Document Retention

In line with State and Federal 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 or Federal Government 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.