

SERVICE CONTRACT

THIS CONTRACT is made and entered into by and between the CITY OF FRESNO, a California municipal corporation (City), and RH COMMUNITY BUILDERS, a limited partnership (Contractor) as follows:

1. CONTRACT DOCUMENTS. The "Notice Inviting Proposals," "Instructions to Proposers," "Proposal" and the "Specifications" including "General Conditions," "Special Conditions", "Federal Conditions", "Functional Specifications" and "Technical Requirements" for the following: Request for Proposals for Worksites for Youth Service Corps Homelessness Pilot Program (Request for Proposals No. 12600292) copies of which are annexed hereto, together with all the documents specifically referred to in said annexed documents, including the Performance Bond, if required, are hereby incorporated into and made a part of this Contract, and shall be known as the Contract Documents.

2. PRICE. For the monetary consideration of ONE HUNDRED THIRTY SEVEN THOUSAND EIGHT HUNDRED SIXTY DOLLARS AND EIGHTY CENTS (\$137,860.80), as set forth in the Proposal, Contractor promises and agrees to perform or cause to be performed, in a good and workmanlike manner, and to the satisfaction of the City, and in strict accordance with the Specifications, all of the work as set forth in the Contract Documents.

3. PAYMENT. The City accepts Contractor's Proposal as stated and agrees to pay the consideration stated, at the times, in the amounts, and under the conditions specified in the Contract Documents.

4. INDEMNIFICATION. To the furthest extent allowed by law including California Civil Code section 2782, Contractor shall indemnify, hold harmless and defend the City and each of its officers, officials, employees, agents and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by the City, Contractor or any other person, and from any and all claims, demands and actions in law or equity (including reasonable attorney's fees, litigation expenses and cost to enforce this agreement), arising or alleged to have arisen directly or indirectly out of performance of this Contract. Contractor's obligations under the preceding sentence shall apply regardless of whether the City or any of its officers, officials, employees, agents or volunteers are passively negligent, but shall not apply to any loss, liability, fines, penalties, forfeitures, costs or damages caused by the active or sole negligence, or the willful misconduct, of the City or any of its officers, officials, employees, agents or volunteers.

If Contractor should subcontract all or any portion of the work to be performed under this Contract, Contractor shall require each subcontractor to indemnify, hold harmless and defend the City and each of its officers, officials, employees, agents and volunteers in accordance with the terms of the preceding paragraph.

This section shall survive termination or expiration of this Contract.

[SIGNATURES FOLLOW ON THE NEXT PAGE.]

Request for Proposals for Worksites for Youth Service Corps Homelessness Pilot Program
RFP No. 12600292

IN WITNESS WHEREOF, the parties have executed this Contract on the day, and year here below written, of which the date of execution by the City shall be subsequent to that of Contractor's, and this Contract shall be binding and effective upon execution by both parties.

CITY OF FRESNO,
A California municipal corporation

By: _____
Melissa Perales
Purchasing Manager

APPROVED AS TO FORM:
ANDREW JANZ
City Attorney

Signed by: _____
By: Tricia Herrera 1/23/2026
Tricia Herrera Date
Asst./Sup./Sr. Deputy City Attorney

ATTEST:
AMY K. ALLER
Interim City Clerk

By: _____
Date
Deputy

Addresses:
CITY:
City of Fresno
Attention: Susan Chudy
Program Liaison/Program Administrator
2600 Fresno Street
Fresno, CA 93721
Phone: (559) 621-6980
E-mail: susan.chudy@fresno.gov

RH COMMUNITY BUILDERS,
A limited liability corporation

DocuSigned by:
By: Brad Hardie 1/8/2026
E0CAB3F893874E5...
Name: Brad Hardie

Title: President
(If corporation or LLC., Board Chair, Pres.)

Signed by: _____
By: Wayne Rutledge 1/8/2026
B740460E832A4D5...
Name: Wayne Rutledge

Title: Chief Executive Officer
(If corporation or LLC., CFO, Treasurer, Secretary or Assistant Secretary)

REVIEWED BY:
DocuSigned by:
Dyan Ayala 1/8/2026
43E77649143D433...

CONTRACTOR:
RH Community Builders
Attention: Kathryn Wilbur
Executive Director
3040 N Fresno Street
Fresno, CA 93703
Phone: (559) 981-1034
E-mail: rhcommunitybuilders@gmail.com

Response to Request for Proposals for Worksites for Youth
Service Corps Homelessness Pilot Program
RFP No. 12600292

Submitted by RH Community Builders

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|--|----|
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Cover Letter, including company name, address, contact name, phone number and fax number.

October 7, 2025

City of Fresno

Purchasing Division

Attn: Dyan Ayala, Procurement Specialist

Purchasing@fresno.gov

Re: Proposal for Worksites for Youth Service Corps Homelessness Pilot Program (RFP No. 12600292)

Dear Evaluation Committee Members,

On behalf of RH Community Builders (RHCB), I am pleased to submit this proposal to serve as a worksite partner for the City of Fresno's Youth Service Corps Homelessness Pilot Program. RHCB is a Fresno-based nonprofit with deep experience in housing, supportive services, and youth development. Our proposed program will provide meaningful employment to ten (10) youth at 0.5 FTE each, focused on outreach and housing navigation for individuals experiencing or at risk of homelessness.

Organizational Experience and Capacity

RH Community Builders was founded with a mission to create housing solutions that restore dignity, equity, and opportunity. We currently operate and provide supportive services across multiple permanent supportive housing and rapid rehousing sites in the Central Valley, including Crossroads Village, Majestic Gardens, The Parks at 1309, and Sierra Sunrise. Through these developments, RHCB has connected thousands of individuals and families to safe housing, behavioral health services, and employment opportunities.

As an active partner with Fresno County Department of Behavioral Health, Fresno Housing, and the Kings-Tulare Homeless Alliance, we are well positioned to integrate youth workers into Fresno's continuum of care. Our team includes case managers, care coordinators, and housing navigators who are trained in trauma-informed care, motivational interviewing, and Coordinated Entry processes. These existing systems and supervisory structures ensure RHCB can provide high-quality mentorship, oversight, and performance evaluation for participating youth.

Proposed Program Design

RHCB proposes to employ ten youth participants for approximately 20 hours per week as Outreach and Housing Navigation Assistants within our Community Based CalAIM Program. These youth employees will:

- Conduct outreach calls and follow-ups to individuals experiencing homelessness who have inquired about services.
- Provide information and warm referrals to housing, healthcare, behavioral health, and public benefit programs.
- Assist RHCB's navigation team in tracking referrals, data entry, and client documentation.
- Participate in community outreach events and housing resource fairs to promote awareness of available programs.

Each participant will receive structured onboarding and training that includes:

- Customer service and professional communication
- Trauma-informed engagement and de-escalation
- Confidentiality and documentation standards
- Overview of the homelessness response system and housing process

Training will be facilitated by RHCB supervisors and integrated into the youth's paid work hours. Participants will receive consistent feedback, mentorship, and professional development opportunities designed to prepare them for long-term employment in the public service and housing sectors.

Commitment to Youth Workforce Development

RH Community Builders believes that developing Fresno's next generation of community leaders begins with hands-on experience, mentorship, and belonging. Many of the youth we serve have experienced barriers to employment, housing instability, or involvement in care systems. Our goal is to provide a supportive work environment that reinforces responsibility, reliability, and resilience.

We have successfully hosted interns and youth service members through previous partnerships with local Universities as well as a long standing successful partnership with Fresno County Department of Social Services Welfare to Work Program, demonstrating our ability to comply with City, State, and funder reporting standards. RHCB has the administrative infrastructure,

payroll systems, and HR capacity to serve as employer of record, ensuring all compliance requirements—timekeeping, orientation, supervision, and reporting—are fully met.

Measuring Impact and Accountability

RHCB will maintain all required records, timecards, and monthly outcome data as outlined in the RFP. We will submit reports detailing:

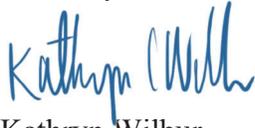
- The number of youth employed and their hours worked
- Outreach contacts and referrals completed
- Housing and health outcomes generated through youth engagement
- Post-program employment or education placements

Our team is experienced in performance reporting for HUD, HCD, CalAIM, and County of Fresno contracts, ensuring data accuracy and transparency.

RH Community Builders is honored to partner with the City of Fresno in empowering youth and addressing homelessness through this innovative initiative. We are confident that our organizational infrastructure, community partnerships, and history of impact uniquely position us to deliver exceptional results under this program.

Thank you for the opportunity to submit this proposal. We look forward to collaborating with the City to create meaningful pathways to employment while improving outcomes for Fresno residents experiencing homelessness.

Sincerely,



Kathryn Wilbur

Executive Director

RH Community Builders

Phone- 559-981-1034

Fax- 559-223-2898

katie@rhcbfresno.com

Business Location and License

Request for Proposals for Worksites for Youth Service Corps Homelessness Pilot Program
RFP No. 12600292

Proposer's Name RH Community Builders, LP
(Submit with Proposal)

BUSINESS LOCATION AND LICENSE

BUSINESS LOCATION

- The undersigned Proposer does not maintain a place of business in the City of Fresno.
- The undersigned Proposer maintains a place of business in the City of Fresno at: 3040 N Fresno Street, Fresno, CA 93703

BUSINESS LICENSE

- The undersigned Proposer has a current City of Fresno Business License and the number is 445074.

If the successful Proposer does not have a City of Fresno Business License, he/she shall obtain such a license prior to the issuance of a Notice to Proceed for the Work and maintain in effect throughout the term of this Contract.

Cost Proposal (Cost Proposal Table) (complete Attachment A)

Attachment A completed

Organization Name: RH Community Builders, Lp.

ATTACHMENT A

Project Type: One Fresno Youth Jobs Corps Community Based Organization Navigator Program Worksites

One Fresno Youth Jobs Corps Program

Budget Narrative

| Cost Category: Personnel | | | | |
|-----------------------------|--|-------------|---|-------------------|
| Type/Title & Number to Hire | Description | Time Period | Cost Breakdown | Cost |
| Case Manager Trainee | Youth will be trained on the fundamentals of case management, outreach, and navigation. Each Case Manager trainee will be given a case load of clients to conduct outreach with, enrolling in services, and scheduling appointments. | 26 | 5.0 FTE @ \$20/hr x 20 hours/week + 19.50% fringe | 124,278.00 |
| | | | | |
| | | | | |
| | | | | |
| Personnel Total: | | | | 124,278.00 |

| Cost Category: Supplies or Other Costs | | | | |
|--|---|-------------|---------------------------------------|-----------------|
| Type | Description | Time Period | Cost Breakdown | Cost |
| Uniforms | Company uniforms provided to each staff including polos and tshirts | | \$35/shirt - 3 shirts/youth; 10 Youth | 1,050.00 |
| | | | | |
| | | | | |
| | | | | |
| Supplies Total: | | | | 1,050.00 |

| Cost Category: Administration (No more than 10% of total award) | | | | |
|---|-------------------------|-------------|---------------------|------------------|
| Type/Title | Description | Time Period | Cost Breakdown | Cost |
| Indirect Rate | Federal De Minimum Rate | | 10% of direct costs | 12,532.80 |
| | | | | |
| | | | | |
| | | | | |
| Administration Total: | | | | 12,532.80 |

*add additional lines if needed, please ensure calculation are correct

Total Grant Amount: 137,860.80

Proposer Qualification Questionnaire

The undersigned Proposer submits the following information in accordance with the proposal Specifications:

1. a. Business Name (If using more than one business name, please list all names.):

RH Community Builders, LP.

Address: 3040 N Fresno Street, Fresno, CA 93703

Is your firm operating as a franchisee? Yes or **No**

If yes, list the franchiser, and number of years your business has been franchised:

2. Provide the names, titles, qualifications, years of experience, and years with your firm, for all key personnel in authority in your business, including the key personnel that will be involved in this project, and the extent to which they will be involved in the performance of this Contract.

Wayne Rutledge – Chief Executive Officer

Qualifications & Experience:

Mr. Rutledge has more than 25 years of experience in community development, commercial construction, and real estate operations. As CEO of RH Community Builders, he oversees all organizational strategy, housing development, and fiscal management for the agency's supportive housing portfolio. He has been instrumental in advancing RHCB's partnerships with Fresno County, Self-Help Enterprises, and the Fresno Housing Authority to expand permanent supportive housing options across the Central Valley.

Years with RHCB: Since 2019 (Founding Year)

Role in This Project: Mr. Rutledge will provide executive oversight, ensuring that RHCB meets all contractual obligations, fiscal compliance standards, and reporting requirements under this program.

Brad Hardie – President

Qualifications & Experience:

Mr. Hardie brings more than 30 years of leadership experience in real estate investment and project management. As President of RH Community Builders, he provides governance and financial oversight of the organization's large-scale housing developments and ensures alignment between operational practices and RHCB's mission. His expertise includes complex public-private partnerships and capital project coordination.

Years with RHCB: Since 2019 (Founding Year)

Role in This Project: Mr. Hardie will oversee fiscal accountability and assist in program

implementation strategy to ensure alignment with the City of Fresno's youth employment and homelessness response goals.

Katie Wilbur – Executive Director

Qualifications & Experience:

Ms. Wilbur has more than 15 years of leadership experience in behavioral health, housing, and nonprofit management. She has successfully led multiple regional initiatives in partnership with the Fresno Madera Continuum of Care, Fresno County Department of Behavioral Health, and California Department of Health Care Services. Ms. Wilbur is recognized for designing and managing programs that integrate housing, healthcare, and employment pathways for vulnerable populations.

Years with RHCB: Since 2019 (Founding Year)

Role in This Project: Ms. Wilbur will provide direct program oversight, supervise implementation of the Youth Employment and Housing Navigation components, and ensure fidelity to trauma-informed, Housing First, and workforce development principles.

Daisy Zamora – Clinical Director

Qualifications & Experience:

Ms. Zamora is a licensed clinician with over 10 years of experience in behavioral health and substance use recovery services. As Clinical Director, she oversees RHCB's clinical programming, staff training in trauma-informed care, and coordination of behavioral health linkages for clients in supportive housing.

Years with RHCB: 4 years

Role in This Project: Ms. Zamora will lead staff and youth training modules in Trauma-Informed Care, De-Escalation, and Mental Health First Aid, ensuring that all participants are equipped to engage safely and effectively with vulnerable populations.

Gabrielle Navarro – Director of CalAIM Services

Qualifications & Experience:

Ms. Navarro has over 8 years of experience in healthcare navigation, Medi-Cal program operations, and Enhanced Care Management. She leads RHCB's CalAIM and Community Supports programs, ensuring compliance with managed care plan requirements and developing workflows that bridge health and housing systems.

Years with RHCB: Since 2019 (Founding Year)

Role in This Project: Ms. Navarro will coordinate the outreach and service navigation components, provide technical assistance on Medi-Cal benefit enrollment, and ensure accurate documentation and reporting of service outcomes.

3. How many years has your business been established? 6 Years

How many years has your business been under your present name? 6 Years

How many years under former names? (List names and number of years) N/A

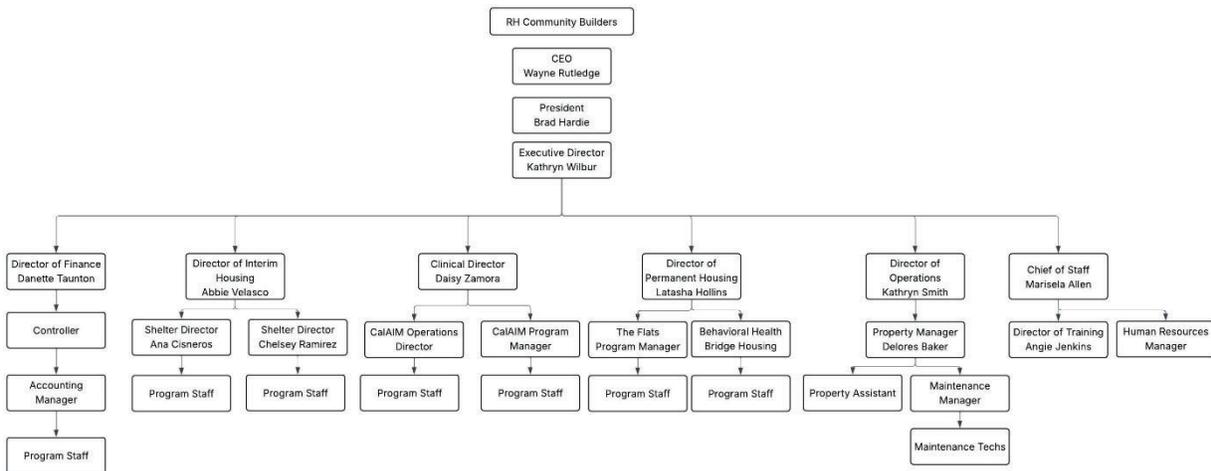
4. How many years has your business been providing services? RH Community Builders has been providing a variety of housing and homeless focused services for more than 6 years.

5. What other types of services does your business provide? RH Community Builders is solely focused on providing services that are related to homelessness and housing. Services including housing development, property management, substance abuse treatment, emergency shelter, case management, and supportive services in housing programs.

6. Do you have any affiliated companies? (If parent company, list subsidiaries and divisions. If subsidiary or division, name parent company, its principals, and their addresses): RH Community Builders is affiliated with Elevate Community Services and RHCB Development. All entities are operated by the same principals.

7. Have there been any contract terminations for the services your firm performs before the fulfillment of the contract within the past three years? Yes or No
If so, list the date, client, and reason for termination below: N/A

8. Provide an organization chart, indicating full-time personnel, job titles, locations, and whether each individual works out of an office or is in the field.



9. Does the proposer currently possess sufficient resources to meet the initial requirements for this contract?

Yes or No

10. Describe how you will meet the requirements to provide the services as outlined in this Request for Proposals.

Organizational Overview

Established in 2019, RH Community Builders (RHCBC) is a Fresno-based nonprofit organization dedicated to developing innovative and sustainable solutions for individuals and families experiencing homelessness. RHCBC recognizes that homelessness is a complex and multifaceted challenge—one that requires a coordinated, comprehensive approach to effectively address its root causes and promote long-term stability.

Over the past six years, RHCBC has played an active and impactful role in Fresno’s homelessness response system. Our programs include outreach and housing navigation, wraparound case management, emergency shelter operations, affordable housing development, and supportive services for permanent housing residents. A defining element of RHCBC’s organizational philosophy is our commitment to workforce development and job training—not only for the community members we serve but also within our own staff.

Since our inception, RHCBC has maintained a strong partnership with the Fresno County Department of Social Services through the Welfare-to-Work (CalWORKs) program, providing employment opportunities and on-the-job training to participants striving toward independence and self-sufficiency. Many individuals hired through this program have transitioned into long-term, full-time employment with RHCBC in roles such as front-desk associates, accounting staff, and maintenance personnel.

In addition to external workforce partnerships, RHCBC collaborates closely with local educational institutions to support student internships and skill development opportunities. Internally, our Training and Workforce Development Department provides professional growth pathways for current employees, helping entry-level staff advance into positions such as case managers, substance use counselors, and housing specialists. This demonstrated capacity for structured training, mentorship, and advancement underscores RHCBC’s longstanding commitment to developing talent and strengthening Fresno’s human-services workforce.

This strong infrastructure for employee training and our proven record of success in workforce development make RHCBC an ideal partner for the Youth Service Corps Homelessness Pilot Program.

Proposed Program Structure

Under this initiative, RH Community Builders proposes to employ ten (10) youth participants per six-month cohort, each working approximately 20 hours per week.

Core Responsibilities:

- Conduct outreach to referred Medi-Cal members and individuals experiencing homelessness.
- Make phone contacts to provide education on available services and housing options.
- Assist with enrollment in eligible benefits and community programs.
- Collect data and maintain accurate documentation of services provided.

Training Curriculum:

All youth participants will receive structured, hands-on training and supervision, including:

- Fresno Madera Continuum of Care Coordinated Entry System (CES) orientation.
- Trauma-Informed Care and De-escalation Techniques.
- Housing First philosophy and policies.
- Mental Health First Aid certification.
- Motivational Interviewing training

These trainings will be facilitated by RHCB's internal trainers and supervisors and integrated into paid work hours to ensure comprehension and skill application.

Outcomes and Impact

Through this program, youth participants will gain transferable skills in communication, data management, and client engagement, while developing an understanding of the systems addressing homelessness and health inequities in Fresno. Upon completion, participants will be better positioned for permanent employment in the housing, health, and social-service sectors, contributing to Fresno's long-term workforce capacity in public service.

RHCB will maintain all required documentation, timecards, and outcome reporting as outlined in the RFP and will submit monthly progress updates on both youth employment metrics and participant service outcomes, including the number of individuals contacted, referrals made, and services accessed.

References

- 1. Agency/Company Name:** Fresno County EDC
Address: 1060 Fulton Street Fresno, CA 93721
Contact Person: Marcella Lara **Phone Number:** 559-293-3332
Fax Number: N/A **Email:** retention@fresnoedc.com
Length of Contract: Established in 2020, renewed in 2025 for 5 years
Types of Services Provided: Job placement and employment retention for individuals involved in Welfare to Work (CalWORKS) program
- 2. Agency/Company Name:** Health Net/CalViva Health
Address: 7625 N Palm Ave Fresno, CA 93711
Contact Person: Krystal Harris **Phone Number:** 530-301-2587
Fax Number: N/A **Email:** Krystal.R.Harris@healthnet.com
Length of Contract: Established 2021
Types of Services Provided: CalAIM Community Supports- Housing Navigation, Housing Deposits, Housing tenancy Supports, Short Term Post Hospitalization, Recuperative Care. Enhanced Care Management- case management to Populations of Focus including individuals experiencing homelessness, justice involved, and high utilizers of emergency services.
- 3. Agency/Company Name:** Anthem Blue Cross
Address: PO Box 60007 Los Angeles, CA 935670
Contact Person: Miguel Perez Lopez **Phone Number:** 559-749-4010
Fax Number: N/A **Email:** Miguel.PerezLopez@elevancehealth.com
Length of Contract: Established 2021
Types of Services Provided: CalAIM Community Supports- Housing Navigation, Housing Deposits, Housing tenancy Supports, Short Term Post Hospitalization, Recuperative Care. Enhanced Care Management- case management to Populations of Focus including individuals experiencing homelessness, justice involved, and high utilizers of emergency services.

Acceptance of Indemnification and Insurance

Request for Proposals for Worksites for Youth Service Corps Homelessness Pilot Program
RFP No. 12600292

Proposer's Name RH Community Builders, LP.
(Submit with Proposal)

STATEMENT OF ACCEPTANCE OF THE INDEMNIFICATION AND INSURANCE REQUIREMENTS

The Proposer shall sign below that the Proposer accepts in whole the Indemnification and Insurance Requirements set forth in these Specifications. If the Proposer takes exception to some portions, those portions shall be listed here below, and the Proposer shall sign that the Proposer accepts all portions of the requirements not listed.

Note: Any exceptions may cause a Proposer to not be awarded a contract.

ACCEPT
 DO NOT ACCEPT

If "**DO NOT ACCEPT**" is checked, please list exceptions:

INSERT IF APPLICABLE



Signature of Authorized Person

Brad Hardie

Type or Print Name of Authorized Person

Disclosure of Conflict of Interest

Proposer's Name RH Community Builders, LP.
(Submit with Proposal)

DISCLOSURE OF CONFLICT OF INTEREST

| | | YES* | NO |
|---|--|--------------------------|-------------------------------------|
| 1 | Are you currently in litigation with the City of Fresno or any of its agents? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2 | Do you represent any firm, organization, or person who is in litigation with the City of Fresno? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3 | Do you currently represent or perform work for any clients who do business with the City of Fresno? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Are you or any of your principals, managers, or professionals, owners or investors in a business which does business with the City of Fresno, or in a business which is in litigation with the City of Fresno? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5 | Are you or any of your principals, managers, or professionals, related by blood or marriage to any City of Fresno employee who has any significant role in the subject matter of this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6 | Do you or any of your subcontractors have, or expect to have, any interest, direct or indirect, in any other contract in connection with this Project? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| * If the answer to any question is yes, please explain in full below. | | | |

Explanation: _____

Additional page(s) attached.

Brad Hardie
Signature

October 6, 2025
Date

Brad Hardie
Name

RH Community Builders, LP.
Company

3040 N Fresno Street
Address

Fresno, CA 93703
City, State, Zip

Addenda and Time Period to Award/Reject

Proposer's Name RH Community Builders, LP.
(Submit with Proposal)

ADDENDA

The City makes a concentrated effort to ensure any addenda issued relating to these Specifications are distributed to all interested parties. It shall be the Proposer's responsibility to inquire as to whether any addenda to the Specifications have been issued. Upon issuance by the City, all addenda are part of the proposal. Signing the proposal on the signature page thereof shall also constitute signature on all addenda.

TIME PERIOD TO AWARD/REJECT

The undersigned Proposer agrees that the City may have **ONE HUNDRED TWENTY (120) DAYS** from the date proposals are opened to accept or reject proposals. It is further understood that, if the Proposer to whom any award is made fails to enter into a Contract as provided in the Specifications, award may be made to another Proposer, who shall be bound to perform as if it had received the award in the first instance.

Signature Pages

Including (for corporations) Notary Acknowledgment in corporate form, certification by secretary and board resolution or other document to authorize individual who signs proposal.

(Submit with Proposal)

SIGNATURE PAGE

By my signature on this proposal I certify, under penalty of perjury under the laws of the State of California, that the statements contained in this proposal are true and correct.

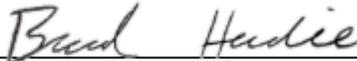
PROPOSAL SUBMITTED BY:

(Please follow the instructions for each line, as explained below.)

(1) RH Community Builders, LP. (559-492-1373) (559-223-2898)
Firm Phone Fax

(2) Partnership
(Corp.) (Individual) (Partner) (Other)

(3) 3040 N Fresno Street
Business Address
Fresno, CA 93791
City State Zip Code

(4) By: 
Signature of Authorized Person

Brad Hardie, President
Type or Print Name of Authorized Person and Title

Federal Tax I.D. No.: 84-2737051 Date: October 6, 2025

Signature page of all ADDENDA issued

N/A no addenda issued

Request for Proposals for Worksites for Youth Service Corps Homelessness Pilot Program
RFP No. 12600292

V – SCOPE OF WORK

Request for Proposals for Worksites for Youth Service Corps Homelessness Pilot Program
RFP No. 12600292

V. SCOPE OF WORK

INTRODUCTION

The City of Fresno (City), California is seeking written proposals from local qualified Community-based Organizations (worksite) to provide meaningful work experiences that support initiatives to provide on-the-job training to Fresno youth ages 18 – 30 in the areas of clerical, community engagement, and laborer. Proposals may include a variety of elements to create a collaborative partnership with the City of Fresno including, but not limited to, the organization serving as the employer of record. Requirements will include, but not be limited to hiring, onboarding, training, supervising, evaluating, and offboarding employees as the employer of record model. Worksite agreements will be 12 months in duration and may be extended.

Project Background / Description

Since April 2022, the One Fresno Youth Jobs Corps Program has received \$14,701,000 in funding and has recruited, trained, mentored, and hired over 500 youth, with one or more barriers to employment, for jobs with the City and community-based worksites to prepare them for future career opportunities.

On June 26, 2025, the City received \$1.0 million dollars from California Volunteers to launch the Youth Service Corps Homelessness Pilot. The funding in this Request for Proposal (RFP) supports programs delivered through The California For All Youth Workforce Program; a Governor's initiative administered by California Volunteers in partnership with cities across California. The purpose of the initiative is to strengthen the City's capacity to address key areas of climate, food insecurity, education, and public service.

Program Structure

Worksites will be required to train and place high need youth into positions in a new or existing youth workforce development program focused on assisting Californians who are experiencing homelessness or are at risk.

Members are recruited for the One Fresno Youth Jobs Corps Program through a comprehensive marketing strategy. Applicants complete job readiness training to provide foundational skills to obtain a position at a worksite. Upon successful completion of employment at a worksite, they may apply for the One Fresno Youth Jobs Corps Program as a Participant for up to 6 months in a City of Fresno department.

Participants in good standing, or that have successfully completed the program, may apply to be a Navigator at worksite for up to 6 months. Recruitment efforts will focus on identifying individuals who display professionalism, leadership potential, and a passion for serving the community.

SCOPE OF SERVICES

Proposers must be able to provide sufficient and meaningful work experiences to Fresno youth

Request for Proposals for Worksites for Youth Service Corps Homelessness Pilot Program
RFP No. 12600292

designed to promote the development of positive work habits and specific skills required for successful participation in the workforce.

If awarded a Contract through this RFP to serve as the employer of record, proposers will be required to abide by the following terms:

- 1) Comply with California and Federal Child Labor Laws (maximum hours, breaks, etc.) and acknowledge the penalties for violating Federal Child Labor Laws.
- 2) Comply with State of California training requirements on preventing sexual harassment and abusive conduct in the workplace that satisfy California's legal training requirements pursuant to Government Code section 12950.1.
- 3) Assure that this Contract will enhance the number of employed individuals and not displace currently employed worker(s) (including partial displacement such as a reduction of hours of non-overtime work, wages or employment benefits) or impose on their promotional opportunities.
- 4) Provide members an orientation to familiarize them with their job duties, times/days/locations to report to work, policies, and procedures such as attendance requirements, absenteeism, tardiness, lunch, and break time, minimum required hours, worksite expectations, and what to do in case of an emergency by providing clear emergency and evacuation procedures.
- 5) It is expected that member experiences will be in person and provide the members with supervision at all times.
- 6) Discuss any problems or conflicts that may arise from the member's job performance to immediately resolve issues. Contact the One Fresno Youth Jobs Corps staff for assistance if unable to resolve internally. Wraparound services are available to remove barriers including coaching and mentoring.
- 7) Collaborate with the One Fresno Youth Jobs Corps Program staff pertaining to worksite operations.
- 8) Maintain accurate timecard records, verifying hours, and ensure that timecards are signed by the member and the supervisor prior to payment. Ensure any timecard changes or corrections are initiated by the Supervisor and the members. (The use of white-out is strictly prohibited).
- 9) Provide the members with copies of signed timesheets and other program or work-related information as appropriate.
- 10) Consider the possibility of hiring the members at the conclusion of the program, although there is no requirement to do so.
- 11) Provide materials and equipment necessary to perform the duties of the work assignment.
- 12) Members are to be encouraged to attend quarterly Gathering events at City Hall for professional development, program guidance, financial seminars, City of Fresno Department

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Highlight, and networking with other members.

13) Program evaluations are required by the State funding source at the conclusion of a member's participation in the program. When a member concludes their time with the program at the worksite, the agency must provide the City with:

- A completed Final Member Program Evaluation
- A completed Final Supervisor Program Evaluation

14) Maintain records and prepare monthly reports, including but not limited to the following:

- Number of youth employed in organization.
- Number of youth employed in each focus area.
- Average wage and hours worked of participants across organization.
- Number of youth employed in program who remain in college or stable employment.
- Number of youth employed after completion of program.
- Youth anecdotal stories regarding their employment.

15) Worksites will be required to provide data monthly to the City on the outcomes towards addressing homelessness, including but not limited to the below:

- Total number of people served by Navigators.
- Number of referrals to:
 - Healthcare services
 - Temporary Housing
 - Permanent Housing
- City specific outcomes as needed

All Contracts awarded would end by December 31, 2026, unless additional grant funding is received.

AVAILABLE FUNDING

The One Fresno Youth Jobs Corps Program is funded through State funds made available to California Volunteers through an investment by the Governor and the Legislature under authority of Senate Bill No.108, Budget Act of 2024, Chapter 35, Statutes of 2024. The City will award funds directly to eligible agencies on a reimbursable basis.

Estimated total funding amount available for allocation in this program through this RFP is \$700,000.

Minimum and Maximum awards: The minimum award amount is \$50,000. The maximum grant award amount is \$700,000. The number of awards available will be determined based on the amount of each award and number of selected worksites.

The City reserves the right to reopen this proposal or open a similar proposal later if funding is available.

The One Fresno Youth Jobs Corps Program has three primary goals:

- Increase youth employment
- Develop career pathways

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- Strengthen local capacity to address key areas of food insecurity, climate, education, and public service.

Established agencies who provide youth workforce development programming are encouraged to apply for this RFP. Awardees are responsible for selecting, hiring, training, managing, and terminating members as the employer of record.

Funding can be used to create new jobs or expand existing member workforce opportunities within the requirements of this grant. All member positions must be 20 hours average per week within the same pay period.

All members must be between 18-30 years of age at the time of hire. The City of Fresno will refer applicants to agencies to interview for positions. Hiring priority should be given to youth who:

- May have difficulty finding employment
- Are low-income
- Are unemployed and/or out of school
- Are or were justice-involved
- Are in or transitioning from foster care
- Are engaged with the mental health or substance abuse system
- Are unhoused/housing insecure/at risk of becoming unhoused

Priority may be given to applicants (meeting two or more of the above criteria), which should make up no fewer than 75% of selected members and City of Fresno residents.

Examples of eligible projects or programs may include, but not limited to, the following:

- Community Food Distribution/Food Banks
- Community Service Special Events
- Public Health/Healthcare services
- Information Technology
- Urban and Community Farming
- Public Safety Initiatives

Wraparound services will be available by referral through City partners for members in need of assistance.

The worksite as the employer will pay members a wage of \$20.00 per hour or the current California minimum wage, if higher. In addition to member wages, allowable expenses include uniforms, parking, employment supported certificates, and personal tools for the members to be able to do their job proficiently.

Members may not participate in activities that require high levels of safety precautions or that require specialized training unless that training is provided by the proposer. Funds requested under this opportunity are subject to applicable federal laws, rules, and regulations. References to specific regulations will be linked to e-CFR at www.ecfr.gov.

In addition, funds may not be used for the following reasons:

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- Repayment of existing debt or pre-existing tax liens or obligations
- For food and beverages
- Legal, loan, or bank fees
- Subsidization of existing contracts
- Political campaigns or lobbying
- Advancement of certain sectarian, politically partisan, or religious projects (grant funds should be used for specific programs and not to advance the causes of any of the stated groups)
- Fundraisers or other events that are not open to the general public
- A project or program which is clearly intended for commercial gain
- A project or program that occurs before or after the grant award period
- Support of individuals
- For businesses established for personal benefit or profit
- To support annual fund drives
- To fund an agency's deficit or endowment
- To repay loans
- Furniture
- Bonuses
- Program funds may not be used to purchase durable goods or capital expenses, such as but not limited to appliances, vehicles, laptops, or other long-term use equipment and assets.
- For the direct support of religious activities. Secular activities offered to the community that is provided by religious organizations regardless of congregational membership or statements of beliefs may be eligible for grant funds.

CONTENTS OF PROPOSAL

Executive Summary

A letter of introduction signed by an authorized representative of the Agency (limited to three pages) that provides an executive summary of the Agency's experience relevant to the scope of work described in this RFP. This summary must also highlight why the Agency is best suited to provide the services desired by the City and description of the position(s) the youth will be employed and the agency's experience providing youth and workforce development programs including outcomes.

Vendor Information

- Agency must provide a company profile. Information provided shall include: Name, address, and telephone number of the organization's point of contact.
- Agency's background/history and why the organization or Agency is qualified and the best choice to provide the services described in this RFP.
- Length of time organization has been providing services described in this RFP to the public and/or private sector. Please provide a brief description.
- References may be requested.

Program Design

- How many members will you employ per 6-month cohort?
- Describe variety of duties or work that will be performed.

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- Describe training and if any certifications will be completed during employment.

Subcontractor Information

No subcontracts will be authorized for this project.

Representative Resumes

Agency must submit a resume for each key member of the project team. Resumes should highlight staff members' experience as they relate to this project. Describe the key program staff that are responsible for delivering the direct services. List key duties, roles, and time devoted to the proposed program. Include information on staff experience, community connections, and cultural competencies. Describe the key knowledge skills, ability possessed by your staff or needed in the roles for your program to be successful, and how your agency will support staff to acquire and develop their knowledge, skills, and ability.

Cost Proposal

The Agency must provide a complete cost proposal based on the scope of services set forth in this RFP. Proposal should include member wages and fringe. Program Member wages and fringe should be at least eighty seven percent (87%) of the total proposal. Program Administration should not exceed ten percent (10%) of total proposal. Program supplies including uniforms, parking, and training certificates should not exceed three percent (3%) of total proposal. Additional expenses will not be allowed unless specified in the proposal. The total cost shall be stated as a not-to-exceed price.

Attachment A (Cost Proposal Table) is required to be submitted with all proposal documents.