

*City of*  
**SACRAMENTO**

---



General State Funds 0650-0001-001

**Notice of Funding Opportunity (NOFO)  
and Request for Applications**

Program Name:	Youth Service Corps - Young Adult Work Experience
Grant Identification Number:	N25021411002
NOFO Posted on:	February 18, 2025
Bidders Conference:	February 24, 2025, at 12:00 p.m. (PDT)
NOFO Questions Due by:	March 3, 2025, at 5:00 p.m. (PDT)
Grant Applications Due by:	March 24, 2025, at 5:00 p.m. (PDT)

Contact: Kevin Daniel, Office of Innovation and Economic Development

Table of Contents

**Part 1: Grant Information** ..... 2

DESCRIPTION OF FUNDING OPPORTUNITY ..... 2

FUNDING RESTRICTIONS..... 3

GRANT OVERVIEW ..... 4

PARTICIPANT ELIGIBILITY ..... 6

AUTHORIZED ACTIVITIES..... 7

OTHER ADMINISTRATIVE REQUIREMENTS ..... 9

PROPOSED TIMELINE ..... 9

**PART II: APPLICATION PROCESS**..... 9

ELIGIBLE APPLICANTS..... 9

APPLICATION INSTRUCTIONS..... 11

GRANT REVIEW PROCESS..... 13

REVIEW CRITERIA ..... 14

MISCELLANEOUS ..... 14

**ATTACHMENTS** .....

ATTACHMENT 1: GRANT APPLICATION FORM ..... 14

ATTACHMENT 2: BUDGET NARRATIVE REQUIREMENTS AND BUDGET TABLE ..... 14

ATTACHMENT 3: CONFLICT OF INTEREST FORM ..... 14

ATTACHMENT 4: TEMPLATE GRANT AGREEMENT ..... 14

ATTACHMENT 5: CITY OF SACRAMENTO 2023-2024 YOUTH SERVICE CORPS APPLICATION ..... 14

ATTACHMENT 6: AGREEMENT BETWEEN THE STATE OF CALIFORNIA AND CITY OF SACRAMENTO FOR YSC GRANT AWARD ..... 14

ATTACHMENT 7: EVALUATION CRITERIA AND RATING SHEET ..... 14

## **DESCRIPTION OF FUNDING OPPORTUNITY**

Within California's Office of the Governor, **California Volunteers (CV)** serves as the State Service Commission responsible for promoting service and volunteerism. California Volunteers' mission is to empower and mobilize Californians to actively help tackle state and local challenges through volunteer and service action. Since 1993, the office has successfully addressed many state and local challenges by investing in service solutions, while leveraging public, private, and nonprofit resources.

The **Youth Service Corps (YSC)** is a Governor's initiative administered by California Volunteers in partnership with California cities and counties. This program will bring together youth across the state to help address urgent challenges in their communities, while simultaneously learning key skills and earning money to help create career pathways.

In June 2024, the City of Sacramento accepted a \$2,874,428 grant of General State funds from the State of California (the "YSC Grant") to implement a Youth Service Corps program in Sacramento. The program has three primary goals:

*GOAL 1: Increase youth employment*

*GOAL 2: Develop career pathways*

*GOAL 3: Strengthen city/community capacity to address key areas of food insecurity, climate, education and public service.*

The City is seeking applications from non-profit community-based organizations (CBOs) and governmental entities to conduct a YSC Young Adult Work Experience Program. There are two funding opportunities available under this NOFO. Applicants can apply for an approximately eight-month program (end of March 2025 to end of November 2025) or for an approximately three-month summer program (June 2025 – August 2025). For-profit entities are not eligible for YSC Grant funding.

### **Grant Amounts**

The City has allocated approximately \$1 million of the YSC Grant for the Young Adult Work Experience Program. The City intends to enter into no more than 5 grant agreements with non-profits and governmental entities to train and employ Sacramento's priority youth and young adults in the areas of climate, food insecurity, education, and public service. The amount of any grant award(s) will be based on a number of factors, including but not limited to: the total number of Applicants; completeness of an application; expense eligibility under YSG Grant guidelines; and an organization's total operating budget. No cash or in-kind match from the Applicant is required.

## **Bidders Conference**

A bidders conference will be held on February 24, 2025 at 12:00 p.m. (PDT). This meeting will be recorded, and a link made available for viewing. Zoom Registration Link:

<https://cityofsacramento-org.zoom.us/j/83721142795?pwd=9Dha1K0zlwW1m6gzxriX0Pmbz9Vqpn.1>

## **Questions**

All questions regarding this NOFO are to be directed in writing via Google form at:

<https://forms.gle/6MnLMRVM47Lxr2jG7>

All questions must be submitted no later than **Monday, March 3, 2025, at 5:00 p.m. (PDT)**. All questions must reference the NOFO identification number and include the potential Applicant's name, company, address, and contact information. Questions via phone will not receive a response.

An addendum addressing questions submitted by March 3, 2025 will be posted on Submittable ([City of Sacramento Office of Innovation and Economic Development Submission Manager - Youth Service Corps - Young Adult Work Experience Program](#)) by 5:00 p.m. (PDT) on Friday, March 7, 2025.

Applicants may rely only upon written information or instructions from the City. The City shall not be responsible for any oral information or instructions given regarding this NOFO from third parties outside the City's online bid portal.

To maintain a fair and equal process for all Applicants, upon receipt of this NOFO, Applicants (or their designated agents) SHALL NOT directly or indirectly contact any Council member or other City staff, other than the contact person identified in this NOFO, for meetings, conferences or technical discussions related to the NOFO. Unauthorized contact of any Council member or other City staff may be cause for immediate disqualification from the grant process.

## **FUNDING RESTRICTIONS**

The YSC Grant funds must be used in accordance with the City's 2023-2024 Youth Service Corps Application (Attachment 5) and the Agreement between the State of California and City of Sacramento for the YSC Grant Award (Attachment 6). The City will use the Applicant's responses in the Applicant's grant application to determine if the Applicant's proposed program or expenditures are eligible for funding. It is the responsibility of the Applicant to provide evidence of eligibility.

Participants in the YSC program must be placed in public agencies or community-based non-profit organizations. Participants may not be placed at for-profit organizations.

## **GRANT OVERVIEW**

To be eligible for a **YSC Grant**, an Applicant must submit a grant application outlining how the Applicant will utilize YSC Grant funding to implement a youth (high school ages 16-18) and young adult (out of high school 18-30) training and internship program in the areas of climate, food insecurity, education, and public service. The City is seeking non-profit organizations and governmental entities to develop career pathways to paid internships for a minimum of five youth and young adults between the ages of 16-30 within the State's YSC framework. Program participants must earn at least \$16.50 per hour and be employed a minimum of 50% full-time equivalent (FTE). Applicants must address how they will recruit participants and provide wraparound services, case management and training in alignment with the Authorized Activities specified below. The program should be at least a three-month program but no longer than eight months. The City anticipates that the grant agreements will have a term up to one year and the City reserves the right to extend agreements another one-year term based on the Applicant's performance and funding availability.

### **Grant Categories**

- **General Youth Workforce Program** Eight-month program with youth working at least 50% FTE. Applicant can have cohorts of youth working for at least 4 months or youth can work for up to 8 months.
- **Summer Youth Workforce Program** Three-month program with youth working at least 50% FTE. Youth must work at least 8 weeks during summer break for high school and college youth.

### **Workforce Development for Public Service, Climate, Education, and Food Security**

The YSC program provides a collaborative opportunity to achieve the City's goals for workforce, public service, education, climate, and food security. Funding will help build workforce pipelines for priority youth in Sacramento, overcoming systemic barriers to chronic underemployment, and building pathways to the following sectors: clean technology, green technology, food insecurity, public service, and education.

For purposes of this NOFO, advancing food access is part of the City's strategy, including an emphasis on food justice, to increase access to healthy and local foods and employment in these industries. For purposes of this NOFO, climate-related activities are defined as those which reduce or mitigate greenhouse gas emissions that contribute to climate change, or mitigate the effects of climate change, like extreme heat. A key task in this work is decarbonization, the transition of existing buildings, vehicles, neighborhoods, and infrastructure away from gas to zero-emission technologies.

The YSC program will build on the City's policy commitments in workforce, food security, education, and climate action implementation. The City's policy framework is further described below. Most recently, the City completed a regional green jobs workforce and hiring analysis, finding a consistent gap between in-demand clean and green job posting skill requirements, and those of the regional applicant pool.

For purposes of this NOFO, the City has identified the following areas of need:

1. [Citywide Youth Development Plan](#). The City's Workforce Development Framework, prioritizes the following goals, building on convening of the City's Clean & Green Working group and other related collaborations:
  - a. Developing pipelines for the most economically impacted communities to in-demand, quality jobs;
  - b. Building capacity and expanding workforce development activities to promote equity, justice, and accountability consistent with the City's diversity, equity, and inclusion goals;
  - c. Expanding outreach and engagement with employers for hiring and retention from City-funded workforce programs;
  - d. Creating a balanced portfolio of workforce programs, to seed innovative programs and providers (25%) and fund programs and providers with track records in high-growth, high-demand industries (75%); and
  - e. Ensuring funded workforce providers develop data-informed strategies, using City analysis.
2. City Climate commitments. The City's climate commitments are to take bold action to achieve carbon neutrality by 2045, with early action to build climate resilience by prioritizing the most vulnerable youth (Resolution No. 2019-0433, Sacramento 2040 General Plan Update Vision Statement and Guiding Principles). [The City of Sacramento Climate Action and Adaptation Plan](#) prioritizes early climate action in several areas, including the following categories, in the Climate Action and Adaptation Plan adopted by City Council February 27, 2024 (Resolution No. 2024-0067, Adopting and Implementing the Sacramento Climate Action & Adaptation Plan):
  - a. Equity capacity for climate action and sustainability;
  - b. City facilities and operations;
  - c. Electrification, including phased requirements for new buildings to be all electric starting in 2023, long-term retrofits to existing buildings, and electric vehicles and transportation infrastructure;
  - d. Active transportation, including walking and biking infrastructure, and public transit;

- e. Green jobs and inclusive workforce, including the just transition from gas industries;
  - f. Food access and urban agriculture, including local food resilience hubs;
  - g. Water conservation, urban forestry and cooling, and green infrastructure, including early work to expand onsite water reuse; and
  - h. Climate resiliency.
3. Food Insecurity.
- a. The City of Sacramento’s Food Justice Taskforce was created to ensure that our most vulnerable communities recover in an equitable manner from the COVID-19 pandemic and that our City has sufficient, healthy, and accessible food for all. The COVID-19 pandemic made one thing clear: that our food system in Sacramento is not working for all. Though we may be America’s Farm-to-Fork Capital, here in our very own backyard many of our families and residents are food insecure. (General Plan for 2040 Environmental Justice Factbook: Access to Healthy Food).
  - b. Potential programs can train and employ young adults in jobs that support preparation and distribution of food services for at-risk populations.
4. Education.
- a. Aligned with our Citywide Youth Development Plan, our goal is to provide resources, support, and access to impactful programs and services that foster success in education for a greater number of youth to address the current disparity in education success throughout the City of Sacramento. Additionally, we aim to cultivate 21st-century skills, including leadership, workforce readiness, life skills, resilience, and social-emotional development.
  - b. Potential programs can support schools with classroom support and after school academic enrichment for students.
5. Public Service.
- a. One of the desired outcomes for the [City of Sacramento Workforce Race & Gender Equity Action Plan 2020-2025](#) is to build a framework that encourages career pathways into the City’s workforce. This includes actions such as the development of work-based learning (WBL) programs to advance workforce equity using career pathway program structures, utilizing the Citywide Youth Development Plan & Framework, and identifying and engaging community partners that support pipeline training programs. Such efforts help ensure provision of quality services by the City for future years.

- b. Public Service refers to work performed in service of the public interest, typically in sectors or organizations that prioritize community welfare, public safety, education, and social services. Public service employment can be in government roles, non-profit organizations, or other entities that serve a public mission.

### **PARTICIPANT ELIGIBILITY**

- A. YSC program participants must be individuals who want and are available for work, including those who are unemployed, have looked for work sometime in the past 12 months, who are employed part-time but who want and are available for full-time work, or who are employed but seeking a position with greater opportunities for economic advancement.

All participants must be between 16-30 years of age and residents of the City of Sacramento.

Priority should be given to youth who:

- Have not participated in an AmeriCorps program;
- 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; or
- Are engaged with the mental health or substance abuse system.

**Priority applicants (meeting two of the above priority categories) should make up no fewer than 75% of selected participants.**

### **AUTHORIZED ACTIVITIES**

Applicants must use the YSC Grant funds to do the following:

1. Recruit Participants

Applicants will be responsible for recruiting eligible YSC program participants between the ages of 16 and 30 to participate.

2. Wraparound Services

The Applicant or its subrecipient will be required to provide wrap-around and case management services for youth participating in the YSC program. Wrap-around and case management services include but are not limited to the following:



- a) Conducting intake and needs assessments;
- b) Providing weekly coaching sessions;
- c) Checking-in regularly with employers to gauge success, identify needs, and respond to challenges;
- d) Providing transportation support;
- e) Supporting the acquisition of work documents (ID, Driver's License, etc.);
- f) Providing access to basic needs supports (childcare, etc.); and
- g) Providing job readiness preparation (work etiquette, conflict resolution, professional attire).

### 3. Training

The Applicant or its subrecipient will be required to provide for the necessary training for participants to succeed in their internship programs. The training must be relevant to the internship placement and must be related to climate action, food security, education, public service jobs or public service job readiness.

### 4. Employment

The Applicant must hire or place at least five interns in one of the fields specified above: climate, food security, education, or public service.

Program participants must earn at least \$16.50 per hour and be employed at least 50% time.

### 5. Reporting

The Applicant will be required to provide quarterly reports as required by the State's YSC framework. The Applicant must collect and report on the information listed below. Please note that reporting requirements may change if the State's YSC reporting requirements change. Current reporting requirements include:

- a) Number of youth participating in program;
- b) Number of youth enrolled in job training/readiness programs;
- c) Number of youth completing job training/readiness programs;
- d) Number of youth participating in summer program (if applicable);
- e) Average wage and hours worked of participants across program;
- f) Information/data/member stories as requested by California Volunteers for annual report;
- g) Number of youth employed in program who were previously unemployed;

- h) Number of youth who complete full program (8 months or 3-month summer program);
- i) Percentage of youth employed in program who remain in college or stable employment;
- j) Percentage of youth employed after completion of program;
- k) Percentage of youth who report job satisfaction at the end of employment, as reported by a survey;
- l) Percentage of youth who report an interest in a career in public service at the end of employment, as measured by a survey;
- m) Percentage of youth employed in public service at the end of employment;
- n) Job training evaluations; and
- o) Participant information including but not limited to name, address, phone number, age, email address, and demographic information.

Where feasible, the Applicant will also be asked to submit metrics that identify interventions addressing individual, community, and system-level outcomes. Metrics may include number of residents reached, services provided, unsubsidized employment, number of trees planted, increased energy efficient homes, access to food, and increased academic achievement.

**OTHER ADMINISTRATIVE REQUIREMENTS**

1. Monthly reports will be required showing the number served, number of and type of services administered, and geographic and demographic information for those served. The City will provide a list of the demographic questions to be asked of participants.
2. In addition, a final report will be required containing a summary of the process, findings, outcomes, lessons learned and best practices, and how the YSC Grant funds provided aided the individuals and households.
3. All services and work provided for the YSC program must be completed by November 30, 2025.

**PROPOSED TIMELINE**

Release of NOFO:	Friday, February 18, 2025
Questions due by:	Monday, March 3, 2025, 5:00 p.m. PDT
Questions posted by:	Friday, March 7, 2025, 5:00 p.m. PDT
Applications due by:	Friday, March 24, 2025, 5:00 p.m. PDT

Anticipated Execution of	
Grant Agreements:	April 2025
Grant Ends:	No later than December 30, 2025
Close-out Report Due:	Within 30 days of final YSC Grant payment

Grant applications shall be submitted via Submittable at the following website:  
[City of Sacramento Office of Innovation and Economic Development Submission Manager - Youth Service Corps - Young Adult Work Experience Program](#)

The City reserves the right to modify the dates listed above at its discretion. Schedule changes will be issued via addendum through the City’s online application portal.

## PART II: APPLICATION PROCESS

### **ELIGIBLE APPLICANTS**

An Applicant must meet the minimum requirements outlined below:

1. An Applicant must be a non-profit organization or a governmental entity.
2. If an Applicant is a non-profit organization, it must be registered as a charitable trust with the “California Attorney General: Registry of Charitable Trusts,” and the “California Attorney General: Registry of Charitable Trusts” online registry verification search tool must show that the organization’s registry status is “current.”
3. If an Applicant is a non-profit organization, the organization must provide evidence of tax-exempt status pursuant to Section 501(c)(3) of the Internal Revenue Code.
4. If an Applicant is a non-profit organization, the organization must have been in existence for at least one full year prior to November 1, 2024, and be able to provide budget and program information beginning November 1, 2022, if requested.
5. An Applicant must be based in the City of Sacramento.
6. An Applicant cannot discriminate in violation of any state or federal law, including laws that prohibit discrimination based on race, color, sex, creed, religion, national origin, age, marital status, ancestry, medical condition, disability (including HIV and AIDS), sexual orientation, or gender identity.
7. An Applicant must meet the City’s requirements for general liability insurance (\$1 million per occurrence). Proof of insurance must be provided prior to executing a grant agreement.
8. An Applicant must be registered as a supplier with the City of Sacramento prior to executing a grant agreement. Please register as a supplier at:

<https://www.cityofsacramento.org/Finance/Procurement>

9. An Applicant must have a City of Sacramento Business Operations Tax Certificate or exemption letter (available at <https://www.cityofsacramento.gov/finance/revenue/business-operations-tax>).
10. An Applicant must disclose any grant funds received from the City within the past five years, and the applicant must also be in good standing with the City. This means the Applicant has provided all requested data and fulfilled the scope of work requirements under any prior grant agreements and has not experienced any past performance or compliance issues on those agreements.

### **APPLICATION INSTRUCTIONS**

Completed grant applications must be submitted no later than Friday, March 21, 5:00 p.m. PDT.

Grant applications must be submitted via Submittable at the following website: [City of Sacramento Office of Innovation and Economic Development Submission Manager - Youth Service Corps - Young Adult Work Experience Program](#)

Applicant must submit the following information and materials:

1. Complete grant application form. The Grant application form is attached hereto as Attachment 1.
2. Provide a Proposal Narrative (in Arial 12-point font with one-inch margins on all sides). The narrative must be 1.5-line spaced and cannot exceed 10 pages in length. Please note that the 10-page limit does not include the grant application form, budget narrative, references, BOTC, or conflict of interest form. The Proposal Narrative must include the following:
  - ✓ A summary of the Applicant's understanding of the City's YSC program goals and objectives and how the Applicant's proposal would achieve those objectives. This summary should summarize critical issues, challenges, milestone tasks, and appropriate resourcing for the YSC program.
  - ✓ A description of Applicant's experience working with the City's disadvantaged and low-income communities, in particular the priority participants described above to provide the services identified as "Authorized Activities" above. The Applicant shall also identify the year the organization was established, the total number of employees, and the total number of employees that will be working on the proposed YSC program. The Applicant must provide a financial reference or annual report, and a gross/net revenue report for the prior fiscal

year.

- ✓ A detailed description of the Applicant's proposed YSC program structure (including length of program, number of hours of training, hours of internships, whether the program is a cohort model, who interns will be reporting to, etc.), activities, and services including recruitment, wraparound/supportive services, training and internship placement. Include a plan for marketing the Applicant's program to the intended participants and recruiting and training program participants. Please include detailed information like targeted neighborhoods, schools, school academies or programs to be engaged. Also describe Applicant's experience administering other local, state and federal grants. Identify any and all partner agencies and describe their roles and responsibilities for the YSC program.
- ✓ A description of the target population the Applicant's YSC program aims to serve and any program boundaries where the program will operate. If serving youth under the age of 24, describe how the Applicant's program aligns with the [Citywide Youth Development Plan and corresponding framework](#). Also, describe why your YSC program should be differentiated from the City's general youth development funding.
- ✓ A description of how the Applicant's proposed YSC program advances the City's Workforce Development Framework, and the Climate Action and Adaption Plan, food insecurity, education, and public service goals described earlier in the Grant Overview section.
- ✓ A description of the goal(s) and objective(s) for the Applicant's YSC program. Goals should link directly to needs described above and are broad statements of the intended outcome(s). Objectives should also link directly to need and are specific, measurable outcomes of the YSC program.
- ✓ A description of the Applicant's plan to provide oversight and monitor its YSC program to demonstrate that the program is meeting its intended goals and outcomes. This must include the Applicant's evaluation method for determining the effectiveness of the program at achieving the intended goals and objectives.
- ✓ An explanation of the Applicant's capacity to expend any grant award by November 30, 2025. Describe how any ongoing projects or contractual commitments to other clients will affect the Applicant's ability to deliver services, capacity to

perform within the City's timeline, or affect the Applicant's ability to dedicate resources to its YSC program.

- ✓ Legal address for the Applicant, including City district in which the Applicant is located (find your district at: <http://www.cityofsacramento.org/Mayor-Council/Find-Your-District>).
  - ✓ Tax Identification Number and Unique Entity Identifier (if available). An Applicant may submit an application without a Unique Entity Identifier, but it must provide the Unique Entity Identifier before the City will execute the grant agreement.
3. Detailed budget narrative and itemized funding request, as described in Attachment 2.
  4. A minimum of three references from entities for which the Applicant completed a project of a similar size and complexity. At least one reference from a local government entity is preferred. The Applicant must provide the following information for each reference: entity name; primary contact's address, phone number, and email address; reference's size and industry; description of the services provided, dates of service, contract term, and total dollar value of the contract or grant.
  5. If the Applicant is a non-profit organization, it must show evidence that it is registered as a charitable trust with the "California Attorney General: Registry of Charitable Trusts" and that the "California Attorney General: Registry of Charitable Trusts" online registry verification search tool shows that the organization's registry status is "current." This evidence must be provided before a grant agreement will be executed.
  6. If the Applicant is a non-profit organization, evidence of tax-exempt status pursuant to Section 501(c)(3) of the Internal Revenue Code.
  7. If the Applicant is a non-profit organization, a copy of a City of Sacramento Business Operations Tax Certificate (BOTC) exemption letter or copy of submitted request for BOTC exemption letter.
  8. Statement disclosing any amount of other grant funds received from the City within the past five years.
  9. Completed Conflict of Interest Form (Attachment 3).

### **GRANT REVIEW PROCESS**

The City will review all grant applications for completeness and eligibility.

It is the City's intent to avoid having otherwise worthy proposals disqualified due to minor and easily correctable errors or omissions. Therefore, the City will conduct an initial review to determine whether a proposal complies with all

technical requirements. Should the City identify deficiencies, Applicants will have a limited opportunity to correct mistakes by making non-substantive changes that bring the proposal into technical compliance.

Complete and eligible applications will be reviewed by a review panel established by the City. The panel will meet to discuss and score the applications.

Based on the panel scores, City staff will recommend grant award amounts. Grants of \$250,000 or more must be presented to the City Council for approval of the grant agreement. ***Due to the limited funding available, Applicants are not guaranteed to receive grant funding.***

The City will notify all Applicants of their application status within approximately 2 weeks of completing the panel review process.

All grant recipients must execute a grant agreement with the City. The form of the grant agreement is attached as Attachment 4. The Applicant is responsible for reading and understanding the grant agreement's terms and conditions prior to submitting an application. Any exceptions to the grant agreement must be noted in the Applicant's Proposal Narrative and may be a basis for non-award.

## **REVIEW CRITERIA**

All Applicants must satisfy the minimum requirements set forth above ("Eligible Applicants") and meet the YSC program requirements set forth above ("Grant Overview"). Applications that do not meet minimum requirements will not be evaluated further or scored.

After determining that an Applicant and the Applicant's proposed YSC program meet the minimum eligibility requirements for receipt of YSC Grant funding, the panel shall score applications and supporting materials using the Evaluation Criteria and Rating Sheet contained in Attachment 7.

## **MISCELLANEOUS**

### **Amendments**

The City reserves the right to revise or amend any part of this NOFO and Request for Applications by issuing an addendum up to the due date/time for submittal. If necessary due to the revisions or amendments, the due date for applications may be postponed.

### **Public Records**

All applications and application materials are public records. All information received from an Applicant, whether received in connection with a grant application or in connection with any grant funded activities performed, will be disclosed upon receipt of a request for disclosure pursuant to the

California Public Records Act. The City reserves the right to use application materials as demonstration examples in future workshops.

Submission of an application gives the City permission to use it for training purposes with confidential information removed.

### Records Retention

All grant recipients shall maintain records of all matters related to the grant agreement including:

- Budget records for 2025 as applicable;
- Payroll, time records, and human resource records to support costs incurred for payroll expenses related to the **YSC Grant**;
- Receipts of purchases made related to the **YSC Grant**;
- Contracts and subcontracts entered into using YSC Grant funds and all documents related to such contracts;
- Grant subaward agreements entered into using YSC Grant funds and all documents related to such awards;
- All documentation of reports, audits, and other monitoring of contractors, subcontractors, the grantee, and subrecipients;
- All documentation supporting the performance outcomes of contracts, subcontracts, grant subaward agreements, and the grant agreement;
- All investigative files and inquiry reports involving **YSC Grant** payments; and
- All other pertinent records sufficient to reflect all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred in performance of the grant agreement, and all other matters covered by the grant agreement.

### Close-out Report

All grant recipients shall provide a final closeout report within thirty (30) days of program completion. The closeout report must demonstrate quantitative and qualitative evidence of successful efforts benefitting the community; outline all completed grant activities as proposed in the original scope or executed modifications; and include any materials provided to the public, advertisements, and photographs, where applicable.

The closeout report must also include all the following: (i) an itemized list of all expenditures of the YSC grant funds; (ii) the name of each subrecipient of YSC Grant funds; (iii) the amount of each subaward of YSC Grant funds; (iv) a copy of each grant subaward agreement between the grantee and a subrecipient for a subaward of YSC Grant funds; and (v) a statement explaining how the YSC Grant funds were used, including information about programming type distribution, geographical distribution of programming, and the number of people served. The grantee must include a statement in the closeout report that identifies all items listed that do not apply. If any of



the items listed above are inapplicable, the closeout report must state that they are “not applicable” and provide a detailed explanation.

*Right to Audit*

The City retains the right to review all records related to use of the YSC Grant funds and request an independent audit of the grantee’s financial records at all times during and up to five years after the final YSC Grant payment is made and the grant is complete. If an audit is conducted, the grantee must provide access to personnel, personnel documents, facilities, financial documents, and any other pertinent documents as part of the audit process.

If it is determined that a grant recipient expended funds in a manner inconsistent with the terms of the grant award, the grantee shall return the funds to the City within 60 days of a demand from the City.

*Allowable Costs and Indirect Costs*

All costs of any YSC program must be reasonable. Indirect costs are not an eligible expense for this YSC Grant.

All grantees shall track grant money as a standalone project, activity code, or assigned project to prevent the commingling of other expenses not related to the YSC Grant.

## ATTACHMENT 1: GRANT APPLICATION FORM

A. APPLICANT		B. TAX IDENTIFICATION NUMBER	C. UNIQUE ENTITY IDENTIFIER
NAME OF AGENCY		TAX IDENTIFICATION #	UNIQUE ENTITY IDENTIFIER
STREET ADDRESS	CITY	STATE	ZIP CODE
MAILING ADDRESS (IF DIFFERENT)	CITY	STATE	ZIP CODE
CHECK BOX FOR ORGANIZATION LOCATED IN CITY LIMITS <input type="checkbox"/>		SELECT ENTITY TYPE: <input type="checkbox"/> NON-PROFIT <input type="checkbox"/> GOVERNMENTAL ENTITY	
D. APPLICATION CONTACT			
NAME		TITLE	
EMAIL		PHONE	
E. PROGRAM INFORMATION			
<input type="checkbox"/> General Youth Workforce Program <input type="checkbox"/> Summer Youth Workforce Program PROGRAM NAME:		GRANT FUNDS REQUESTED \$	
PROGRAM SUMMARY (100-150 WORDS)			
TARGET POPULATION (DESCRIBE POPULATION(S) INCLUDING THOSE IDENTIFIED AS PRIORITY PARTICIPANTS IN PARTICIPANT ELIGIBILITY AND LIST ANTICIPATED # OF UNDUPLICATED INDIVIDUALS TO BE SERVED, AND AGES)		LIST SPECIFIC GEOGRAPHIC AREAS SERVICES WILL BE PROVIDED:	

<p>EXPLAIN HOW THE PROPOSED PROGRAM ADDRESSES THE WORKFORCE NEEDS FOR FOOD INSECURITY, CLIMATE ACTION, EDUCATION, AND PUBLIC SERVICE (100-150 WORDS)</p>	<p>EXPLAIN HOW THE PROPOSED PROGRAM EITHER EXPANDS OR ENHANCES EXISTING PROGRAM(S) (200-250 WORDS)</p>
--	--

**F. IF APPLICABLE, PAST GRANTEE PERFORMANCE**  
 If a past City grant grantee, the City reserves the right to consider past performance when determining eligibility for the grant.

<p>PREVIOUS OR CURRENT CITY GRANTEE?</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p> <p>IF YES, PLEASE SPECIFY WHAT GRANT(S), AMOUNT AND WHEN:</p> <p>_____</p>	<p>IF A PREVIOUS CITY GRANTEE, DID YOU EXPERIENCE ANY PERFORMANCE OR COMPLIANCE ISSUES?</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p> <p>IF YES, PLEASE EXPLAIN: _____</p>
--	---

**F. AUTHORIZED SIGNATORY**  
 By signing below, Applicant, and if Applicant is operating with a fiscal agent, then such fiscal agent or its authorized representative, acknowledges and agrees that they are a responsible officer or employee of the organization submitting the qualification, that obligations assumed by submission of qualification must be fulfilled, and that they have reviewed all responses and information provided by or on behalf of Applicant. Applicant, and its fiscal agent, if applicable, further agree under penalty of perjury and other applicable state and federal laws that all the responses, statements and information provided in this grant application are true, correct, and complete. Applicant further acknowledges and agrees that it is Applicant's duty and obligation to notify the City immediately and provide additional information in the event that any of the information provided becomes outdated, untrue, or incomplete due to one or more changes in facts or circumstances at any time prior to award.

AUTHORIZED SIGNATORY NAME		TITLE	
EMAIL		PHONE	
STREET ADDRESS	CITY	STATE	ZIP CODE
SIGNATURE		DATE	

## ATTACHMENT 2: BUDGET NARRATIVE REQUIREMENTS AND BUDGET TABLE

### **Budget Narrative**

#### **Purpose:**

The purpose of the Budget Narrative is to provide support and an explanation for the amounts requested in the Budget Table (itemized cost list).

The Applicant must provide cost information for each applicable category listed below and explain how the requested funds will allow the Applicant to achieve the YSC program goals. If you are not requesting funds for a particular category, list \$0 for that category in your narrative and cost list. Each expenditure must be supported by a justification to support the cost. All costs must be reasonable and allocable.

#### **Cost Categories:**

##### A. Direct Costs, including:

- Salaries and Benefits: List the classification/title, percentage of time, salary or hourly rates, and benefits costs (if applicable) for every person funded by the YSC Grant. Briefly describe each position's roles and responsibilities for grant activities.
- Services and Supplies: Itemize all services and supplies to be purchased with YSC Grant funds to support the grant activities. If utilizing a subcontractor for professional or non-professional services, list subcontractor names (if known) and the amount of funds to be allocated to such services.
- Marketing Expenses: Costs related to advertising the YSC program services to the target audience.
- Program Evaluation: Itemize all costs associated with evaluating progress toward the program goals.
- Other: Itemize any other direct costs that are not listed in the categories above.

### **Budget Table (Itemized Cost List)**

Indirect Costs are not allowable expenses under this YSC Grant. Program-specific administrative costs are allowable and should be detailed in the Budget Narrative and included in the Budget Table.

Cost Categories (itemize within category)	A. Grant Funds	B. Cash Match (if any)	C. In-Kind Match (if any)	D. Total (A+B+C)
1. Salaries and Benefits (Program Administration)	\$0	\$0	\$0	\$0
2. Salaries and Benefits (Program Participants)				
3. Supplies	\$0	\$0	\$0	\$0
4. Wraparound Services	\$0	\$0	\$0	\$0
5. Professional Services (other than wraparound services)	\$0	\$0	\$0	\$0
6. Equipment/Fixed Assets	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0

**ATTACHMENT 3 – CONFLICT OF INTEREST FORM**

Conflicts of interest may occur, whether directly or indirectly, when an employee, officer, board member, or volunteer of the Applicant is related to, married to, involved in an intimate relationship with, or are living with an employee or elected official of the City of Sacramento or if any of these individuals have an ownership or financial interest in the organization applying for funding. While a conflict of interest may not disqualify the Applicant from receiving funds under the grant program, any potential conflict of interest must be disclosed to the City Manager, or authorized designee, when the application is submitted and before grant funds will be awarded to a qualified Applicant.

Applicant acknowledges the following:

1. A conflict of interest may arise if an employee, officer, board member, or volunteer of the Applicant, is also an elected official or is employed by the City of Sacramento or is the spouse, partner, dependent child, member of the household, or has an intimate relationship, with an elected official or employee of the City of Sacramento.
2. A conflict of interest may arise if an employee, officer, board member, or volunteer of the Applicant has a financial or ownership interest in the Applicant’s organization, and that person is also an elected official or is employed by the City of Sacramento or is the spouse, partner, dependent child, member of the household, or has an intimate relationship, with an elected official or employee of the City of Sacramento.
3. Applicant shall disclose the names of any employees, officers, board members, or volunteers, who may give rise to a conflict of interest, to the City Manager, or authorized designee, when submitting the grant application.
4. Failure to disclose a conflict of interest, or potential conflict of interest, will be deemed a material misrepresentation by the Applicant.

AUTHORIZED SIGNATORY NAME		TITLE	
EMAIL		PHONE	
STREET ADDRESS		CITY	STATE      ZIP CODE
SIGNATURE		DATE	

## Youth Service Corps Grant Agreement

This YOUTH SERVICE CORPS GRANT AGREEMENT (“Agreement”), dated \_\_\_\_\_, for purposes of identification, is between the CITY OF SACRAMENTO, a municipal corporation (the “City”), and \_\_\_\_\_, a \_\_\_\_\_ (the “Grantee”).

### Background

- A. The Youth Service Corps program (“YSC Program”) is a State of California (“State”) Governor’s initiative administered by California Volunteers in partnership with cities across California. California Volunteers is responsible for engaging Californians in service, volunteering, and civic action to tackle the State’s most pressing challenges and lift-up all communities. The purpose of the YSC Program is to increase youth employment, develop youth interest in and experience towards a career, and to strengthen municipal capacity to address key areas of climate, food insecurity, education, and public service.
- B. In partnership with local governments and community-based organizations (CBOs) across the State, the YSC Program engages young people to help tackle critical issues in priority areas: **public service, food insecurity, education, and climate action**. Youth are supported with at least minimum wage and essential wrap-around services like case management, resume preparation, special job training and other benefits to help ensure both their short- and long-term success. YSC has three core goals:
  - Goal 1: Increase employment for underserved youth across California.
  - Goal 2: Develop meaningful public service career pathways.
  - Goal 3: Enhance local government capacity to address challenges in key focus areas.
- C. California Volunteers made available \$58,459,459 for YSC Programs in the 13 largest cities in California. This funding represents the 2023-2024 budget year allocation and must be expended by December 31, 2025. State funding for fiscal year 2024-2025 was allocated via a State budget amendment during 2024. The YSC Program will bring together youth across the State to help address urgent challenges in individual communities, while simultaneously allowing participants to learn key skills and earn money to help create career pathways.
- D. In June 2024, the City accepted a \$2,874,428 grant of General State Funds (“YSC Grant”) from the State to implement its YSC Program. Cities are encouraged to sub-grant YSC funds to existing CBOs with the capacity to manage these programs. Accordingly, the City issued a Notice of Financial Opportunity on \_\_\_\_\_ to solicit CBOs to carry out the City’s YSC Program operations. Those CBOs that were selected for award of YSC funding are now executing grant agreements to specify the terms and conditions of their use of YSC Grant funding.
- E. The City is making funds available to the Grantee under this Agreement to launch a Youth Service Corps – Young Adult Work Experience Program, which will provide assistance to

qualified individuals who want and are available for work, including those who are unemployed, have looked for work sometime in the past 12 months, who are employed part-time but who want and are available for full-time work, or who are employed but seeking a position with greater opportunities for economic advancement.

***With these background facts in mind, the City and Grantee agree as follows:***

1. **Term.** This Agreement takes effect on the date that all parties have signed it, as indicated by the dates in the signature blocks below, and terminates on November 30, 2025, subject to early termination under Section 7.
2. **Disbursement of Funds.** The City shall disburse to the Grantee a total sum not to exceed \$ \_\_\_\_\_ in accordance with Section 3 below. The funds disbursed by the City under this Agreement are referred to as “**Grant Funds.**” In no instance will the City be liable for any payments or costs in excess of this amount, for any unauthorized or ineligible costs, or for costs incurred after November 30, 2025.
3. **Payment on Reimbursement Basis.** The City will make payments to the Grantee in arrears as follows:
  - (a) *Progress Payments.* On a monthly basis, the Grantee shall provide the City with a written report on the progress made on the Authorized Activities (in accordance with Section 9(a) below) and a properly documented invoice for reimbursement that must include a detailed accounting of costs already incurred in sufficient detail for the City, in its opinion, to substantiate the costs. The City will notify the Grantee within fifteen business days following receipt of its invoice and written report of any circumstances or data identified by the City that would cause withholding of approval and subsequent payment. The City may request any additional documentation it determines is needed to substantiate any request for reimbursement. The City reserves the right to withhold payment of unauthorized amounts. The City shall remit payment to Grantee within a reasonable time after invoice approval.
  - (b) *Final Payment.* As a condition of receiving final payment under this Agreement, the Grantee shall provide the City with (i) all of the documents described in Section 3(a), above, covering the period since the Grantee last submitted a monthly payment request, and (ii) the Closeout Report required under Section 9(c), below. The City may request any additional documentation it determines is needed to substantiate any request for reimbursement or that is needed to complete the Closeout Report. The City reserves the right to withhold payment of unauthorized amounts. The City shall remit payment to Grantee within a reasonable time after the City approves the final invoice and Closeout Report.
4. **Authorized Uses.** The following terms apply to the Grantee’s activities and expenditures related to this Agreement:



- (a) The Grantee may seek reimbursement solely for costs it incurs that are necessary to carry out the activities listed in Attachment 1 (“**Authorized Activities**”) in accordance with the budget listed in Attachment 2 (“**Approved Budget**”). If a term included in Attachment 1 is stated as an obligation, then the Grantee is obligated to perform the term under this Agreement.
- (b) The Grantee may seek reimbursement solely for eligible costs that it incurs between the effective date of this Agreement and November 30, 2025. If Grantee receives a refund or credit for any cost for which it received a payment of Grant Funds, Grantee shall return Grant Funds in an amount equal to the refund or credit to the City by check payable to the City and delivered to the City at the address shown in Section 10 no later than 10 days following receipt of such refund or credit, unless otherwise agreed to, in writing, by the City.
- (c) When incurring costs for which it will seek reimbursement under this Agreement, the Grantee is subject to restrictions set forth in: (i) the City’s 2023-2024 YSC application to the State, which is included as Attachment 3; and (ii) the City’s YSC Grant Agreement with the State, which is included as Attachment 4 (collectively, the “**YSC Requirements**”).
- (d) Any costs that are determined by subsequent audit to be unallowable are subject to repayment by the Grantee to the City within 60 days unless the City approves in writing an alternative repayment plan.
- (e) The Grantee shall not use the Grant Funds to supplant funding provided by the City to the Grantee under any other agreement. The Grantee shall include a term in every grant subaward agreement and contract that prohibits the subrecipient or contractor from using the Grant Funds to supplant funding provided by the City directly or indirectly to the subrecipient or contractor.
- (f) If the Grantee has received other grant funds from the City or any other governmental entity, Grantee shall not use the Grant funds awarded pursuant to this Agreement to pay for direct or indirect costs already covered by the other government grant payments.
- (g) The Grantee must track Grant Funds as a standalone project, activity code, or assigned project to prevent the commingling of other expenses not related to the Grant Funds.

**5. Books and Records.** During the term of this Agreement and for five years after the termination or expiration of this Agreement, the Grantee shall keep appropriate books, records, and accounts in connection with the Grant Funds and activities performed under this Agreement and is subject to the following:

- (a) The Grantee shall maintain all records related to this Agreement in accordance with generally accepted accounting practices, including the following records: (i) general ledger and subsidiary ledgers used to account for the receipt of Grant Funds and the disbursements of Grant Funds to meet eligible expenses; (ii) budget records for all fiscal years covered by this Agreement; (iii) payroll, time records, human resource records to support costs incurred for payroll expenses related to this Agreement; (iv) receipts of purchases made related to this Agreement; (v) contracts and subcontracts entered into using Grant Funds and all documents related to such contracts; (vi) grant subaward agreements entered into using Grant Funds and all documents related to such awards; (vii) all documentation of reports, audits, and other monitoring of contractors, subcontractors, the Grantee, and subrecipients; (viii) all documentation supporting the performance outcomes of contracts, subcontracts, grant subaward agreements, and this Agreement; (ix) all internal and external email/electronic communications related to use of Grant Funds; (x) all investigative files and inquiry reports involving payment of Grant Funds; and (xi) records demonstrating all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred in the performance of the Agreement.
- (b) The Grantee shall make its books, records, and accounts, employees, performance-related records, property, and equipment related to this Agreement available to the City's Accounting Manager (the "**Accounting Manager**"), the City Auditor, California Volunteers or other State staff overseeing the YSC Program, and any independent auditor at all reasonable times so that the Accounting Manager, City Auditor, State official, or independent auditor may determine whether the Grantee has complied with this Agreement. If the City requests, the Grantee shall obtain and provide to the City, at the Grantee's sole cost, an independent financial audit of the Grantee's use of the Grant Funds.
- (c) Upon demand by the City, given in accordance with Section 10, the Grantee shall reimburse the City for all Grant funds that the Accounting Manager, City Auditor, State official, or an independent auditor determines were expended for activities other than Authorized Activities in accordance with this Agreement or the YSC Requirements, with reimbursement to be by check payable to the City and delivered to the City at the address shown in Section 10.

**6. Supervision or Discipline of Minors.** Individuals may not perform services for Grantee, whether as an employee, contractor, or volunteer, in a position with supervisory or disciplinary authority over a minor child in connection with this Agreement if the person has been convicted of an offense identified in California Public Resources Code section 5164, subdivision (a)(2). Additionally, the Grantee shall conduct a California Department of Justice criminal background check on each person (whether employee, contractor, or volunteer) that will perform services on behalf of the Grantee involving supervisory or disciplinary authority over a minor child. Such California Department of Justice clearance

must be obtained *prior* to any person exercising supervisory or disciplinary authority over minor children.

**7. Termination; Suspension.**

- (a) The City may terminate this Agreement for convenience or if the City Manager determines that:
  - (i) The Grantee has failed to perform, or has performed unsatisfactorily, any term of this Agreement, including without limitation failing to use the Grant Funds solely for Authorized Activities in accordance with the provisions of this Agreement;
  - (ii) The Grantee has made (with or without knowledge) any material misrepresentation of any nature with respect to any information or statements furnished to City in connection with this Agreement; or
  - (iii) There is pending litigation with respect to the performance by Grantee of any of its duties or obligations under this agreement that may materially jeopardize or adversely affect the undertaking of or the carrying out of the Authorized Activities.
- (b) If the City terminates this Agreement, the Grantee shall immediately cease performance under this Agreement. The Grantee will receive payment for satisfactorily performed Authorized Activities completed prior to termination; provided, however, the City will not in any manner be liable for lost profits that might have been made by the Grantee had the Agreement not been terminated or had the Grantee completed performance under this Agreement. The Grantee shall furnish to the City any financial information requested by the City to determine the reasonable value of the Authorized Activities performed by the Grantee. The foregoing is cumulative and does not affect any right or remedy that City may have in law or equity.
- (c) The City shall have the right at any time to suspend the Grantee's performance hereunder, in whole or in part, by giving a written notice of suspension to Grantee. Upon receipt of such notice, the Grantee shall immediately suspend its activities under this Agreement, as specified in the notice.

**8. Subrecipient Requirements.**

- (a) The Grantee understands and acknowledges that the YSC Program is funded with grant money from the State. Accordingly, in performing the Authorized Activities specified in Attachment 1 to Exhibit A, the Grantee must comply with the following related to the YSC Program: (i) all applicable State laws and regulations; (ii) all terms and conditions of the City's contract with the State; (iii) YSC Program

guidance or directives issued by California Volunteers; (iv) terms of the State's Notice of Financial Availability ("NOFA") under which the City applied for YSC Program funding; (v) representations contained in the City's application for YSC Program funding; and (vi) any additional State requirements issued for the YSC Program (whether such State requirements are in effect now or issued at a later date). Compliance with the foregoing YSC Program obligations includes without limitation the Grantee's compliance with any obligations regarding invoicing, records retention, reporting, fiscal deadlines, or audits.

- (b) The Grantee shall enter into a written grant subaward agreement for each subaward of the Grant Funds that the Grantee makes to a subrecipient.
- (c) Grantee shall enter into a written contract when it purchases goods or services using Grant Funds.
- (d) Grantee shall ensure that each written grant subaward agreement for a subaward of Grant Funds imposes on the subrecipient all the obligations that this agreement imposes on the Grantee.

## 9. Reporting.

- (a) *Financial Reports.* With each payment request, the Grantee shall provide the City a written report that includes all the following: (i) an itemized list of all expenditures of Grant Funds to date; (ii) the amount of any subaward and the name of each subaward recipient; (iii) the names of any contractors paid with Grant Funds and the amount paid; and (iv) any other information the City may request to demonstrate that the Grant Funds are being used solely for Authorized Activities and in accordance with this Agreement and all applicable laws (each such report is referred to as a "**Financial Report**").
- (b) *Activity Reports.* On a bi-annual basis, the Grantee shall provide the City with a written report on the progress made on the Authorized Activities that includes: (i) a narrative explanation of the Grantee's progress toward all goals set forth in the Authorized Activities; and (ii) an itemized list of all expenditures of Grant Funds to date, including the amount of any subaward and the name of each subaward recipient and the names of any contractors paid with Grant Funds and the amount paid; and (iii) any other information the City may request to demonstrate that the Grant Funds are being used solely for Authorized Activities and in accordance with this Agreement and all applicable laws (each such report is referred to as an "**Activity Report**").
- (c) *Closeout Report.* Prior to the final disbursement of Grant Funds under this Agreement, the Grantee shall provide the City with a closeout report that includes all the following: (i) an itemized list of all expenditures of Grant Funds; (ii) the name of each subrecipient of Grant Funds; (iii) the name of each contractor who

is paid with Grant Funds; (iv) the amount of each subaward of Grant Funds; (v) the amount of each contract for the purchase of goods or services that is paid for in whole or in part with Grant Funds; (vi) a copy of each grant subaward agreement between Grantee and a subrecipient for a subaward of Grant Funds; (vii) a copy of each contract for the purchase of goods or services that is paid for in whole or in part with Grant Funds; (viii) all information required to be reported under Attachment 1; and (ix) any other information that the City may request to demonstrate that the Grant Funds were used solely for Authorized Activities in accordance with this Agreement (this report is referred to as the “**Closeout Report**”). The Grantee shall include with the Closeout Report a certification that it used the Grant Funds solely for Authorized Activities in accordance with the terms of this Agreement.

- 10. Notices.** Any notice, request, report, or demand under this Agreement must be in writing and will be considered properly given and effective only when mailed or delivered in the manner provided by this Section 10 to the persons identified below or their successors. A mailed notice, application, request, report, or demand will be effective or will be considered to have been given on the third calendar day after it is deposited in the United States Mail (certified mail and return receipt requested), addressed as set forth below, with postage prepaid. A notice, application, request, report, or demand sent in any other manner will be effective or will be considered properly given when actually delivered. Any party may change its address for these purposes by giving written notice of the change to the other party in the manner provided in this section.

*If to the City:*

City of Sacramento  
Office of the City Manager  
915 I Street, 3rd Floor  
Sacramento, California 95814  
Attention: Kevin Daniel

*If to the Grantee:*

- 11. Indemnity.** The Grantee shall defend, hold harmless and indemnify the City, its officers and employees, and each and every one of them, from and against any and all actions, damages, costs, liabilities, claims, demands, losses, judgments, penalties, costs and expenses of every type and description, including, but not limited to, any fees and/or costs reasonably incurred by the City’s staff attorneys or outside attorneys and any fees and expenses incurred in enforcing this provision (collectively, “**Liabilities**”), including Liabilities arising from personal injury or death, damage to personal, real or intellectual property or the environment, contractual or other economic damages, or regulatory penalties, arising out of or in any way related to this Agreement, whether or not (i) such Liabilities are caused in part by a party indemnified hereunder or (ii) such Liabilities are litigated, settled or reduced to judgment, except that the foregoing indemnity does not

apply to liability for any damage or expense for death or bodily injury to persons or damage to property to the extent arising from the sole negligence or willful misconduct of the City, its agents, servants, or independent contractors who are directly responsible to City, except when such agents, servants, or independent contractors are under the direct supervision and control of the Grantee.

**12. Insurance.** During the term of this Agreement, the Grantee shall maintain the insurance coverage described in this Section 12. The City will not provide any compensation for the Grantee's insurance premiums.

- (a) Commercial General Liability Insurance providing coverage at least as broad as ISO CGL Form 00 01 on an occurrence basis for bodily injury, including death, of one or more persons, property damage, and personal injury, arising out of activities performed by or on behalf of the Grantee, its subcontractors, products and completed operations of Grantee, its subcontractors, and premises owned, leased, or used by the Grantee, its subcontractors, with limits of not less than one million dollars (\$1,000,000) per occurrence. The policy must provide contractual liability and products and completed operations coverage for the term of the policy. The policy must not include an exclusion for sexual abuse, physical abuse, or molestation.
- (b) The minimum limits of insurance required by Section 12(a) may be satisfied by a combination of primary and umbrella or excess insurance coverage; provided that any umbrella or excess insurance must contain, or be endorsed to contain, a provision that it applies on a primary basis for the benefit of the City, and any insurance or self-insurance maintained by the City, its officials, employees, or volunteers is in excess of such umbrella or excess coverage and does not contribute with it.
- (c) The City, its officials, employees, and volunteers must be covered by policy terms or endorsement as additional insureds as respects general liability arising out of: activities performed by or on behalf of Grantee and its subcontractors; products and completed operations of Grantee and its subcontractors; and premises owned, leased, or used by Grantee and its subcontractors.
- (d) The policies must contain, or be endorsed to contain, the following provisions:
  - (1) Grantee's insurance coverage, including excess insurance, is primary insurance as respects the City, its officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officials, employees, or volunteers is in excess of Grantee's insurance and does not contribute with it.
  - (2) Any failure to comply with reporting provisions of the policies does not affect coverage provided to the City, its officials, employees, or volunteers.

- (3) Coverage must state that Grantee's insurance applies separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- (e) The Grantee shall provide the City with 30 days' written notice of cancellation or material change in the policy language or terms.
- (f) Insurance must be placed with insurers with a Bests' rating of not less than A:VI. Self-insured retentions, policy terms, or other variations that do not comply with the requirements of this Section 12 must be declared to and approved by the City in writing prior to execution of this Agreement.
- (g) The Grantee shall furnish the City with certificates evidencing the insurance required. Copies of policies must be delivered to the City on demand. Certificates of insurance must be signed by an authorized representative of the insurance carrier.
- (h) The Grantee shall send all insurance certificates and endorsements, including policy renewals, during the term of this Agreement directly to:
- City of Sacramento  
c/o EXIGIS LLC  
P.O. Box 947  
Murrieta, CA 92564
- (i) Certificate Holder must be listed as:
- City of Sacramento  
c/o Exigis LLC  
P.O. Box 947  
Murrieta, CA 92564
- (j) The City may withdraw its offer of contract or terminate this Agreement if the certificates of insurance required have not been provided prior to execution of this Agreement. The City may withhold payments to the Grantee or terminate the agreement if the insurance is canceled or the Grantee otherwise ceases to be insured as required by this Section 12.
- (k) Any available insurance proceeds in excess of the specified minimum limits and coverages must be made available to the City.

- (l) The Grantee's liability to the City is not in any way be limited to or affected by the amount of insurance coverage required or carried by the Grantee in connection with this Agreement.

**13. Conflicts of Interest.** The Grantee, its officers, directors, employees, agents, and subcontractors shall not have or acquire any interest, directly or indirectly, that creates an actual or apparent conflict with the interests of the City or that in any way hinders the Grantee's performance under this Agreement. The Grantee and any subrecipients shall disclose, in writing to the City, any potential conflict of interest affecting the awarded funds.

**14. Prevailing Wage.** If any of the activities listed in Attachment 1 are subject to the prevailing wage requirements under section 1720 et seq. of the California Labor Code, then the Grantee shall require its contractor and subcontractors to adhere to those requirements, including without limitation the following: contracts between the contractor and subcontractors must include provisions requiring the payment of prevailing wage; the contractor shall monitor subcontractors' payment of prevailing wage by periodically reviewing certified payroll records and diligently taking corrective action if the subcontractors fail to pay prevailing wage; and contractor and subcontractors shall maintain certified payroll records and time records. The contractor to whom a contract is awarded, and any subcontractor under such contractor, shall not pay less than the specified prevailing wage; contractor and subcontractors are subject to penalties for violations of prevailing wage provisions. The Grantee shall indemnify, hold harmless, and defend the City from all additional wages, benefits, fees, damages, penalties, fines, legal fees, court costs, arbitration costs, and other costs arising from the Grantee's or its contractor's improper application of California's prevailing wage laws to the activities listed in Attachment 1. If all applicable labor compliance requirements are not met, then upon demand by the City, given in accordance with Section 10, the Grantee shall reimburse the City for all Grant Funds spent on construction or related services, in whole or in part, with reimbursement to be by check payable to the City and delivered to the City at the address shown in Section 10.

**15. City Recognition.** The Grantee shall use the City of Sacramento logos on printed and web-based materials that promote or explain the Authorized Activities, including flyers, programs, and similar materials.

**16. Miscellaneous.**

- (a) *Assignment.* The Grantee may not assign or otherwise transfer this Agreement or any interest in it without the City's written consent, which the City may grant or deny in its sole discretion. In addition, no interest in the Grant Funds may be conferred upon a third party and the Grant Funds may not be pledged as collateral or security. An assignment or other transfer made contrary to this Section 16(a) is void.



- (b) *Successors and Assigns.* This agreement binds and inures to the benefit of the successors and assigns of the parties. This Section 16(b) does not constitute the City's consent to any assignment of this Agreement or any interest in this Agreement.
- (c) *Waiver of Breach.* A party's failure to insist on strict performance of this Agreement or to exercise any right or remedy upon the other party's breach of this Agreement will not constitute a waiver of the performance, right, or remedy. A party's waiver of the other party's breach of any term or provision in this Agreement is not a continuing waiver or a waiver of any subsequent breach of the same or any other term or provision. A waiver is binding only if set forth in writing and signed by the waiving party.
- (d) *Severability.* If a court with jurisdiction rules that any nonmaterial part of this Agreement is invalid, unenforceable, or contrary to law or public policy, then the rest of this Agreement remains valid and fully enforceable.
- (e) *Electronic signatures.* The parties agree that this Agreement may be electronically signed. The parties agree that the electronic signatures appearing on this Agreement are the same as handwritten signatures for all purposes.
- (f) *Counterparts.* The parties may sign this Agreement in counterparts, each of which is considered an original, but all of which constitute the same Agreement. Facsimiles, pdfs, and photocopies of signature pages of the Agreement have the same binding effect as originals.
- (g) *Time of Essence.* Time is of the essence in performing this Agreement.
- (h) *Compliance with Laws.* The Grantee shall, at its sole cost and expense, comply with all applicable federal, state, and local laws, regulations, and requirements pertaining to use of the Grant Funds, including without limitation any State requirements for the YSC Program or requirements contained in the City's application for YSC Program funding (attached hereto and incorporated herein as Attachment 3) and the City's agreement with the State for the YSC Program (attached hereto and incorporated herein as Attachment 4). Additionally, Grantee must include the provisions of this Agreement (including Attachments 3 and 4) in all subcontracts for services to be performed under this Agreement. The City may terminate the Agreement and pursue all available legal and equitable remedies if the Grantee violates any of the terms of this Agreement. If any failure by the Grantee to comply with any such laws, regulations, and requirements results in any fine, penalty, cost or charge being assessed, imposed or charged against the City, the Grantee shall reimburse and indemnify City for any such fine, penalty, cost or charge, including without limitation, attorney's fees, court costs, and expenses.
- (i) *Enforcement of Agreement.* This Agreement shall be governed, construed and

enforced in accordance with the laws of the State of California. Attachments 1, 2, 3, and 4 are part of this Agreement. Venue of any litigation arising out of or connected with this Agreement shall lie exclusively in the state trial court or federal district court located in Sacramento County in the State of California, and the parties consent to jurisdiction over their persons and over the subject matter of any such litigation in such courts, and consent to service of process issued by such courts.

- (j) *Authority to Sign.* The person signing this Agreement on the Grantee's behalf represents that he or she is authorized to do so and that no further action beyond his or her signature is required to bind the Grantee to this Agreement. City shall have no obligations whatsoever under this Agreement, unless and until this Agreement is executed by the City Manager or the City Manager's authorized designee.
  
- (k) *Tax Implications and Consequences.* The City makes no representations as to the tax consequences associated with the disbursement of Grant Funds related to this Agreement, and any determination related to this issue is the sole responsibility of the Grantee. Grantee acknowledges consulting with its own tax advisors or tax attorneys regarding this transaction or having had an opportunity to do so prior to signing this Agreement. Grantee acknowledges the City cannot provide advice regarding the tax consequences or implications of the Grant Funds disbursed to Grantee under the terms of this Agreement.
  
- (l) *Integration and Modification.* This Agreement sets forth the parties' entire understanding regarding the matters set forth above and is intended to be their final, complete, and exclusive expression of those matters. It supersedes all prior or contemporaneous agreements, representations, and negotiations—written, oral, express, or implied—and may be modified only by another written agreement signed by both parties.

*(Signature Page Follows)*

**CITY OF SACRAMENTO,**  
a municipal corporation

**GRANTEE**

By: \_\_\_\_\_  
Michael Jasso,  
Assistant City Manager

Dated: \_\_\_\_\_

Attest:  
Sacramento City Clerk

By: \_\_\_\_\_  
Deputy City Clerk

Approved as to Form:  
Sacramento City Attorney

By: \_\_\_\_\_  
Deputy City Attorney

By: \_\_\_\_\_

Dated: \_\_\_\_\_

Approved as to Form:

By: \_\_\_\_\_

## **Attachment 1**

### **Authorized Activities**

The Grantee shall use the Grant Funds solely do the following:

1. The Grantee shall implement a program to develop career pathways for residents of the City of Sacramento (the “**Program**”), including:

Bulleted items listed above are referred to herein as “Authorized Activities”.

2. Authorized Activities shall also include:

- (a) Providing oversight, fiscal monitoring, and management of training and technical assistance for the Program.

- (b) Attempting to achieve the following outcomes:

- (1) Individual outcomes:

- A. Gain knowledge on government operations and activities.
- B. Project management skills in a professional setting.
- C. Develop professional skills in written and verbal communication.
- D. Introductory concepts into marketing strategies.

- (2) Community Outcomes:

- A. Community members from Environmental Justice areas are empowered to develop pathways in local government and encourage others to do the same.

- (3) Systems Outcomes:

- A. A cohesive workforce ecosystem made up of regional partners that lead to greater employment success and career attainment.

- (c) Evaluating the efficacy of the Program at achieving the intended outcomes.

3. The Grantee shall document and report the following information to assist the City in measuring the effectiveness and outcomes of the Program and the Grantee’s performance under this Agreement:

- (a) Detailed description of the geographic and demographic distribution of funding, including whether it was provided to traditionally marginalized communities or

populations with significant barriers to services, including people with low incomes, and other traditionally underserved groups;

- (b) Number of full-time equivalent employees supported with funding under this Agreement;
  - (c) Number of youth participating in Program;
  - (d) Average wage and hours worked of participants across the Program;
  - (e) Information, data, and member stories as requested by CaliforniaVolunteers for annual report;
  - (f) Number of youth employed in the Program who were previously unemployed;
  - (g) Number of youth who complete full program (summer program);
  - (h) Percentage of youth employed in the Program who remain in college or stable employment;
  - (i) Percentage of youth who report job satisfaction after employment, as reported by a survey;
  - (j) Percentage of youth who report an interest in a career in public service after employment, as measured by a survey;
  - (k) Other information as determined by the City depending on the nature of the Program.
4. The term "Participant" means an individual who is between 16-30 years of age, resides within the city limits of the City of Sacramento, and meets the requirements in both section 4.(a) and 4.(b), below.
- (a) The individual meets at least one of the following requirements:
    - (1) Resides within a Qualified Census Tract (a low-income area as designated by the Department of Housing and Urban Development);
    - (2) Resides in a low- or moderate-income household;
    - (3) Resides in a household that experienced unemployment or underemployment;
    - (4) Resides in a household that experienced increased food or housing insecurity;
    - (5) Resides in a household that is receiving services from Tribal governments; or
    - (6) Resides in a household that qualifies for the following federal assistance: Temporary Assistance for Needy Families, Supplemental Nutrition Assistance Program, Free and Reduced Price School Lunch and Breakfast, Head Start, Special Supplemental Nutrition Program for Women, Infants and Children, Section 8 Vouchers, or Pell Grant.
  - (b) The individual must (i) want and be available for work, and (ii) be unemployed, have looked for work sometime in the past 12 months, be employed part time but want and be available for full-time work, or be employed but seek a position with greater opportunities for economic advancement.

(c) In selecting Participants, the Grantee should give priority to individuals who:

- (1) Have not participated in an AmeriCorps program;
- (2) May have difficulty finding employment;
- (3) Are low-income;
- (4) Are unemployed and/or out of school;
- (5) Are or were justice-involved;
- (6) Are in or transitioning from foster care; or
- (7) Are engaged with the mental health or substance abuse system.

**Attachment 2**  
**Budget Narrative and Table**

**Purpose:**

The purpose of the Budget Narrative is to provide support and an explanation for the amounts requested in the Budget Table (itemized cost list).

**Budget Narrative**

**Budget Table (Itemized Cost List)**

Indirect Costs are not allowable expenses under this grant. Program-specific administrative costs are allowable and should be detailed in the Budget Narrative and included in the Budget Table.

Cost Categories (itemize within category)	A. Grant Funds	B. Cash Match (if any)	C. In-Kind Match (if any)	D. Total (A+B+C)
1. Salaries and Benefits (Program Administration)				
2. Salaries and Benefits (Program Participants)				
3. Supplies				
4. Wraparound Services				
5. Professional Services (other than wraparound services)				
6. Equipment/Fixed Assets				
TOTAL				

\*Within each cost category in blue, expenses should be itemized in sufficient detail to allow the City to determine the allocability and reasonableness of the expense (e.g., salary and benefits should be listed for each position, sub-awards should be itemized for each partner known at the time of the application).



**ATTACHMENT 5 – AGREEMENT BETWEEN THE STATE OF CALIFORNIA AND CITY  
OF SACRAMENTO FOR YSC GRANT AWARD**

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**STANDARD AGREEMENT**

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER <b>JP1003-GF1</b>	PURCHASING AUTHORITY NUMBER (If Applicable) <b>OPR-0650</b>
---------------------------------------	--

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

CONTRACTING AGENCY NAME

OPR/CaliforniaVolunteers

CONTRACTOR NAME

City of Sacramento

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:

\$2,874,428.00 or Two Million, Eight Hundred Seventy-Four Thousand, Four Hundred Twenty-Eight Dollars and 00/100

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

Exhibits	Title	Pages
Exhibit A	Scope of Work	8
Exhibit B	Budget Detail and Payment Provisions	7
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 Sacramento

CONTRACTOR BUSINESS ADDRESS

915 I Street

CITY

Sacramento

STATE

CA

ZIP

95814

PRINTED NAME OF PERSON SIGNING

Michael Jasso

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)

**ATTACHMENT 6 – CITY OF SACRAMENTO 2023-2024 YOUTH SERVICE  
CORPS APPLICATION**

# Exhibit A Scope of Work

Funding Opportunity: 2023-2024 #CaliforniansForAll Youth Service Corps (Solicitation Number: # CV23-113

Point of Contact: Kevin Daniel, Development Project Manager, Office of Innovation and Economic Development, [kldaniel@cityofsacramento.org](mailto:kldaniel@cityofsacramento.org), (916) 808-7845

City Submitting Application: City of Sacramento

Minimum Qualifications:

The City of Sacramento is a California city among the 13 largest by population.

## Section 1: Program Goal (10 points)

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

In June 2022, the City of Sacramento adopted a Workforce Development Framework with the following goals:

Goal 1: Develop pipeline access for our most economically impacted communities to in-demand, quality jobs aligned with the City's ScaleUp: An Inclusive Economic [Development Action Plan](#) and the regions Prosperity Strategy.

Goal 2: Build capacity and expand reach of workforce development activities deeper into Sacramento neighborhoods promoting equity, justice and accountability in alignment with the City's DEI goals and priorities.

Goal 3: Expand outreach and engagement to employers, incentivizing connections and hiring from city-funded workforce training programs, leading to quality jobs, retention and career advancement.

Goal 4: Create a balanced portfolio of workforce programs.

Goal 5: Ensure funded workforce providers incorporate data informed strategies in the design and implementation of their programs.

The #CaliforniansForAll program assists the City with achieving all of the goals listed above. The City of Sacramento will utilize the #CaliforniansForAll Youth Workforce Development Grant to fortify career pathways into public sector and high-growth jobs, and institute a more cohesive youth workforce ecosystem that better aligns the efforts of public agencies, education systems, community-based organizations (CBOs), and employers within growing local industries.

This grant will also support the City's efforts to develop public sector pathways including training youth to step into existing high-need positions and building out sustainable pre-apprenticeship and on- the-job training (OJT) programs that support long-term COVID-19 recovery and climate change mitigation goals. In addition to furthering pathways to public service, this funding will bolster regional capacity to connect youth to careers in high-growth sectors that pay sustainable wages by strengthening Sacramento's continuum of work-based learning and workforce development opportunities for youth and young adults ages 16-30.

## **Section 2: Program Design (40 points)**

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

Through this grant the City of Sacramento will take a two-fold approach to addressing these disparities at both the systems level and program level. Systems Level: Build a cohesive workforce ecosystem made up of regional partners that lead to greater employment success and career attainment. Program Level: Build a robust citywide public sector youth workforce program targeting young people from Sacramento's most vulnerable neighborhoods.

The City of Sacramento will develop a youth workforce pipeline into specific City departments that have the greatest labor needs. Those departments include the Department of Utilities (DOU), Public Works (PW), Youth, Parks & Community Enrichment (YPCE) and others that may emerge as we perform a deeper internal analysis.

We will also be reaching out to adjacent local municipalities, such as the County of Sacramento, City of West Sacramento, City of Rancho Cordova, City of Elk Grove, and others, that may have internship or entry-level vacancies that this program can assist with providing competitive and trained young people to meet their labor-force needs.

Moreover, in alignment with CFA priority pathways, departments such as DOU, PW and YPCE work to mitigate and reduce the impacts of climate change. Sacramento has ambitious de carbonization goals, with the PW and DOU playing a key role in these efforts. Creating pathways into PW and DOU will expose and connect young people to careers that align with Sacramento's carbon reduction and water conservation efforts. Furthermore, YPCE works to empower youth while sustaining parks and neighborhoods. YPCE plays a key role in Sacramento's efforts to expand its tree canopy - this is an essential strategy to improve air quality, reduce urban health islands, and support healthy communities. #CaliforniansForAll will expand existing City-led programs such as Summer at City Hall (S@CH) and Landscape and Learning (L&L) and will serve as recruitment pipelines in full-time career positions with the City.

With the first round of #CaliforniansForAllFunding the city focused on both food insecurity and climate change by partnering with Seirra Service Project, Green Tech and Sacramento Tree Foundation to provide the following programing: energy conservation, community stewardship, urban agriculture, assisting with EV Mobility Hub maintenance, and increasing the tree canopy in marginalized communities. With Round 2 funding the City will continue to focus on addressing key areas of food insecurity, climate, education, and public service.

By focusing on non-profit and public sector career pathways, CaliforniansForAll will complement our existing private-sector youth internship programs, such as Thousand Strong. Thousand Strong is a city-wide approach to workforce development, helping to prepare students for the workplace beyond school and providing wages while gaining this experience.

In the Thousand Strong Program youth are paired with career coaches and complete 40 hours of work skills training with professional instructors before being placed in year-long work experience. Through a partnership with the Sacramento Metro Chamber Foundation and the Foundation of California Community Colleges, Thousand Strong utilizes an alternative payroll system to facilitate the ease of onboarding. Thousand Strong can act as the employer of record for Participating students are placed in paid internships across various industries, such as agriculture, healthcare, and construction, where they learn about how the organization they're supporting operates. These students and future leaders are given opportunities to develop the skills they need to successfully transition into the world of work, whether it's resume writing skills, interviewing, among developing other job process skills. They also learn about the different career pathways in these industries and network with leaders in these organizations that could provide future critical connections for success. Thousand Strong will serve as the parallel to CaliforniansForAll, allowing the City to provide pathways into public, private, and nonprofit careers.

Exposing our youth and young adults to the variety of career options in the nonprofit sector is another pathway we intend to incorporate into our public sector youth workforce program by including internships and job placement paths into community-based organizations (CBOs). Due to the pandemic, our CBO partners have consistently expressed the need for increased infrastructure and staff capacity support. In this way, the CFA Grant would help our CBO partners continue the critical frontline work they do every day, including responding to and meeting the needs of our most marginalized and vulnerable youth and families that are still recovering from the economic impacts of the pandemic.

**Do you plan on subgranting 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.**

Similar to the first round of #CaliforniansForAll funding, the City will subgrant with CBOs to provide wrap-around services/job readiness for youth participating in the program as well as job/internship opportunities. Wrap-around services include case management, job coaching and navigation, providing referrals, and continuous follow up. The City is well positioned to manage these partnerships as evidenced by existing partnerships that utilize CBOs to support youth in similar ways across a variety of City-led work-based learning and youth development programs.

The City will release an RFQ/NOFA to solicit qualified CBOs to support workforce readiness and job coaching. This process works to align CBO expertise with needed job skills, ultimately bringing in CBOs to coach youth working in a similar sector. Another role that will be included in our RFP/NOFA process is the implementation of a series of bootcamps (or intensive trainings) for all youth/young adults, department supervisors, CBO staff, academic partners and administrative staff involved in Sacramento's CFA youth workforce program. These trainings will be co-designed and co-facilitated by CBO partners and the City of Sacramento.

A portion of this funding will also be subgranted to CBOs to manage youth internships within their organizations. These CBOs will be selected through an RFP process that emphasizes experience in work-based learning. This branch of programming will connect with youth in the communities they

reside in. Working with CBOs that are rooted in the communities identified as priority neighborhoods, removes barriers like transportation and projects directly affect needs in their community. CBOs that can strengthen city/community capacity to address key areas of food insecurity, climate, education, and public service. Examples of programs funded by the first round include....

Sacramento may also explore contracting with a CBO to support activities such as onboarding, human resource and payroll management, youth/young adult tracking, evaluation and a final comprehensive report that summarizes the metrics, outcomes, successes, areas of need and recommendations for continued support of the Sacramento CFA Youth Workforce Program.

**What activities will youth be working on? Please offer a brief, several sentence descriptions of each job activity youth will be undertaking and any partners that will be involved in running that opportunity.**

There will be a variety of activities and roles that our young people will occupy in the Sacramento public sector youth workforce program, including administrative support, program coordination, basic accounting support, social media and website support and community engagement and outreach efforts just to name a few of the tasks that our youth participants will be involved in. More specific duties for the City interns may include:

Department of Utilities (DOU)

- Work with field crews throughout the city
- Learn the fundamentals of water infrastructure maintenance
- Investigate and resolve customer complaints
- Develop communication skills and play an active role in investigating and resolving customer complaints.

Public Works Department (PW)

- Working with Fleet Management, City Fleet consists of approximately 50% alternative fuel vehicles.
- Office of Climate Action & Sustainability is hiring Climate Ambassadors
- Additional positions in Engineering Services, Maintenance & Construction and Transportation

Department of Youth, Parks & Community Enrichment (YPCE) Landscape and Learning Program:

- Learn the fundamentals and basic duties of what it takes to keep our city parks maintained and clean.
- Landscape and Safety - Proper handling and installation of plant materials and irrigation as well as general site safety and safe operation of equipment
- Estimating - Gathering, calculating, and compiling take off data and assembling bid proposal estimates
- Project Coordination - Working with a Project Manager, manage document control including change orders, billings, field production tracking, purchasing documentation and contract administration

Although we have not yet selected the CBOs who will hire participants for the second round of #CaliforniansForAll we envision they may do similar work to participants in round 1. Some activities may include working with organization like:

- Seirra Service Project with Urban Gardening, Climate Action and building tiny homes for the housed community.
- Working organizations like Bridge Network training youth to be peer mental health specialist and providing services to youth struggling from the effect of the COVID 19 pandemic.
- Green Tech proving youth with hands on experience with green energy technology and maintaining Electric Vehicle Mobility Centers.

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

Since the City of Sacramento received funding from the first round of #CaliforniansForAll, the infrastructure is in place to start immediately upon funding award. The City's first round grant has been extended through 2024 so services will wind down in Fall 2024 which would be the opportune time to begin Round 2 programming.

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

Yes, the City of Sacramento intends to offer summer employment programs as part of the CaliforniansForAll program because it provides a great opportunity to expose in school youth and young adults to career pathways.

Summer @ City Hall (S@CH) is a six-week summer interactive learning experience that provides high school students the opportunity to learn about local government processes and how to become an active citizen in their community.

The Department of Utilities Summer High School Employment Program offers participants a variety of activities that help to build valuable skills. Work may be in the office or in the field, allowing you to learn about everything from how we get our drinking water, to the maintenance of the storm drainage and wastewater systems.

Our CBO partners also offer programs in Urban Agriculture, youth summer education, and summer food programs.

### **Section 3: Youth Recruitment/Development (20 points)**

- **How will the city or county recruit youth?**

We intend to leverage our local academic partners (K-12, Adult-Ed, Community Colleges and Universities) and community-based organizations for recruitment and outreach efforts. Sacramento frequently partners with CBOs that serve historically disinvested communities and high-poverty zip codes and will leverage existing relationships to support the recruitment of youth within priority neighborhoods. Furthermore, Sacramento will leverage existing City-led youth programs such as #SacYouthWorks and Summer@ City Hall to recruit young people which in many cases, is the perfect next step along the work-based learning pipeline for that young person.



The City of Sacramento has a dedicated Community Engagement Team who's goals are to educate, engage and empower people, businesses and places, especially areas and residents that have been disproportionately underserved. They are able to meet these goals by eliminating communication barriers, including but not limited to values, culture and/or language and creating social events and programming that can be catered to specific communities, neighborhoods and/or language groups.

- **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.**

The City of Sacramento will give priority to areas that have been identify as priority neighborhoods based on residents residing in of the following geographic boundaries:

- A Census Tract directly adjacent to a 2020 or 2023 Qualified Census Tract (QCT);
- Community Development Block Grant (CDBG) Low/Moderate Income Census Tract;
- Sacramento Promise Zone
- Opportunity Zone;
- A zip code that has an area median income (AMI) below the California Department of Housing and Community Development (HCD) low-income designation for Sacramento County.

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

Wrap-around services include job readiness training, career coaching, financial literacy, job placement, transportation, work uniforms/attire, food and childcare to support youth participating in employment opportunities.

Additionally, individualized case management will be provided to include but not be limited to resource referrals to address basic, physical, social, and emotional needs including academic support.

**What wage will youth be paid, if known? What length of time do you anticipate the youth serving?**

The two placement opportunities vary in length, and youth can expect to participate in either an 8-week cohort or a 4-6 month employment opportunity/on-the-job training (OJT) experience, employing youth at least 50% FTE:

1. Younger youth (16-24): 100 youth // \$16.00–\$18 p/h
2. Young adults (18-30): 150 young adults // \$16-\$22p/h

Some summer programs may be shorter than 8 weeks and some young adult programs span the length of the grant.

Additional incentives include:

- Recruitment Incentive – Upon Successful completion of 80 hours of work, the City shall pay eligible employees a lump sum amount of \$250.
- Retention Incentive – Upon successful completion of 320 hours of work, the City shall pay eligible employees a lump sum of %500.

Total Youth Served: **250**

**Section 4: Metrics/Outcomes (10 points)**

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

<b>Metric</b>	<b>Yes/No</b>	<b>If no, explanation</b>
Number of youth participating in program	Yes	
Number of youth employed in each focus area	Yes	
Number of youth enrolled in youth workforce program	Yes	
Number of youth completing youth workforce program programs	Yes	
Number of youth participating in summer program (if applicable)	Yes	
Average wage and hours worked of participants across program	Yes	
Information/data/member stories as requested by California Volunteers for annual report	Yes	
Participant information	Yes	
Number of youth employed in program who were previously unemployed	Yes	
Number of youth who complete full program	Yes	
Percentage of youth employed in program who remain in college or stable employment	Yes	Only during the term of the grant
Percentage of youth employed after completion of program	Yes	City can conduct one survey, one year of program completion to request this information and the following three items
Percentage of youth who report job satisfaction after one year of employment, as reported by a survey	Yes	See above
Percentage of youth who report an interest in a career in public service after one year of employment, as measured by a survey	Yes	See above
Percentage of youth employed in public service after one year of employment	Yes	See above
Job training evaluations	No	These will be provided when available

**Are there other metrics you will be collecting to determine success of program? If so, please indicate which metrics.**

TBD

**Section 5: Budget/Staffing/Communications (20 points)**

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

The proposed staffing plan includes two full-time City staff to manage, administer, and oversee the workforce programs. Support from our administrative team who have extensive grants management training. These staff will coordinate logistics with participating CBOs, collect metrics, manage reporting. Additionally, City staff will oversee young adult interns that will assist with programmatic logistics and coordination and will provide administrative support of the Sacramento CFA Youth Workforce Program.

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

Yes, the City of Sacramento will use the California Volunteers branding when promoting the program and will participate in trainings.

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

The City of Sacramento is requesting \$2,874,428 to serve 250 youth. We commit to using California Volunteers branding and participate in organized training/curriculums and planned meetings.

## Exhibit B Budget Detail

<b>CaliforniansForAll Youth Service Corps</b>				
<b>Applicant:</b>	City of Sacramento			
<b>Contact information</b>				

<b>I - A. Administration</b> (Must Not Exceed 10% of Total Award)				
Items	Description	Calculation	Total Budget	% Allocation Cross Check
Administrative Costs	City and/or 3rd Party admin costs which may include payroll, onboarding, invoicing, reporting, CBO solicitation, etc.	15 mo-.5 FTE Project Manager and .25 FTE Admin (if City staff)	\$ 194,000.00	
<b>Total</b>			<b>\$ 194,000.00</b>	<b>6.7%</b>

<b>I - B. Direct Operating Costs</b> (Must not exceed 30% of Total Award when combined with Section I-A. Administration)				
Items	Description	Calculation	Total Budget	% Allocation Cross Check
Program Staff	City Project Manager, Support Staff	15 months - 1 FIE Project Manager, .25 FTE Admin staff, Staff TBD	\$ 222,000.00	
Supplies				
Capital Expenses				
<b>Total</b>			<b>\$ 222,000.00</b>	<b>14.47%</b>

<b>II. Youth Service Corps Fellow Wages</b> (must be at least 50% of grant amount)				
# Requested	Hourly Salary	# of Hours	Total Budget	% Allocation Cross Check
125	18	160	\$ 360,000.00	
125	24	360	\$ 1,080,000.00	
			\$ -	
<b>250.00</b>			<b>\$ 1,440,000.00</b>	<b>50.10%</b>

<b>III. CaliforniansForAll Youth Workforce Fellows - Other Fellow Costs</b>			
Items	Description	Calculation	Total Budget
FICA for Fellows		3%	\$ 72,000.00

Worker's Compensation		5%	\$ 72,000.00
Health Care		7%	\$ 100,800.00
Retirement			
<b>Total</b>			<b>\$ 244,800.00</b>

<b>IV. Program Wrap-Around Services (Not to Exceed 40% of Total Award)</b>				
<b>Items</b>	<b>Description</b>	<b>Calculation</b>	<b>Total Budget</b>	<b>% Allocation Cross Check</b>
Contractual Services	CBO Partners - Case Managers, trainners, job readiness, supportive services and barrier removal		\$ 773,628.00	
Staff Time				
<b>Total</b>			<b>\$ 773,628.00</b>	<b>26.9%</b>

<b>Total Budget Request</b>	<b>\$ 2,874,428.00</b>
<b>Total # of Fellows</b>	<b>250</b>

<b>List of Partners</b>		
<b>Partner</b>	<b>Status (Proposed or Secured)</b>	<b>Contractual Amount</b>
<b>Total</b>		<b>\$ -</b>

**EXHIBIT C**  
Budget Payment Provisions

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

**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](mailto: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 15<sup>th</sup> 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.

**ATTACHMENT 7 – EVALUATION CRITERIA AND RATING SHEET**

**Youth Service Corps Young Adult Work Experience Program**

WRITTEN PROPOSAL	MAXIMUM POINTS	REVIEWER SCORE
<p>I. <b>Program Understanding and Alignment</b> – Applicant demonstrates an understanding of the YSC Young Adult Work Experience Program, and the proposed program aligns with the City’s Climate Action Framework or Workforce Development Framework. Applicant’s proposed YSC program meets the requirements of the Grant Overview and Authorized Activities sections of the NOFO.</p>	<b>20</b>	
<p>II. <b>Qualifications/Experience</b>– Applicant demonstrates experience with youth workforce programs and currently has existing program that aligns with YSC objectives and Applicant has demonstrated qualification and experience to implement programming. Applicant is an “Eligible Applicant” per the requirements set forth in the NOFO.</p>	<b>20</b>	
<p>III. <b>Qualifications/Experience (Wraparound Service)</b> – Applicant or its subgrantee has extensive experience providing supportive services to priority youth populations.</p>	<b>15</b>	
<p>IV. <b>Qualifications/Experience (Training and Employment)</b> – Proposed YSC program advances City’s Workforce Development Framework goals and has experience in and capacity to train and employ young people.</p>	<b>15</b>	
<p>V. <b>Reporting</b> – Applicant has provided clearly defined and achievable targets and has demonstrated capacity to track and report on YSC program outcomes.</p>	<b>10</b>	
<p>VI. <b>Community Impact</b> – Applicant has an existing community network and connections to youth and young adults and demonstrates ability to provide a public benefit to the City and a community impact.</p>	<b>10</b>	
<p>VII. <b>Budget</b> – Application includes a complete and thorough budget, and program costs are reasonable and leverage other sources.</p>	<b>10</b>	
<b>TOTAL</b>	<b>100</b>	