

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

JP1010

PURCHASING AUTHORITY NUMBER (If Applicable)

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

CONTRACTING AGENCY NAME

OPR/California Volunteers

CONTRACTOR NAME

City of San Francisco

2. The term of this Agreement is:

START DATE

April 20, 2022

THROUGH END DATE

May 1, 2024

3. The maximum amount of this Agreement is:

\$11,790,072.00 or Eleven-Million, Seven-Hundred Ninety-Thousand, Seventy-Two 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	3
Exhibit B	Budget Detail and Payment Provisions	2
Exhibit C *	General Terms and Conditions	Online
+ - Exhibit D	California Volunteers' Reporting Requirements, Invoicing, and Specific Requirements and Terms and Conditions	6

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

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

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

CONTRACTOR

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

City of San Francisco

CONTRACTOR BUSINESS ADDRESS

1 Carlton B Goodlett PL STE 234

CITY

San Francisco

STATE

CA

ZIP

94102

PRINTED NAME OF PERSON SIGNING

Sheryl Davis

TITLE

Executive Director

CONTRACTOR AUTHORIZED SIGNATURE

Sheryl Davis

DATE SIGNED

5/3/2022

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

OPR/California Volunteers

CONTRACTING AGENCY ADDRESS

1400 10th Street

CITY

Sacramento

STATE

CA

ZIP

95814

PRINTED NAME OF PERSON SIGNING

Anthony Chavez

TITLE

Director of Operations

CONTRACTING AGENCY AUTHORIZED SIGNATURE

Anthony Chavez

DATE SIGNED

5/3/2022

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

Exhibit A Scope of Work

Section 1: Program Goal:

In 2019, Mayor London Breed launched Opportunities for All to provide paid, work-based learning opportunities for diverse groups of youth. Although pre-pandemic the City had a booming economy, not everyone was benefiting from it. COVID-19 exacerbated many of the income and wealth disparities that already existed in San Francisco.

Mayor Breed believed that training and opportunities to gain work experience could improve a young person's ability to obtain employment, increase their future earning potential, and help prepare them for success in the workforce, closing income and wealth gaps. Youth from low-income and/or minority communities have disparate access to work-based learning opportunities. Many low-income youth can't afford to work in internships without getting paid. Opportunities For All provides opportunities for youth to develop skills and gain work experience, through paid internships. Participation in CaliforniaForAll will enable us to expand existing programs and to increase the number of work-based learning opportunities available to youth. Additionally, funding will strengthen workforce development programs and help build out programs, with a focus on learning, developing skills, and building networks for support.

This program could help us achieve strategic goals and implement best practices that include

- Providing work-based learning opportunities for diverse groups of youth
- Providing diverse experiences, connected to the future of work.
- Build a comprehensive, integrated, and interconnected structure that includes mentors from diverse backgrounds and experiences and resources and support for social, emotional, and physical needs.
- Prioritize youth from under-served and underrepresented groups
- Develop a process that tries to avoid perpetuating and replicating inequities present in traditional education systems and under-resourced schools.
- Provide an opportunity for us to explore strategies and develop processes that work to decrease poverty and wealth disparities.

Section 2: Program Design:

The identified funding areas would support projects where youth are working to address food insecurity and COVID-19 recovery. We plan to work with sub-grantees who have been working in communities of concern to address disparities and the impact of COVID-19.

- Black Star Rising/Young Community Developers (YCD) – Youth would work with this partner on food distribution, community assessment and campaigns that share information on resources available to support rent payments, food distribution, mental health support and financial support.
- Collective Impact – Youth would help with food preparation, distribution and needs assessment. This partner has also been working to increase awareness about

testing, vaccinations and rental assistance. Youth would support the various COVID-19 projects and initiatives.

- FACES – This partner trains youth to help with daily meal distribution and weekly grocery delivery. They also are working on information and awareness campaigns.
- Japanese Community Youth Council (JCYC) – JCYC serves as the employer of record for youth and manages the payment process.
- BACR/Latino Task Force (LTF) – The LTF trains youth to help at the various community hubs, supporting registration, assembling learning kits (books, crayons, activity sheets), distributing food and translating services.
- Samoan Community Development Center (SCDC) - SCDC trains youth to help at the various community hubs, supporting registration, assembling learning kits (books, crayons, activity sheets), distributing food and translating services

Activities:

- Social media campaign/marketing
- Podcasts
- Food preparation
- Food distribution
- Community Hubs
- Tutors/Mentors
- Focus groups
- Support groups

Section 3: Youth Recruitment/Development:

The recruitment for this program will focus on youth living in public housing, attending alternative schools, and/or living in communities disproportionately impacted by poverty, violence, the criminal justice system, and health or economic disparities.

In 2020 the number of youth applicants increased while the number of employer partners decreased due to COVID-19. In addition, many community-based organizations noted an increased need for support to help meet the needs of communities most negatively impacted by COVID-19.

In addition to earning wages, the program provides support for transportation, training, and career exploration. During the summer youth attend weekly career panels, are connected to industry professionals, and are offered additional support to improve health and well-being. Professionals also help interns develop basic job readiness skills such as how to build a resume and how to interview successfully.

Cohorts work together to develop projects and presentations specific to the industry in which they are placed. Interns research, develop ideas and strategies, and implement their plans. Through this, participants learn how to work autonomously, a critical co-working skill.

Subgrantees provide meals, groceries as needed, support with college preparation, applications, and tuition. Additional wraparound services could include: transportation, job readiness and case management

We plan to serve 1340 youth through this funding. Participants will receive a minimum of \$17 and hour and up to \$25 an hour. Participants in the summer offering will work between 4 – 8 weeks. There are also opportunities for youth to work during the school year. It is the goal of the program to create a pipeline that builds on work experience and interest, creating opportunities for youth to progress from summer intern to a fellow or apprentice, to full-time employment.

Section 4: Metrics/Outcomes:

We have a robust data collection process and believe we can provide the required metrics listed in the application. In addition to the required metric items, we implement regular surveys to get feedback on participants' experience, facilitate focus groups with youth, and conduct interviews of employer partners.

Section 5: Budget/Staffing/Communications:

Through this funding the City would hire additional staff to help support the expansion of programming, preferably identifying youth the outlined eligibility requirements. We anticipate hiring another 2-3 city staff and 10 -15 summer public service trainee positions, developing a structure that creates leadership roles for existing positions to train and support new hires. Currently 2.5 FTE supports intake, orientation, and placement of over 2,000 youth. With this funding, we improve the capacity of City staff to support intake, improve data collection, and measure impact of the program. Public service trainees would be assigned to cohorts of youth and help connect youth employees with wraparound services as needed.

Sub-grantees would be encouraged to hire young adults (21-30 years old) to support their cohort of youth employees and serve as supervisors. We anticipate subgrantees would hire 2-3 young adults as staff.

We commit to using CaliforniaVolunteers branding and to participating in training, if requested. Additionally, we would love to participate in a program launch media event with CaliforniaVolunteers.

Exhibit B Budget Detail

CaliforniansForAll Youth Workforce Program <i>(Revised 11/30/2021)</i>	
Applicant:	

I. Administration <i>(Must Not Exceed 10% of Direct Award Amount)</i>			
Items	Description	Calculation	Total Budget
Administrative Costs			\$ 1,000,000.00
Total			\$ 1,000,000.00

II. CaliforniansForAll Youth Workforce Fellows - Wage			
# Requested	Hourly Salary	# of Hours	Total Budget
1250 Fellows	\$17.50	200	\$ 4,375,000.00
90 Senior Fellows	\$25	400	\$ 900,000.00
Total			\$ 5,275,000.00

III. CaliforniansForAll Youth Workforce Fellows - Other Fellow Costs			
Items	Description	Calculation	Total Budget
FICA for Fellows		15.3%x2050000	\$ 807,075.00
Worker's Compensation		1% x2,050,000	\$ 52,750.00
Health Care		\$3.30 x 1590	\$ 5,247.00
Total			\$ 865,072.00

IV. Program Wrap-Around Services <i>(Not to Exceed 40% of Total Award)</i>				
Items	Description	Calculation	Total Budget	% Allocation Cross Check
300 participants	extra support services for participants	\$6000 x 775	\$ 4,650,000.00	
Total			\$ 4,650,000.00	39.4%

Total Budget Request	\$ 11,790,072.00
Total # of Fellows	1340

List of Partners		
Partner	Status (Proposed or Secured)	Contractual Amount
Bay Area Community Resources	Proposed	\$ 1,200,000.00
Collective Impact	Proposed	\$ 1,200,000.00
Japanese Community Youth Council	Proposed	\$ 3,000,000.00
FACES	Proposed	\$ 1,000,000.00
Young Community Developers	Proposed	\$ 900,000.00
Total		\$ 7,300,000.00

EXHIBIT B
Budget Payment Provisions

**California Volunteers,
CaliforniansForAll Youth Workforce Development Program
and City of San Francisco**

BUDGET PAYMENT PROVISIONS

1. Invoicing and Payment
 - a) For services satisfactorily rendered, and upon receipt and approval of the invoices, the State agrees to compensate the Contractor for actual expenditures incurred in accordance with the rates specified herein, which is attached hereto and made a part of this Agreement.
 - b) Invoices shall include the Agreement Number and shall be submitted via PDF to fiscal@cv.ca.gov.

2. Budget Contingency Clause
 - a) It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
 - b) If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount.

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

Exhibit D(1) California Volunteers Reporting Requirements, Invoicing, and Specific Requirements and Terms and Conditions**CaliforniansForAll Youth Jobs Corps Program
Outcome and Output Reporting**

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

Reporting Metrics

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

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

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

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

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

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

Reporting Deadlines:

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

California Volunteers will update this reporting timeline with additional reporting periods, upon receipt of updated reporting timelines established by the federal government for projects leveraging State Fiscal Recovery Funds, as further identified by the California Department of Finance. Reporting metrics may be updated, depending on updated guidance from the California Department of Finance.

Reporting Process:

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

Exhibit D(1) California Volunteers Reporting Requirements, Invoicing, and Specific Requirements and Terms and Conditions**CaliforniansForAll Youth Jobs Corps Program
Invoicing**

This grant is a cost-reimbursement grant. As such, grantees will be required to submit periodic and timely invoices to California Volunteers for expenses already incurred for processing and payment. Grantees have the discretion to invoice monthly or quarterly. However, California Volunteers will not allow invoices for periods in excess of three months due to the need to provide quarterly financial reporting to the California Department of Finance, as well as the federal government, over the use of State Fiscal Recovery Funds (SFRF), federal stimulus funding.

Invoicing Deadlines:

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

Financial Reporting Metrics:

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

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

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

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

Financial Reporting Deadlines:

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

California Volunteers will update this reporting timeline with additional reporting periods, upon receipt of updated reporting timelines established by the federal government for projects leveraging State Fiscal Recovery Funds, as further identified by the California Department of Finance. Reporting metrics may be updated, depending on updated guidance from the California Department of Finance.

Reporting Process:

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

Exhibit D(1) California Volunteers Reporting Requirements, Invoicing, and Specific Requirements and Terms and Conditions**CaliforniansForAll Youth Jobs Corps Program
State Fiscal Recovery Funds**

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

Resources:

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

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

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

Programmatic and Fiscal Document Retention

In line with State and Federal requirements regarding record retention, grantees are required to maintain all documentation, programmatic and fiscal, pertaining to this contract for a period of five years after the close out the contract and the payment of the final invoice. The grantee is required to maintain books, records, documents, and other evidence pertaining to the reimbursable costs and hold them available for audit and inspection by the State or Federal Government for the five years following the close out of the contract and payment of the final invoice. These retention requirements pertain to all contracts associated with this program, regardless of funding source.