

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**STANDARD AGREEMENT**

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

JP2002

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 Richmond

2. The term of this Agreement is:

START DATE

June 16, 2022

THROUGH END DATE

May 1, 2024

3. The maximum amount of this Agreement is:

\$2,972,695.00 or Two-Million, Nine-Hundred Seventy-Two Thousand, Six-Hundred Ninety-Five 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	5
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 Richmond

CONTRACTOR BUSINESS ADDRESS

450 Civic Center Plaza

CITY

Richmond

STATE

CA

ZIP

94804

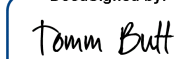
PRINTED NAME OF PERSON SIGNING

Tomm Butt

TITLE

Mayor

CONTRACTOR AUTHORIZED SIGNATURE



DATE SIGNED

6/27/2022

**STATE OF CALIFORNIA**

CONTRACTING AGENCY NAME

OPR/California Volunteers

CONTRACTING AGENCY ADDRESS

1400 10th Street

CITY

Sacramento

STATE

CA

ZIP

95814

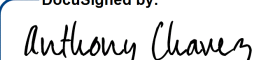
PRINTED NAME OF PERSON SIGNING

Anthony Chavez

TITLE

Director of Operations

CONTRACTING AGENCY AUTHORIZED SIGNATURE



DATE SIGNED

6/27/2022

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

# Exhibit A Scope of Work

## City of Richmond For All Youth Workforce Development Program RFA#JP12-002

### **Section 1: Program Goals**

The COVID-19 pandemic and accompanying economic downturn are having staggering effects on young adults. Young people are typically among the hardest-hit groups during recessions and getting off to a bad start in the labor market can have long-term effects.

Prior to the pandemic, young people aged 16 -24 were already disproportionately adversely affected in the labor markets compared to other age groups. Even as the nation enjoyed record low unemployment rates between 2016 and early 202, young people experienced unemployment rates twice as high as the national average. Experts estimate that the number of young people between the ages of 16 -24 who are not in school or working will easily top 6 million and could swell to almost one-quarter of all young people.

Thus, young people are facing a catastrophic crisis, and we can't wait to act. The window for action is open, but we need to move swiftly. We need a society, economy and community designed to care for all people, especially young people, who are the most important and most affected stakeholder when talking about our global future.

Therefore, the City of Richmond has made young people the heart of its COVID-19 recovery by helping them prepare for work and life as engaged citizens. Richmond has prioritized education, civic engagement, and employment for Richmond youth.

Our goals are as follows:

- Improve the health and well-being of the community by providing valuable educational, social, and environmental services
- Prevent long-term unemployment among young adults and reduce economic hardship.
- Help young people prepare for future good jobs by offering a more affordable route to postsecondary education and giving them the chance to learn new skills, gain work experience, and expand their social and professional networks.
- Rebuild civic and social connections by bringing participants from different backgrounds, income levels, races, ethnicities and area of the city together to share experiences to solve public challenges.

### **Section 2: Program Design**

We cannot fail in the crucial task of promoting equal opportunities for all young people to thrive. The pandemic has interrupted the education, socialization, and employment of tens of millions of children and young adults – disproportionately hurting those from low-income families and communities of color.

As we recover, we must aim higher and think bigger, rather than returning to the economic and social status quo.

It is our responsibility, as local government, to provide an avenue for young people to support themselves financially, carry out meaningful and productive work, learn new skills, and expand their networks to prepare for a leadership role in the future.

The City of Richmond For All Youth Workforce Program is designed and administered by Richmond YouthWORKS, a department within the city, in partnership with the Richmond Police Activities League, RichmondBuild, Richmond YouthBuild, Richmond Office of Neighborhood Safety, Richmond Police Cadet, Richmond Fire Department Explorers, West Contra Costa Unified School District, THIMBY, and Contra Costa College.

All program partners have over 10 years of providing youth development and employment and training opportunities for at-risk, low income Richmond youth.

In addition, we will partner with several community-based organizations to provide a holistic approach to addressing the needs of the young people who participate in the program.

The program will target 150 at-risk, low-income Richmond youth, ages 16 – 30, who identify as Opportunity Youth (unemployed/not in school), justice-involved, or have aged out of the foster care system. We will serve a minimum of 75 youth per year in year-round/summer employment opportunities beginning May 1, 2022.

The program will focus on building and expanding career pathways, addressing climate control and food insecurities, and provide meaningful service opportunities to assist COVID-19 recovery in the community.

Each youth referred to the program will go through an intake process which includes a resiliency and needs assessment. Upon completion of their assessments, each participant will receive a Career Action Plan. A career action plan is a dynamic planning document owned and managed by young people intended to reflect their increased career development learning. The plan helps young people: set their goals. clarify the actions needed to achieve these goals.

Participants can participate in the following programs:

- **Career Support** – All participants will be required to attend our Career Support workshops. The workshops designed to prepare youth for employment providing soft skills training in order to increase the youth's employability in a short amount of time. The workshop is comprised of modules on professionalism, workplace conflict resolution, workplace safety, financial management, resume writing, job search and interview techniques and job retention.

- **Life Skills** – All participants will be required to attend our Life Skills workshops. The workshops give youth the ability to learn new skills that increase their understanding of the world around them and equip them with the tools they need to live a more productive and fulfilling life; to finding ways to cope with the challenges that life, inevitably, throws at them.
- **Public works and environmental conservation/restoration program** – Participants will address long-standing conservation, restoration, and climate change needs such as maintenance backlog in public parks, and coastal ecosystem restoration, neighborhood beautification, and disaster preparedness as a result of COVID-19.
- **RPAL Farm, Garden and Culinary Arts program** – Participants will be introduced to the local agricultural industry and build new and essential life skills through farming, gardening, cooking and food literacy. Young people will have the ability to make healthy food choices by having the skills and knowledge necessary to buy, grow, and cook food with implication for improving individual, family, and community health.
- **Tiny House In My Backyard (THIMBY)** – Participants will participate in the design and construction of carbon neutral, off-grid capable transitional housing for low-income and unhoused Richmond residents. This student-led housing initiative was developed by UC Berkeley students to address the acute housing crisis in the region, which has been especially exacerbated in the wake of COVID-19.
- **Public Service & Safety Corp** – A career pathway program and pipeline that teaches the critical skills needed for and entry into public service and safety careers.
- **RichmondBuild and YouthBuild** - Participants work toward their GEDs or high school diplomas (if appropriate), learn job skills, and work on community projects. The program provides participants with intensive hands-on training in industry-recognized certifications and supports their progress toward a lucrative career in the construction industry.

### **Section 3: Youth Recruitment/Development**

Participants for the City of Richmond For All Youth Workforce Development program are at-risk, low-income Richmond Youth, ages 16 – 30, who identify as Opportunity Youth (unemployed/not in school), justice-involved, and/or have aged out of the foster care system.

There are various entry points into to the program; inhouse recruitment and partnering agencies referral. Richmond YouthWORKS is a youth development program that focuses on provided employment and training opportunities to Richmond youth ages 16 – 24.

Richmond YouthWORKS along with RichmondBuild and Richmond YouthBuild are under the auspices of the City of Richmond’s Employment & Training Department and will be a pipeline for recruitment.

In addition, the department, in partnership with West Contra Costa Unified School District, Contra Costa Office of Education, and Contra Costa Community College, provide employment opportunities for 500 Richmond youth during the summer.

Furthermore, we receive referrals from law enforcement agencies, community-based organizations, probation, and independent living programs.

Lastly, the City of Richmond utilizes several outreach platforms to provide information to the community. These platforms include:

- Television station
- Mayor's weekly blog
- Community Newspaper
- City Manager's weekly report
- Social media outlets (i.e., Facebook, Twitter, Instagram)

As stated above, we will partner with several community-based organization to provide a holistic approach to addressing the needs of the young people who participate in the program. These services include:

- Case Management,
- Transportation assistance,
- Referral to substance abuse treatment and mental health counseling,
- Assistance with childcare,
- Assistance with housing,
- Legal aid services,
- Referrals to healthcare,
- Assistance with uniforms and other work attire and work-related tools and gear,
- Assistance with book, fees, and school supplies, and
- Payments for fees for employing and training-related applications, tests, and certifications.

#### **Section 4: Metrics/Outcomes**

As a workforce development system, we are competent in data collection for outcome measures. We are very confident in our ability to provide the required metrics for the grant.

We have the capability and capacity to utilize our current MIS system, CalJobs, to capture the required outcome metrics which are aligned with the Workforce Innovation and Opportunity Act (WIOA) metrics that govern our funding.

#### **Section 5: Budget/Staffing/Communication**

The City of Richmond commits to using CaliforniaVolunteers developed branding for this program and will participate in CaliforniaVolunteers-organized training/curriculum if required.

In addition, if funded, we would be interested in participating in a program launch media event with CaliforniaVolunteers.

Category	Amount		Total	Budget Narrative
	Year 1	Year 2		
<b>Staffing</b> (3) FTE Employment Program Specialist	\$177,444	\$186,300	\$363,744	3 FTE Employment Program Specialist responsible for outreach, case management and job placement. Cost of living increase in Year 2.
Administrative/MIS Staff .5FTE	\$40,004	\$41,862	\$81,866	Responsible for program support, tracking and reporting of program outcomes, and support for outreach and recruitment
<b>Benefits @.45%</b>	\$18,002	\$18,838	\$36,840	Calculated at .45%
<b>Supplies</b> (tools, uniform, wood, nails, paint)	\$10,000	\$10,000	\$20,000	The total budget for supplies equals <b>\$20,000</b> , and includes \$10,000 for the cost of construction supplies and consumables to be used in the construction training lab, and uniforms and safety equipment for participants. An additional \$10,000 is included for the cost of hand and power tools for use by participants.
<b>Contractual</b> Richmond Police Activities League Farm, Garden, Culinary Program	\$100,000	\$100,000	\$200,000	Contract with the Richmond Police Activities League to administer the Youth Farm Safety Education and Certification Program.
Contra Costa College	\$50,000	\$50,000	\$100,000	Contract with Contra Costa College to administer the Public Service and Safety certification program.
<b>Other</b>				
Supportive Services	\$200,000	\$200,000	\$400,000	Costs associated with providing wraparound services (see description of wraparound services above)
Participant Wages = 150 youth X \$20/hr. X 500 hours	\$750,000	\$750,000	\$1,500,000	Costs for participant wages will equal \$10,000 per participant, for a total of <b>\$1,500,000</b> for 150 participants (75 per year) in year-round and summer program.
<b>Administrative Cost (10%)</b>	\$134,545	135,700	\$270,245	Charges for "Other" also include administrative costs calculated at 10% of the total federal request of <b>\$2,702,450</b> , and equal to <b>\$270,245</b> .

**TOTAL: \$2,972,695**

### Exhibit B Budget Detail

CaliforniansForAll Youth Workforce Program (Revised 11/30/2021)	
Applicant:	City of Richmond

I. Administration (Must Not Exceed 10% of Direct Award Amount)			
Items	Description	Calculation	Total Budget
Administrative Costs	General purpose staff, including office staff, Director, fiscal staff and item such as office supplies, internet access, office postagecopier cost, etc.	.1FTE Director .1 Administrative Analyst .2FTE Fiscal Support 10% of office expenditures	\$ 255,495.00
<b>Total</b>			<b>\$ 255,495.00</b>

II. CaliforniansForAll Youth Workforce Fellows - Wage			
# Requested	Hourly Salary	# of Hours	Total Budget
150	\$20/hr	500	\$ 1,500,000.00
<b>Total</b>			<b>\$ 1,500,000.00</b>

III. CaliforniansForAll Youth Workforce Fellows - Other Fellow Costs			
Items	Description	Calculation	Total Budget
FICA for Fellows	Social Security & Medicare	150 X \$500 X 7.65%	\$ 114,750.00
Worker's Compensation			
Health Care			
<b>Total</b>			<b>\$ 114,750.00</b>

IV. Program Wrap-Around Services (Not to Exceed 40% of Total Award)				
Items	Description	Calculation	Total Budget	% Allocation Cross Check
Support Services	Transportation assistance, Referral to substance abuse treatment and mental health counseling, Assistance with childcare, Assistance with housing, Legal aid services, Referrals to healthcare, Assistance with uniforms and other work attire and work-related tools and gear, Assistance with book, fees, and school supplies, and Payments for fees for employing and training-related applications, tests, and certifications.	150 X \$2000	\$ 300,000.00	
Case Management	Work collaboratively to engage the Youth and other support team members in the identification of strengths and needs which support the development and implementation of a service plan.	3FTE (includes benefits) .5FTE MIS (includes benefits)	\$ 482,450.00	
CTE Certification	Offer CTE courses through the local community college for participants obtain CTE certificates and college credit.	3 contract education courses at the community college with support staff @ \$33K/each	\$ 100,000.00	
Community Garden	To develop a community garden that allows the community to grow their own fresh fruits and vegetables.	supplies and staff for the gardening education and supplies for the garden	\$ 200,000.00	
Supplies	tools, uniform, wood, nails, paint, seeds, dirt	Supplies needed for beautification project and community farms.	\$ 20,000.00	
<b>Total</b>			<b>\$ 1,102,450.00</b>	<b>37.1%</b>

<b>Total Budget Request</b>	<b>\$ 2,972,695.00</b>
<b>Total # of Fellows</b>	<b>150</b>

List of Partners		
Partner	Status (Proposed or Secured)	Contractual Amount
Richmond PAL	Proposed	\$ 200,000.00
Contra Costa College	Proposed	\$ 100,000.00
<b>Total</b>		<b>\$ 300,000.00</b>

**EXHIBIT B**  
Budget Payment Provisions

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

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

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

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

**Reporting Process:**

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

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

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

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

**Resources:**

- **Coronavirus State and Local Fiscal Recovery Funds:**  
<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>
- **State Fiscal Recovery Fund:** [https://www.dof.ca.gov/budget/COVID-19/State\\_Fiscal\\_Recovery\\_Fund/](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/](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.