

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**STANDARD AGREEMENT**

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

JP1006

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 Riverside

2. The term of this Agreement is:

START DATE

April 8, 2022

THROUGH END DATE

May 1, 2024

3. The maximum amount of this Agreement is:

\$4,401,597.00 or Four-Million, Four-Hundred One-Thousand, Five-Hundred Ninety-Seven 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 Riverside

CONTRACTOR BUSINESS ADDRESS

3900 Main Street, 5th Floor

CITY

Riverside

STATE

CA

ZIP

92522

PRINTED NAME OF PERSON SIGNING

Edward Enriquez

TITLE

Treasurer and CFO

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

**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

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

CERTIFIED AS TO FUNDS AVAILABILITY:

BY:   
Chief Financial Officer/City Treasurer

APPROVED AS TO FORM

  
DEPUTY CITY ATTORNEY

# Exhibit A Scope of Work

## **CaliforniansForAll Youth Workforce Development Program Application City of Riverside**

### **Section 1: Program Goal**

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

The City of Riverside aims to fulfill the goals of this program by increasing youth employment, develop career pathways and interest towards a career in public service, and strengthen the City of Riverside's capacity to address key areas of education, climate, and food insecurity. This program is in alignment with the City of Riverside's 2025 Strategic Plan by fulfilling Strategic Priority 3 – Economic Opportunity and Goal No. 3.2 - Work with key partners in implementing workforce development programs and initiatives that connect local workers with high quality employment opportunities and provide access to education and training in Riverside.

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

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

The workforce will be addressing several focus areas identified by CaliforniaVolunteers including climate resiliency, food insecurity, and local COVID recovery efforts in the City of Riverside. The pandemic has reinforced the fact that we live in a volatile, uncertain, complex, and ambiguous (VUCA) world that changes quickly. The VUCA environment has taught us to avoid traditional, outdated approaches to management, so we also want to acknowledge that another, unidentified need may arise outside of one of the three planned opportunity areas. More importantly, should we consider another area, we will be sure to work collaboratively with the State of California to confirm the subject area is eligible and add to any recruitment efforts, so all qualifying youth have an opportunity to apply.

- **Do you plan on sub granting with CBOs? If so, please name each organization and any prior experience they have running similar programs or the process by which you will select CBO partners.**

The City of Riverside plans on sub granting with Community Based Organizations. The CBO Partners proposed below were selected through our experience in collaboration during the pandemic with CARES Act expenditures and overall COVID 19 recovery efforts. Any other CBOs than the ones proposed below will be selected through a screening process which seeks to understand their experience operating effectively during the pandemic, which will be a key indicator for a successful partnership with the City for this grant funded program.

**Food Insecurity** - Operated foodbanks/distributions during pandemic with support from city.

Feeding America

Arlington Temporary Assistance

Lighthouse of Hope

Our Lady of Perpetual Help

Fruit of Our Hands

Community Settlement Association

Riverside Community College RCC Culinary School

**Climate Resiliency** - Work through Transformative Climate Communities Grant

Tree People

Victoria Avenue Forever (VAF)

**COVID 19 Recovery Needs** - Partnered to address learning loss with CARES Act funding

Riverside Unified School District

Alvord Unified School District

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

The three suggested job types and activities include: Climate, Food Insecurity, and Local COVID-19 recovery needs as defined by the City of Riverside. The Office of the Mayor has worked with staff to identify preliminary opportunities that fit under these three job types while incorporating the goals of the program, which are to increase youth employment, develop career pathways and youth interest in and experience towards a career in public service, and strengthen City capacity to address key areas of education, climate, and food insecurity. Identified opportunities for the grant are based upon insights from the community input received from the CARES Act survey, lessons learned from CARES Act funded services, the ARPA Expenditure Plan, departments' familiarity with services that will serve disproportionately impacted communities; guidance by the approved Riverside Road to Recovery and the Riverside 2025 Strategic Plan.

### **Climate:**

The City's Envision Riverside 2025 includes a multitude of goals and actions to address climate change including a goal of reaching citywide carbon neutrality by 2040, ahead of the state and federal targets of 2045 and 2050, respectively. The City's response, however, requires a wide

array of immediate, continuous, and innovative actions. A youth workforce presents a mutually beneficial opportunity, allowing the City to marshal efforts to address climate change while providing meaningful and long-lasting experiences within a climate friendly, green economy context. Some examples of areas where support is needed include: tree planting/care, geocoding trees/inclusion in GIS layers, organics waste diversion, clean air car share program, urban heat island mapping, activities related to the Transformative Climate Communities Grant and a variety of sustainability focused programs.

#### **Food Insecurity:**

As impacts from the pandemic are continuing to unfold, food insecurity persists. For example, food banks saw a 68% increase in food need throughout the region during the height of the pandemic while typical sources of food (i.e., donations from grocery stores, etc.) experienced unusually high demand from consumers and other sources of food (i.e., personal donations) saw record declines, which led food distribution services to pay for food and/or close operations. There is an opportunity to develop a sustainable and resilient food production workforce through partnerships with local farms, community gardens and food distributors such as local pantries, food banks, farmers markets and senior meal service programs (including homebound delivery). In addition, there is a need for assistance in the areas of food rescue, food waste prevention programs and food resiliency programs.

A youth workforce is critical to the City as we cannot have food systems without farmers. The average age of farmers is 65+ and this program is intended to provide vocation-based new farmer training, sustainable agriculture, and entrepreneurship. The pandemic also showed strains on food supply chains resulting in the need for greater reliance on the local food systems. A youth workforce would be instrumental in responding to the needs of the community to address food insecurity within Riverside filling voids and addressing challenges presented by the pandemic. In many instances, food support programs were staffed by retired, seniors who have been reluctant to return to these positions given a variety of concerns relating to their health as have individuals with underlying health conditions.

#### **COVID-19 Recovery:**

Educational disparity was identified by the community as a COVID-19 recovery need during the CARES Act survey. The City used a significant portion of its CARES Act funding allocation to assist both Alvorad Unified School District (AUSD) and Riverside Unified School District (RUSD) to enhance connectivity to virtual classrooms. In addition, the City and RUSD worked collaboratively to set up the first Distance Learning Centers in Southern California, and one of the first of its kind in the state, whereby students who were unable to connect to virtual classrooms at home, were provided a safe, secure, reliable, and staff supported learning environment at several local City park community centers. This enabled students over several months to stay connected to their classrooms. While most students were able to return to their classrooms in-person, there is an

opportunity to partner with AUSD and RUSD to address key areas such as learning loss and career technical education pathways.

The City of Riverside's COVID-19 response has taken many forms throughout the pandemic including, but not limited to, the following: COVID-19 vaccination sites, COVID-19 testing sites, business support activities, non-profit support activities, mental health and wellness services, food distribution and much more. As COVID-19 vaccination rates improve and positive case counts continue to decline throughout California and the City of Riverside, a new normal has emerged with opportunities to pivot towards recovery. However, given expected waves, variants and yet unknown challenges associated with a pandemic response, a youth workforce can assist the City in bridging the gap. The Emergency Operations Center and Human Resources Department teams have expressed an interest in support staff to assist with on-going recovery efforts in the areas listed above as well as other COVID-19 recovery areas.

- **What is the proposed start date for programming?**

The proposed start date for programming is July 1, 2022.

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

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

There will be a traditional HR recruiting effort as well as the opportunity to engage organizations and partners such as Riverside County Probation office, homeless shelters, family shelters, Riverside Community College, foster youth programs, and Riverside County Workforce Development for youth referrals. The city will work with partners such as these to identify youth in these target population areas, as well as utilize our Youth Opportunity Center to promote and host recruiting events for these positions.

- **If you would like to propose your own priority criteria for participants in this program for CaliforniaVolunteers approval, please do so in this section.**

N/A

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

The City of Riverside is planning on offering job readiness training, including quarterly workshops provided by the Office of the Mayor focused on leadership development and networking opportunities. There will also be opportunities for case management to be offered if a participant is in need. The City's Human Resources Department is committed to working with these youth participants to meet their needs as they arise with the necessary wrap around services we can provide.

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

We will be paying youth a minimum of \$15 an hour and anticipate they will serve between 6 months to a year in their respective positions.

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

- **Can the city provide the required metrics listed above to CaliforniaVolunteers?**

The City of Riverside is well positioned to provide all of the required metrics listed by CaliforniaVolunteers with the hiring of a program administrator to oversee the data collection and reporting of metrics.

- **If not, please indicate which metrics the city is unable to provide.**

N/A

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

N/A

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

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

The City of Riverside will be hiring a program administrator to oversee and coordinate the staffing of this program in our city departments. Additionally, the program administrator will work with subgrantees to collect the data from the subgrantees employees. The table below illustrates where we propose distributing staff for the city and subgrantees based on funding available over time.

City of Riverside Departments	Food Insecurity	Climate Resiliency	COVID 19 Recovery Efforts
Parks and Rec	14	2	
Innovation and Technology		2	
Office of Sustainability		1	
Emergency Operating Center			1
<b>Subgrantees</b>	28	3	4
<b>Total (55 Fellows)</b>	42	8	5

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

The City of Riverside commits to using CaliforniaVolunteers developed branding for this program as well as participating in CaliforniaVolunteers-organized trainings/curriculum if asked.

- **Are you interested in participating in a program launch media event with CaliforniaVolunteers?**

Yes, the City of Riverside is interested in participating in a program launch media event with CaliforniaVolunteers.

## Exhibit B Budget Detail

CaliforniansForAll Youth Workforce Program	
Applicant:	City of Riverside

I. Administration (Must Not Exceed 10% of Total Award)				
Items	Description	Calculation	Total Budget	% Allocation Cross Check
Administrative Costs	Sr. Administrative Analyst - Grant Program Administrator	137,364*3	\$412,092	
<b>Total</b>			<b>\$412,092</b>	<b>9.4%</b>

II. CaliforniansForAll Youth Workforce Fellows - Wage			
# Requested	Hourly Salary	# of Hours	Total Budget
165	\$ 15.00	1,000	\$ 2,475,000.00
<b>Total</b>			<b>\$ 2,475,000.00</b>

III. CaliforniansForAll Youth Workforce Fellows - Other Fellow Costs			
Items	Description	Calculation	Total Budget
FICA for Fellows	Medicare/PARS TMP/3 years	115000*3	345,000
Worker's Compensation	/3 years	129517.5*3	388,553
Health Care			
<b>Total</b>			<b>\$ 733,552.50</b>

IV. Program Wrap-Around Services (Not to Exceed 40% of Total Award)				
Items	Description	Calculation	Total Budget	% Allocation Cross Check
Wrap around services	Job readiness training, Case management, Transportation stipends, etc./3 years	260317.5*3	\$ 780,952.50	
<b>Total</b>			<b>\$ 780,952.50</b>	<b>17.7%</b>

<b>Total Budget Request</b>	<b>\$ 4,401,597.00</b>
<b>Total # of Fellows</b>	<b>165</b>

List of Partners		
Partner	Status (Proposed or Secured)	Contractual Amount
Feeding America	Proposed	TBD
Arlington Temporary Assistance	Proposed	TBD
Lighthouse of Hope	Proposed	TBD
Our Lady of Perpetual Help	Proposed	TBD
Tree People	Proposed	TBD
Victoria Avenue Forever	Proposed	TBD
RUSD & AUSD	Proposed	TBD
<b>Total</b>		<b>\$ -</b>

**EXHIBIT B**  
Budget Payment Provisions

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

**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.