

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

JP1013-GF1

PURCHASING AUTHORITY NUMBER (If Applicable)

OPR-0650

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

CONTRACTING AGENCY NAME

OPR/CaliforniaVolunteers

CONTRACTOR NAME

City of Stockton

2. The term of this Agreement is:

START DATE

May 9, 2024

THROUGH END DATE

December 31, 2025

3. The maximum amount of this Agreement is:

\$1,773,664.00 or One Million, Seven Hundred Seventy-Three Thousand, Six Hundred Sixty-Four 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	4
Exhibit B	Budget Detail	1
Exhibit C	Budget Payment Provisions	1
+ - Exhibit D	California Volunteers' Reporting, Invoicing, Service Events and/or Member Convenings, Programmatic and Fiscal Document Retention	4
+ - Exhibit E*	General Terms and Conditions*	Online

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 Stockton

CONTRACTOR BUSINESS ADDRESS

425 N. El Dorado Street

CITY

Stockton

STATE

CA

ZIP

95202

PRINTED NAME OF PERSON SIGNING

Harry Black

TITLE

City Manager

CONTRACTOR AUTHORIZED SIGNATURE

DocuSigned by:

Harry Black

6726D28D8B984B7...

DATE SIGNED

6/26/2024

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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

Anthony Chavez

6/26/2024

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)



CITY OF STOCKTON

OFFICE OF THE CITY MANAGER

City Hall • 425 N. El Dorado Street • Stockton, CA 95202-1951 • 209 / 937-8212 • Fax 209 / 937-7149
www.stocktonca.gov

January 23, 2024

1400 10th Street
Sacramento, CA 95814
Attn: California Volunteers

RE: 2023-2024 CALIFORNIANSFORALL YOUTH SERVICE CORPS PROGRAM APPLICATION

To Whom It May Concern,

As requested, here is the name, title, email, and phone number for the best point of contact for the City of Stockton:

Dale Applewhite
Program Manager III
dale.applewhite@stocktonca.gov
(209) 937-8150

Section 1: Program Goal

The City of Stockton hopes to increase the number of young, qualified professionals in Stockton who are prepared for the future economy. In particular, the city is interested in linking at-risk and/or high-need youth to lucrative career pathways with significant growth potential. Additionally, the city is interested in promoting youth interest toward a career in public service. This program directly aligns with the City’s One Page Strategic Plan, which includes a strategy for Growing Economy to meet City Council’s goals. Specifically, this strategy calls for expanding jobs, reducing barriers to entry, increasing small business development, and fostering and supporting entrepreneurship. Funding from CaliforniansForAll Youth Service Corps will significantly bolster the City’s ability to pursue this strategy.

Section 2: Program Design

Youth Employment Summer Success (Y.E.S.S) Program will support one hundred (100) local youths for a 4-week summer employment program. Job opportunities in nine (9) City departments will provide paid jobs for youth aged 16-19 who live in the City of Stockton. Youth participants will be introduced to a formal workplace setting, build their skills, and raise awareness of public sector career pathways. The City will also hire six (6) Youth Supervisors and give them an advanced opportunity to supervise the incoming youth workers.

The Y.E.S.S. program will also provide workshops, counseling, and mentoring that focus on personal development and mental wellness during the program. The wrap-around supportive services aim to enhance the overall experience for the participants and additionally help the participants overcome employment barriers normally experienced by marginalized, low-income youth trying to enter the workforce. The workshops will on two Fridays during the program.

Throughout nine (9) City departments, participants will fill staffing gaps and help complete outstanding projects. Participants will assist with administrative tasks such as answering phones and emails and assisting in converting hard copy paperwork to an electronic format. Participants will be trained to use Microsoft applications to create spreadsheets and prepare documents for storage. Participants working in the IT department will perform security wipes of old computers and prepare new computers for deployment for city departments. Participants working in the Public Works Department will provide labor for park beautification projects that include cleanup, painting, and tree planting. The Community Center participants will learn how to coordinate daily activities and provide supervision support for children and senior recreational programs.

The City of Stockton will also subgrant with community-based organizations (CBOs) to execute the program design illustrated in the application. The City of Stockton plans to release a Request for Proposals (RFP) that will ask respondents to offer programs that fall within the focus area(s). The criteria used to determine which programs are selected during the RFP process will reflect the Youth Workforce Development Program goals and requirements. Emphasis will be placed on programs that have an established track record of success, particularly with high need youth. Examples of current successful workforce programs supported by the City that align with this program's goals include Greater Valley Conservation Corps, Parents by Choice, and Rising Sun Center for Opportunity.

The process through which the City will select CBO partners includes a thorough review of responses, including detailed background research, interviews, and scored evaluations that will give additional points to those organizations with relevant prior experience. Through this process the City endeavors to find the most qualified organizations that can accept this significant one-time investment and produce substantial results within the timeframe allotted for funding.

Due to the City's reliance on the RFP to determine which CBOs will become sub-grantee(s), the City cannot provide the names of the partner organizations or a description of the youth worker job activities. However, there are specific workforce programs that the City is interested in funding within each Key Area. For 'Climate' the City is interested in arborist certification, solar installation training, and energy- and water-efficient appliance installation training. For 'Food Insecurity' the City would like to see programs that support the development of urban farms and the distribution of organic foods in local schools. In addition to these priority areas, the city will encourage respondents to the RFP to include pre-apprenticeship programs that use industry standard developed curriculum.

The City will require that all subgrantees commence programming no later than December 2024. Subgrantees may start once contracts are formally executed, and preference will be given to those sub-grantees that can begin programming earlier.

Section 3: Youth Recruitment/Development

The City of Stockton's Recruitment:

The City of Stockton's website will host a dedicated webpage for the Y.E.S.S. program that will describe the goals and design of the program and include a link to the application. The City will also work with Stockton Unified School district, community partners, and Workforce Agents to distribute marketing and promotion materials, attend school job fairs, as well as post recruiting information to social media outlets.

The program will target youth aged 16- 19 who live in the city limits of Stockton. Program participants employment applications will be vetted using a scoring system based on CaliforniaVolunteers youth eligibility requirements. One point will be given for each criterion met. Applicants with the highest scores will be chosen on a first come, first serve basis until all available openings are filled.

The program will provide participants with an opportunity for personal growth and foundational work-readiness skills through professional development workshops. Workshops will focus on financial literacy, resume writing, interviewing skills, and work-place etiquette.

The City of Stockton understands that first jobs can be emotionally challenging and will take steps to care for the emotional health of the participants by providing access to mental wellness support through 1:1 counseling, and 3-hours of facilitated group sessions that include topics such as, Self-Regulating Stress, Mental Health First Aid, and Developing Social Skills.

Participants in the Y.E.S.S. program will work in City Departments five (5) days per week Monday through Thursday, for 6.5 hours per day, and attend personal development and work readiness workshops on two Fridays. Participants will serve a total of 32.5 hours per week and receive \$24.00 per hour. The summer program runs for 4 weeks during the month of June. Youth Supervisors will work five (5) days per week for 8 hours per day over a 6-week period and receive \$28.00 per hour. The Youth Supervisors will begin working 2 weeks earlier than the program start date to assist with pre-program preparation tasks.

Subgrantee Recruitment:

The City will work with subgrantees to develop recruitment strategies with a focus on disadvantaged youth. The RFP will require the subgrantees to outline a recruitment/outreach plan for reaching and enrolling youth. Additionally, the City will provide the sub-grantees with its standards and expectations for flyers and social media post related to recruitment. The City will also create a page on its website that will describe the goals and design of the CaliforniansForAll Youth Workforce Development Program with links to applications.

The City will require in its RFP that subgrantees consider what wrap around services will be needed for youth seeking to participate. Such services could include low-cost daycare, transportation stipends, workshops for personal and professional development (ex. job readiness training, college readiness, how to manage personal finances, etc.), and bi-weekly mentor meetings. Preference will be given to those sub-grantees who demonstrate a full understanding of the wraparound services needed for Stockton's youth.

The City will ensure that subgrantees pay a wage above the state minimum per the Youth Workforce Development Program requirements. In the RFP, the City will encourage respondents to offer higher wages so that participants will be financially incentivized to complete the program. The City will require subgrantees workforce programs to run a minimum of 1 month and a maximum of 15 months. Subgrantee programs will be required to be completed by December 2025.

Section 4: Metrics/Outcomes

The City of Stockton will be able to provide the required metrics listed by CaliforniaVolunteers through the following methods of evaluation: 1) Pre and Post Surveys, 2) Program Evaluations, 3) A mid-program participant progress evaluations.

The required metrics will be provided to the City by sub-grantee(s) ultimately selected through the RFP process. In the event sub-grantees are unable to report any of the metrics listed, then the City will work with California Volunteers to try to find an alternative solution.

Section 5: Budget/Staffing/Communications

One and one-quarter (1.25) full-time employee (FTE) will oversee the implementation of the Y.E.S.S. Program. These positions will manage and oversee the program, including all invoicing and administrative requirements as outlined by California Volunteers. They will work closely with subgrantees and the City Departments and coordinate these efforts within the larger workforce ecosystem. The positions will also provide programming for all participants that will include presentations from local business and government leaders with the aim of inspiring and encouraging local youth to pursue careers in strategically critical fields. The City of Stockton commits to using CaliforniaVolunteers developed branding and will participate in CaliforniaVolunteers-organized training/curriculum. The City of Stockton will participate in a CaliforniaVolunteers program launch media event.

The City of Stockton proposes a budget of \$704,571.87 to serve one hundred and six (106) local youth through the Youth Employment Summer Success (Y.E.S.S) Program to strengthen the City's capacity to raise awareness of public sector opportunities in the community. The City also proposes a budget of \$1,069,092.13 to partner with local community-based organizations to execute the program design illustrated in the application to expand workforce opportunities for youth in the community. The City of Stockton is requesting total funding from Funding from CaliforniansForAll Youth Service Corps in the amount of \$1,773,664.00.

Exhibit B Budget Detail

EXHIBIT 1

CaliforniansForAll Youth Service Corps				
Applicant:	City of Stockton			
Contact information	Dale Applewhite	dale.applewhite@stocktonca.gov	ph:(209) 937-8150	

I - A. Administration (Must Not Exceed 10% of Total Award)				
Items	Description	Calculation	Total Budget	% Allocation Cross Check
Administrative Costs			\$ 161,242.18	
Total			\$ 161,242.18	9.1%

I - B. Direct Operating Costs (Must not exceed 30% of Total Award when combined with Section I-A. Administration)				
Items	Description	Calculation	Total Budget	% Allocation Cross Check
Program Manager	.625 FTE / 15 mos.	.625 x (\$101886/12) x 15	\$ 79,598.44	
Fringe - Program Manager	HEALTHCARE, RETIREMENT MED/SS, DEF	.53 x \$79,598.44	\$ 42,187.17	
Partner Programs	4 FTE + 25% fringe	wages \$168,750 + fringe \$56250	\$ 225,000.00	
Total			\$ 346,785.61	28.64%

II. Youth Service Corps Fellow Wages (must be at least 50% of grant amount)				
# Requested	Hourly Salary	# of Hours	Total Budget	% Allocation Cross Check
100	24	130	\$ 312,000.00	
6	28	240	\$ 40,320.00	
90	\$17.50	400	\$ 630,000.00	
196.00			\$ 982,320.00	55.38%

III. CaliforniansForAll Youth Workforce Fellows - Other Fellow Costs			
Items	Description	Calculation	Total Budget
Medicare	1.45%	1.45% x \$352,320	\$ 5,108.64
General Insurance	7.50%	7.50% x \$352,320	\$ 26,424.00
Unemployment Insurance	0.20%	.20% x \$352,320	\$ 704.64
Workers Compensation	3.06%	1.45% x \$352,320	\$ 10,780.99
Uniform	Workshirts:\$14 / 4 ea. youth	4 x \$14 x 106 youths	\$ 5,936.00
Fingerprinting/ Background Check	Rolling Fee: \$30, DOJ Fee: \$32, F	\$79 x 60 youths	\$ 4,740.00
TB Test	Test :\$30, CSD & EDD: 50 youths	\$30 x 50 youths	\$ 1,500.00
PPE/ Safety Gear	safety vest : \$10 ,workboots:\$100 , hc	\$134 x 30 youths	\$ 4,020.00
Bus Passes	1 mo. Pass: \$25	\$25 x 50 youths	\$ 1,000.00
Partner Other Fellow Costs	Fringe: 10% uniforms, background	10% x \$630,000 + \$23,400	\$ 86,400.00
Total			\$ 146,614.27

IV. Program Wrap-Around Services (Not to Exceed 40% of Total Award)				
Items	Description	Calculation	Total Budget	% Allocation Cross Check
Facilitated Work Readiness Training	Training - 2 full day workshops	2 Workshops x \$1250	\$ 2,500.00	
Licensed Clinical Social Worker	Mental Health Support	\$125/hr x 8 hrs x 3wks	\$ 3,000.00	
Laptops	Work Readiness post program support	Laptop: \$950 x 106	\$ 100,700.00	
Partner Wrap Services	Training, Work Readiness	\$338.91 x 90 youth	\$ 30,501.94	
Total			\$ 136,701.94	7.7%

Total Budget Request	\$ 1,773,664.00
Total # of Fellows	196

\$

338.91

List of Partners		
Partner	Status (Proposed or Secured)	Contractual Amount
TBD through RFP process	Proposed	\$ 1,069,092.13
Total		\$ 1,069,092.13

EXHIBIT C
Budget Payment Provisions

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

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.
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 15th 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.