

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**STANDARD AGREEMENT**

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER <b>JP2014</b>	PURCHASING AUTHORITY NUMBER (If Applicable)
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1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

OPR/California Volunteers

CONTRACTOR NAME

County of Nevada

2. The term of this Agreement is:

START DATE

June 13, 2022

THROUGH END DATE

May 1, 2024

3. The maximum amount of this Agreement is:

\$1,736,241.00 or One-Million, Seven-Hundred Thirty-Six Thousand, Two-Hundred Forty-One 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.)

County of Nevada

CONTRACTOR BUSINESS ADDRESS

950 Maidu Ave

CITY

Nevada City

STATE

CA

ZIP

95959

PRINTED NAME OF PERSON SIGNING

Susan Hoek

TITLE

Chair, of the Board of Supervisors

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)

# Exhibit A Scope of Work

## 2021 CaliforniansForAll Youth Workforce Development Program Application – Revision May 2022

### Section 1: Program Goal (10 points)

● **What does your municipality hope to gain from this program/are there strategic goals this program can help your city meet?** Nevada County aims to increase living wage employment opportunities for under resourced youth by creating and increasing career and technical education pathways in growing sectors that address climate impacts, food insecurity and preventing food waste, as well as Covid 19 recovery efforts at both city and county levels. Our intent is to utilize a Coordinated Entry System to strengthen community partnerships and enhance positive outcomes for youth. Partners will leverage each other's strengths and resources as well as share resources for the Youth participating in this program.

An individualized, person-centered approach that focuses on setting and meeting short and long-term personal and career goals will be used to assist in this process.

### Section 2: Program Design (50 points)

● **Which focus area(s) will youth be working on (food insecurity, climate change, etc.)? If other focus areas are addressed, please describe.** Our intention is to forge partnerships with local nonprofit and municipal organizations who address food insecurity, climate change, and community recovery efforts. Partnerships to help alleviate food insecurity and food waste will include local farmers, Sierra Harvest, local food banks, Bright Futures for Youth (BFFY) Culinary Program, and farmer's markets. We will outreach directly to the Center for Nonprofit Leadership to attract other industry partners, ensuring we are adequately targeting expert organizations in the field.

For employment opportunities addressing climate impacts, we will work with nonprofit partners to create low barrier career pathways to solar companies, and environmental impact and advocacy organizations such as Sierra Streams, Bear Yuba Land Trust, South Yuba River Citizens (SYRCL), UC Davis forestry management and community education program, Community Environmental Advocates, Waste Management, and Nevada County Firesafe Council.

Addressing economic recovery, Nevada County aims to provide livable wage entry level career opportunities to youth in both the County and cities of Grass Valley, Nevada City, and the Town of Truckee. Opportunities might include a pathway to social services and eligibility, planning and community development, legal records, vital records, administrative offices, clerkships, in addition to city and county maintenance/ parks and recreation departments for community beautification efforts. We also seek to connect youth and young adults with opportunities through the Arts Council, Nevada County Media, local Chambers of Commerce, and Downtown Associations for event planning experience, enhancing our ability to create a "sense of place". Having the distinguished designation of being a California Cultural District, Nevada County is dedicated to ensuring diverse and inviting community activities using Creative Placemaking principles.

Central to economic recovery is also adequate childcare and social service connection. We intend to link interested young people to opportunities to work within nonprofits including BFFY's youth center, youth drop-in service center, afterschool programs, and summer camps. We will design early and middle childhood education career and work experience pathways in conjunction with Sierra College, as well as

nonprofit case management and social service pathways in partnership with other CBOs and service providers.

● **Do you plan on subgranting with CBOs? If so, please name each organization and any prior experience they have running similar programs or the process by which you will select CBO partners. Preference will be given to municipalities selecting CBO partners with experience running youth workforce development programs in one or more of the recommended focus areas.** Our program will partner directly with CBOs who have experience in running youth workforce development programs. Partners include Connecting Point/ 211 (CalWORKS Subsidized Employment Contractor), Bright Futures for Youth (BFFY), and Alliance for Workforce Development (AFWD).

Connecting Point is our local 211 and they have a long-standing contract with Nevada County to serve individuals 18 and up who also have children through CalWORKS. Connecting Point conducts thorough assessments to help identify strengths, interests, goals, and barriers to achieving employment. They have existing partnerships with local employers who enter into agreements to employ individuals and act as the Employee of Record. Connecting Point employs case managers who work closely with the individual and the employer to ensure placement is successful; this includes assisting with the removal of barriers that may exist. Connecting Point also provides job preparation and skills training to support employment and success. Connecting Point has been utilizing a Community Data Exchange to allow for efficient referrals and case management with community partners and will expand this option to this Youth Program.

Bright Futures for Youth (BFFY) has been an anchor for youth and families in the community for more than 25 years. The organization serves disproportionately affected youth and their families by providing case management, life skills, prosocial activities, prevention and early intervention on homelessness, and poverty alleviating measures including educational supports, financial aid, and career and technical education pathways. BFFY also provides youth with opportunities for employment and job training, Youth Action Board and advocacy training, and payment for their time and expertise on lived experience topics including prevention, youth homelessness, domestic violence and sexual assault, teen pregnancy, and abuse prevention. Youth inform the programs based on their needs and observations, as well as continuously provide input on quality assurance measures.

Alliance for Workforce Development has a youth program that provides training and education, support, and placement opportunities as well. They have been serving youth through WIOA grants. While they will not be a subgrantee they will be an integral partner in the program and have participated in this grant process.

● **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.** Employment with local farmers, Sierra Harvest, Interfaith Food Ministry, food banks, Bright Futures for Youth culinary program, and the farmer's markets- These opportunities would include growing food from seed, to start, to harvest, participating in gleaning programs to prevent food waste, and getting the fresh food directly from farms to families by assisting with food storage and distribution at local food banks. BFFY would provide certifications in farm to table culinary skills. The program feeds hundreds of youth and families each week, working in partnership with local food banks for food preservation and distribution.

There will also be opportunities to work in County Social Services so youth can learn about the food benefit programs and gain experience in Social Services.

Sierra Streams, Bear Yuba Land Trust, SYRCL, UC Davis forestry management and community education program, Community Environmental Advocates, Waste Management, and Nevada County Firesafe Council, as well as local nonprofit solar companies would provide hands on employment and skills training in the environmental management, sustainability, and environmental advocacy sectors. Programs help to preserve the natural beauty and accessibility of our local wildlands while emphasizing fire safety, streams health, botany, and fisheries health and management. Good Sun and CalSolar would provide on the job training opportunities in alternative energy products.

Municipalities and the arts sectors could provide entry level positions in administrative skills, event planning, community beautification and community building activities, as well community housing, development, planning and advocacy opportunities. Leadership opportunities for youth partners will be explored within our youth system of care through County Behavioral Health, Child Welfare, Probation, and the Nevada County Superintendent of Schools.

Childcare and social service sector nonprofits like BFFY will provide on the job training, workshops, and living wage employment for summer and year-round childcare sector jobs, expanded learning youth center support staff (6-12<sup>th</sup> grade), and basic case management skills development in the drop-in center (serving youth 12-26). Additionally, they will partner with local afterschool programs and Sierra College's Early Childhood Education and sociology programs to ensure proper placement, work experience credits, and on the job training of youth interested in expanded learning and social service nonprofit sector.

- **What is the proposed start date for programming?** July 1, 2022

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

- **How will the municipality recruit youth?** Using current pathways like AWFDF, Connecting Point, and BFFY, youth and young adults who connect with the agencies will be made aware of opportunities. We will utilize public relations best practices including social media, news releases, and radio advertisement, HR recruiting, job fairs, and outreach to high schools and adult education partners. We will also highlight opportunities to youth who present for services at the BFFY drop-in center for youth at risk of and/ or experiencing homelessness. This program intends to create Coordinated Entry pathways with a warm handoff process for our partners to ensure individuals are connecting to the appropriate partner and resource in an efficient fashion.

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

- **What wrap around services, if any, is the municipality or subgrantee planning on offering to youth?** Comprehensive case management and career counseling, job employment workshops, skills assessments, goal setting and revision will be offered to all youth and young adults in the program. Life skills classes, connection to mental wellness supports and self-awareness and advocacy training will be central to wraparound service provision for the youth workforce. Navigation of barrier removal will be offered as well. For example, Assistance with childcare and transportation may be offered to reduce barriers. Referrals to other services such as mental health and other social supports will be offered.

● **What wage will youth be paid, if known?** What length of time do you anticipate the youth serving? We intend to pay a minimum of \$15-16/ hour for lower skilled employment positions, and higher wages for those positions requiring more training or specialized skills. Youth will be trained and may be employed anywhere from 6 weeks for summer day camp to one year for other positions. BFFY summer positions have the possibility to become year-round after school positions. Positions may be extended in to the second year if it is a good fit for employee and employer, with potential for long term employment.

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

● **Can the municipality provide the required metrics listed above to CaliforniaVolunteers?** Yes  
● **If not, please indicate which metrics the city is unable to provide.** NA  
● **Are there other metrics you will be collecting to determine success of program? If so, please indicate which metrics.** Our goal is to provide services to a total of 100 youth over the life of this grant. We will work with our IS Department to create a platform that will allow partners to share information about youth in the program as well as to capture and track the required data. Partners will meet at least monthly to discuss program efficiency. Our goal is to use data as much as possible to ensure inclusivity and diversity.

#### **Section 5: Budget/Staffing/Communications (10 points)**

● **What is your proposed staffing plan for the program for the municipality and/or any subgrantees?** BFFY runs three programs. They have a Friendship Club, NEO, and SAFE. The Friendship Club provides year-round academic, social and emotional support to ensure basic needs and access to services. Neo provides support and educational opportunities by providing a drop-in center for youth. SAFE provides support and services to youth experiencing homelessness and housing insecurity by ensuring basic needs, providing education and training, health and wellbeing counseling, and guiding skills so youth can live independently. BFFY would require a Community Engagement Manager to facilitate relationships with employers and help youth with training and addressing barriers. They would require a Kitchen Manager for the Culinary Program and a SAFE Director to assist with connection to other community partners and participate in partner meetings. The Summer Counselor will be responsible for training, supporting, and scheduling the youth as well as supervision of activities. The Operations Manager will also assist with training as well and implementation of policies and procedures, payroll, and general oversight of the Workforce Program.

Connecting Point would require an Employment Skills Manager, Training Coordinator, Youth Navigator, and HR/Payroll Specialist. The Employment Skills Manager will ensure proper oversight of program. The Training Coordinator will provide career counseling, planning and goal setting. An initial assessment would assist each participant identify their own interests, long-term career goals, education, relevant work experience, strengths, and barriers to achieving their employment goals. Trainings such as “soft skills” like boundaries, communication, critical thinking, decision making, work etiquette, flexibility, organization, problem solving, self-awareness, self-confidence, self-control, self-motivation, self-reflection, teamwork, and time management will be offered. Training also provides support in improving each person’s resume writing, interviewing, and networking skills. The Navigator would address barriers to successful employment. HR/Payroll specialist would be the Employer of Record for each subsidized employee, administer payroll, and manage the liability of each participant in off-site subsidized

employment. Although not in the budget, Connecting Point's Call Center (2-1-1) can provide a network of referrals to participants to connect with community resources.

County Administration staff is needed to create and manage contracts, collect data, and submit required reports, participate in partner meetings, and assure program service delivery.

- **Do you commit to using CaliforniaVolunteers developed branding for this program and participating in CaliforniaVolunteers-organized trainings/curriculum, if asked?** Yes
- **Are you interested in participating in a program launch media event with CaliforniaVolunteers?** Yes

## Exhibit B Budget Detail

<b>CaliforniansForAll Youth Workforce Program</b> (Revised 11/30/2021)	
Applicant: County of Nevada, Department of Social Services	

I. Administration (Must Not Exceed 10% of Direct Award Amount)			
Items	Description	Calculation	Total Budget
Administrative Costs	Partners and County Administration staff is needed to create and manage contracts, collect data and submit required reports, participate in partner meetings and assure program service delivery.		\$ 157,852.30
<b>Total</b>			<b>\$ 157,852.30</b>

II. CaliforniansForAll Youth Workforce Fellows - Wage			
# Requested	Hourly Salary	# of Hours	Total Budget
1 Youth Development Assistant - NEO	\$ 18.00	20	\$ 37,440.00
1.5 Kitchen Assistant	\$ 18.00	40	\$ 112,320.00
1 Community Engagement Assistant	\$ 18.00	40	\$ 74,880.00
8 full time camp counselors - leads: 4 weeks year 1, 8 weeks year 2	\$ 17.50	40	\$ 67,200.00
8 full time camp counselors - seconds: 4 weeks year 1, 8 weeks year 2	\$ 16.00	40	\$ 61,440.00
1 Clothes Closet and Food Pantry Coordinator	\$ 16.00	20	\$ 33,280.00
Additional Fellow employment opportunities to be developed	varies	varies	\$ 475,000.00
<b>Total</b>			<b>\$ 861,560.00</b>

III. CaliforniansForAll Youth Workforce Fellows - Other Fellow Costs			
Items	Description	Calculation	Total Budget
FICA for Fellows		9.75%	\$ 84,002.10
Worker's Compensation Insurance	Require insurance	2.05%	\$ 17,661.98
Health Care Coverage	For eligible Fellows		\$ 19,200.00
<b>Total</b>			<b>\$ 120,864.08</b>

IV. Program Wrap-Around Services (Not to Exceed 40% of Total Award)					
Items	Description	Calculation	Total Budget	%	Allocation Cross Check
Community Engagement Manager	Training and supervising assistant	0.25FTE for 2 years	\$ 33,144.80		
Kitchen Manager	In charge of developing and running the kitchen training program	0.25FTE for 2 years	\$ 27,050.40		
Operations Manager	Oversight of Summer Camp, staff training, onboarding, payroll support, policy and procedures around kitchen program, also summer camp director	0.25FTE for 2 years	\$ 29,515.20		
SAFE Director	Higher level supports like meeting with partners, the county, getting youth connected to other county services, etc.	0.25FTE for 2 years	\$ 36,836.80		
1 Job Skills Trainer	Provide important job skills workshops to BFFY Youth throughout the year (i.e., resume development, interview skills, teamwork, customer relations, etc.)	.10FTE for 2 years	\$ 11,290.24		
1 Summer Camp ECE Lead Counselor	Counselor in the Tk/K classroom for summer camp. Will be in charge of training and supporting the youth counselors in the Tk/K room	18/hr 40/hrs week (4 weeks year 1, 8 weeks year 2)	\$ 10,219.20		
Training Coordinator	Coordinate training for youth participants.	.24 FTE	\$ 43,486.34		
Employment Skills Manager	Oversight of total program to ensure proper administration of program	.06 FTE	\$ 16,087.52		
Navigator	Provide assistant to participant in removing barriers and coordinate with partners	1.0 FTE	\$ 156,342.06		
HR Director	and contracts with youth employers	1.0 FTE	\$ 156,342.06		
HR/Payroll Specialist	Administer payroll to youth	1.0 FTE	\$ 156,342.06		
Data Tracking IS Assistance	Platform for data tracking, warm handoffs, referrals and sharing information		\$ 20,650.00		
Incentives	Incentives for completing job trainings, attending classes, etc.	Depends on training, between \$100 and \$500 per event	\$ 20,000.00		
Supports	Including but not limited to money to pay for childcare, offer child care during trainings, transportation costs, work clothes, work equipment, etc.	Will vary depending on support and situation	\$ 35,000.00		
<b>Total</b>			<b>\$ 595,964.62</b>		34.3%

<b>Total Budget Request</b>	<b>\$ 1,736,241.00</b>
<b>Total # of Fellows</b>	<b>100</b>

List of Partners		
Partner	Status (Proposed or Secured)	Contractual Amount
Bright Futures for Youth	Proposed	\$ 667,624.00
Connecting Point	Proposed	\$ 878,212.00
<b>Total</b>		<b>\$ 1,545,836.00</b>

**EXHIBIT B**  
Budget Payment Provisions

**California Volunteers,  
CaliforniansForAll Youth Workforce Development Program  
and County of Nevada**

**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.