

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER JP2014-Y2526	PURCHASING AUTHORITY NUMBER (If Applicable) GO-LCI-0650
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1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME
Governor's Office of Service and Community Engagement/California Volunteers "hereinafter referred to as State"

CONTRACTOR NAME
County of Nevada, "hereinafter referred to as Grantee"

2. The term of this Agreement is:
START DATE

THROUGH END DATE
December 31, 2027

3. The maximum amount of this Agreement is:
\$977,194.12 or Nine Hundred Seventy-Seven Thousand, One Hundred Ninety-Four Dollars and 12/100

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	9
Exhibit B	Budget Detail	2
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.)
County of Nevada

CONTRACTOR BUSINESS ADDRESS 950 Maidu Ave, Suite 230	CITY Nevada City	STATE CA	ZIP 95959
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PRINTED NAME OF PERSON SIGNING Lisa Swarthout	TITLE Chair, Board of Supervisors
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CONTRACTOR AUTHORIZED SIGNATURE	DATE SIGNED
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STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

Governor's Office of Service and Community Engagement/California Volunteers

CONTRACTING AGENCY ADDRESS

1400 10th Street

CITY

Sacramento

STATE

CA

ZIP

95814

PRINTED NAME OF PERSON SIGNING

Anthony Chavez

TITLE

Chief Deputy Director

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

SCM, Chapter 4.04 (A)(4)

Exhibit A - Scope of Work

2025 - 2026 Youth Service Corps Application CV25-YSC04

Name: Nevada County Department of Social Services, Tamaran Cook

Title: Program Manager

Email: Tamaran.cook@nevadacountyca.gov

Phone Number: 530-265-7160

Municipality: On Behalf of Nevada County

Section 1: Program Goal (10 points)

● **What does your municipality hope to gain from this program? Which strategic goals can this program help your municipality meet?** This program will support Nevada County Board of Supervisor's focused priority on Economic Development. The Economic Development Action Plan, adopted by the Board of Supervisors in 2023, encourages county departments and local partners to work closely with K-12 on career development, apprenticeships/internships, youth training, and coordination with businesses on pathways to workforce. It addresses ensuring underserved communities have access to opportunity and overall quality of life. Participation in the grant includes but is not limited to the County's Economic Development Office, Health and Human Services Agency, and the CEO's Youth Coordinator Office and the Youth Commission's Youth Employment sub-committee. With these funds, Nevada County will be able to continue to strengthen engagement and increase living wage employment opportunities for underserved youth by creating and increasing career and technical education pathways in sectors that address climate, food insecurity, education, and public service. Subcontractors will leverage each other's strengths and resources for youth participating in this program. An individualized, person-centered approach that focuses on setting and meeting short and long-term personal and career goals, while identifying potential barriers, will be utilized to best support youth participants and enhance their experience and overall outcomes.

Section 2: Program Design (40 points)

● **Which focus area(s) will youth be working on (food insecurity, climate change, education, public service)? If other focus areas are addressed, please describe them and how they align with the municipality's strategic goals.** Nevada County will leverage current partnerships and create additional pathways with local nonprofit and municipal organizations who address food insecurity, climate change, education, and public service. Within the Nevada County offices, the focus areas will be tied to homelessness, climate, emergency preparedness, and economic development which are current Board priorities. Our goal is to provide as many diverse opportunities as we can for youth, recognizing that variety and choice are a significant strength of our local program. The diversity of choice also aids in the County's goal of economic support and community engagement.

Opportunities to help alleviate food insecurity and food waste will include Sierra Harvest, Community Roots, local food banks, Sierra Community House, Bright Futures for Youth (BFFY) Culinary and Nutrition Program, Nevada Union High School District Ranch Project and farmer's markets. Opportunities addressing climate impacts will include working with nonprofit partners to create low barrier career pathways to solar companies, and environmental impact and advocacy organizations such as Sierra Streams, South Yuba River Citizens (SYRCL), California State Parks, Wildlife Rehab and Rescue, Nevada Union High School District Ranch Project, Nevada County Veterans Services and Sierra Community House. Currently, a County Climate Action Plan is being developed as is a Drought Resilience Plan. In addition, a JPA including the County, Nevada Irrigation District, Hospital, and Resource Conservation District have developed the Resilience Project that will work with partners throughout the region on a wide range of water, land and health and wellness issues.

Addressing public service and education, 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 may include a pathway to social services, planning and community development, human resources, legal records, vital records, administrative offices, clerkships, in addition to city and county maintenance/ parks and recreation departments for community beautification efforts. We will create and support pathways to opportunities

in health care in partnership with Sierra College and the local high school. We will seek to connect youth and young adults with opportunities through Nevada County Media, local Chambers of Commerce, and Downtown Associations for event planning experience.

Central to opportunity is adequate childcare and social service connection. We will link interested youth to opportunities to work within nonprofits including BFFY's youth drop-in navigation center, afterschool programs, and summer camps. We will design early and middle childhood education career and work experience pathways, as well as nonprofit case management and social service pathways in partnership with service providers and the County. These opportunities and approaches to our program design align with the overall goal of economic development.

• Do you plan on subgranting with CBOs? If so, please name each organization, which portions of the program implementation they will be responsible for, any prior experience they have running similar programs, and the process by which you will select CBO partners. Nevada County will partner directly with two CBOs and the County Economic Development Office, all of whom have experience running youth workforce development programs and supporting youth in Nevada County in alignment with the County Board priorities. Bright Futures for Youth and Connecting Point are successful sub-contracted partners with Nevada County for the 2021 and 2023 CaliforniansForAll Youth Service Corps Program, and the County Economic Development Office works closely with our local Youth Commission, all experienced in working with youth and creating and supporting like programs. Nevada County chooses these specific CBO partners based on their history of success, breadth of expertise with youth and their commitment to Nevada County's overall goal of supporting youth and economic development in Nevada County. The current subcontractors for the 2021 and 2023 Youth Service Corps Program, as of September 2025, have processed 196 applications and of those, 381 youth have completed the program. There has been a total of 115,785 hours served by youth, and 26 youth have moved into local permanent employment because of this program! The feedback has been very positive, and it is evident that Nevada County's programming is successful. The following is feedback from youth participants:

- Bright Futures for Youth's internship program introduced H. to numerous career opportunities, from grant writing to marketing. She also learned the importance of being flexible and how to work with people. "It was an awesome decision, and helped me develop lifelong relationship skills," said the former administrative intern with Bright Futures for Youth. "I've always wanted to work with youth, but I might not have thought about a job in the nonprofit field."
- One young woman dreamed of becoming an electrician in the solar energy industry. She envisioned herself working in a field that was not only growing but also contributing to a sustainable future. However, breaking into the industry proved to be a struggle, not just because of the technical skills she needed to acquire, but also because of the gender biases she encountered. In the male-dominated world of electrical work and solar contracting, she found herself constantly overlooked. Despite her passion for renewable energy and her determination to learn, many local solar contractors were unwilling to provide training to someone with little experience. Frustration grew as she realized that traditional classroom learning wasn't her strength. She thrived, instead, in hands-on environments where she could engage with the work directly. However, a toxic atmosphere in a previous job made her feel belittled. The lack of support from colleagues and supervisors weighed heavily on her, but she refused to give up on her dream. Determined to pursue a career in solar energy, she applied for the Youth Service Corps program and was placed with a local nonprofit solar company. The hands-on training she received allowed her to flourish. She became more confident in her skills, tackling projects with growing expertise and learning directly from experienced electricians. As she gained more experience, she began to build valuable connections within the local solar contracting community. Upon completing the internship, her hard work paid off. A local solar contractor, impressed by her dedication and newfound expertise, offered her a permanent position. She was thrilled to be able to continue to grow within the solar energy industry as well continue to pursue a sustainable career and future for our planet.

Connecting Point is our local 211 and they have a long-standing contract with Nevada County to serve individuals 18 and up through the CalWORKS Subsidized Employment Program. Connecting Point conducts 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, skills training and education to support employment and success. They also contract with the County for the CalWORKS Housing Support Program which could serve as an additional resource for at-risk youth in this program.

Bright Futures for Youth (BFFY) has been an anchor for youth and families for over 30 years. They serve 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 support, 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. Bright Futures operates their Kitchen and Nutrition Program independently. This program provides an estimated 17,000 meals to youth in BFFY programs, including youth who are experiencing homelessness. They also provide culinary and nutrition classes to middle and high school youth, young adults, as well as young moms experiencing homelessness. The youth interns will be learning and assisting in this program.

The County will provide internship opportunities and support this program countywide through the work of the Economic Development Office. The Economic Development Manager and Career Technical Education (CTE) and Youth Leadership Development Project Coordinator focus on youth leadership development, career technical education, work-based learning, and youth workforce. Nevada County is one of the first rural CA counties to embrace an 18-member Youth Commission, focusing on bridging issues between local youth and the Board of Supervisors. One of the subcommittees is a Career Development and Exploration group, recognizing the need to create and focus on additional local youth opportunities. The Economic Development Manager serves on the advisory committee for CTE, and the Youth Coordinator interacts weekly with the 14 CTE programs through the Nevada Joint Union High School District. The Project Coordinator and Economic Development Manager have combined 80 years of experience in education and contributing to successful organizations through partnerships and economic development, including developing career pathways and supporting youth.

• What activities will youth be working on? Please include brief descriptions (minimum 3 sentences) of each job activity youth will be undertaking. For each job activity, please include the target number of participants, length of term and total number of hours, and any partners or subgrantees that will be involved in managing that opportunity. Please note: service terms must be at least at a minimum three months- except for summer programs that serve high-school and college aged youth during academic summers- and youth must be serving alongside at least one other program participant to help foster a meaningful experience.

Youth in Nevada County will have a variety of job opportunities and activity options given the multitude of partnerships with local employers.

- Nevada County's Youth Coordinator will focus on summer internships that have been successful in the County offices including the CEO Office, Fleet, the Community Development Office, Information and

General Services and more. We intend to serve 20 interns for a total of 3,200 hours in these internships. In addition, the goal is to expand the summer intern program at the Nevada Joint Union High School District (NJUHSD) 86-acre Ranch over the summer. We intend to serve 20 interns for a total of approximately 3,200 hours. The Economic Development Program Manager will support all four priority areas: food insecurity, climate change, education, public service.

Employment with Sierra Harvest, Interfaith Food Ministry, food banks, Bright Futures for Youth Culinary Program, and the farmer's markets: These activities may include participating in gleaning programs to prevent food waste and getting fresh food directly from farms to families by assisting with food storage and distribution at local food banks. BFFY will provide certifications in farm to table culinary skills. The program feeds hundreds of youths and families each week, working in partnership with local food banks for food distribution.

- **Interfaith Food Ministry (3-month internship/480 hours, 8 Interns per year):** This position involves supporting reception, operations, and orchard activities to ensure smooth daily functions. Responsibilities include answering phones, managing resources, assisting with food distribution logistics, and maintaining orderly customer and traffic flow. The role also includes participating in orchard work such as planting and harvesting.
- **BFFY Kitchen Assistant: (2 interns at 1300 hours)** Works in the BFFY commercial kitchen to support the Kitchen and Nutrition Program that provides over 15,000 meals to youth annually. Duties include food prep and proper storage, dinner service, daily and deep cleaning, and special event prep and service.

Sierra Streams, Bear Yuba Land Trust, South Yuba River Citizens (SYRCL), Fire Safe Council of Nevada County, California State Parks, Wildlife Rehab and Rescue, Tahoe Truckee National Forest, Truckee Trails foundation, Nevada Union High School District Ranch Project and Waste Management would provide hands on employment and skills training in the environmental management, sustainability, and environmental advocacy sectors. These 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.

- A youth intern for SYRCL helps with river restoration, watershed education, community outreach projects, and may also assist with office or front-desk duties focused on customer service. They support fieldwork, events, environmental stewardship, and basic administrative tasks.
- A youth intern with Sierra Streams Institute (SSI), a youth assistant can choose from three roles based on their interests. The BMI Lab Intern focuses on laboratory work analyzing samples, while the social media and Outreach Intern support communications by writing blogs, articles, and contributing to the monthly newsletter. Those seeking outdoor, hands-on experience can become Summer Interns, helping clean the river and follow monitored scientific protocols.

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 (6-12th grade), and basic case management skills development in the drop-in center (serving youth 12-26).

- **BFFY NEO Program Coordinator: (1 intern for 2080 hours)** Implements program activities with middle school and high school youth in the NEO Youth Center after school, over school breaks, and during the summer. Duties include preparing and implementing activities for youth, supervising youth, doing outreach to youth in the community and schools, and supporting special events for youth. The NEO Program Coordinator will assist with the supervision of the Program Assistants.

- **BFFY NEO Program Assistant: (2 interns at 1300 hours each or 2600 hours)** Assists with implementing after school and summer activities for middle school and high school youth. Duties include preparing the youth center for the day's activities, keeping the space clean and organized, assisting with the implementation of art, music, recreation and other activities as planned, supervising youth participating in the youth center and other activities provided by NEO.
- **BFFY TFC Program Coordinator: (1 intern at 1820 hours)** Implements program activities with middle school and high school youth in the Friendship Club program after school, over school breaks, and during the summer. Duties include planning, preparing and implementing activities for youth, supervising youth, connecting youth to needed support, and supporting programs and BFFY-wide special events. The TFC Program Coordinator will assist with the supervision of the Program Assistants.
- **BFFY TFC Program Assistant: (1 at 1300 hours)** Assists with implementing after school and summer activities for middle school and high school youth. Duties include preparing the activity rooms for the day's activities, keeping the space clean and organized, assisting with the implementation of the lessons and other activities as planned, supervising youth during all program activities.
- **BFFY TFC Summer Program Assistant: (2 interns at 200 hours each or 400 hours total)** Assists with implementing summer camps and clinics for middle school and high school youth. Duties include preparing the activity and camp spaces for the day's activities, keeping the space clean and organized, preparing materials needed for planned activities, supervising Friendship Club youth participating in summer activities
- **BFFY Transportation Coordinator: (1 intern at 1300 hours)** Assists with the coordination of transportation needs for youth to/from program activities for the SAFE, NEO and TFC programs. Duties include communicating with staff and parents about transportation needs, driving youth to/from program activities and important appointments using company vehicle, specifically picking up youth from school and bringing to the NEO and TFC after school programs, transporting youth to off-site activities, and driving SAFE clients to/from important appointments (i.e., medical, employment interviews, social services, etc.).
- **BFFY Fund Development Assistant: (1 intern at 2080 hours)** Provides administrative support to the Fund Development team. Duties include maintaining and updating grants calendar, maintaining grant files and records, data entry into donor database, supporting donor correspondence and outreach activities, assisting with events, and supporting marketing and outreach efforts.
- **Administrative Assistant: (1 intern at 1820 hours)** Assists with the organization's day-to-day operations in an administrative and clerical capacity. Duties include working the reception desk by answering phones, welcoming and directing visitors to their on-site engagements, scheduling meetings, preparing documents, maintaining physical and digital filing systems, keeping office supplies stocked and organized, keeping BFFY spaces tidy and organized, laundering and organizing clothing donations for the BFFY Youth Clothes Closet.

Other opportunities and examples of current internships and partnerships through Connecting Point:

- **KVMR Radio Station (3-month internship/480 hours, 4 Interns per year):** Youth interns at KVMR Community Radio assist with daily station operations, including logging playlists, updating databases, and supporting live broadcasts. They help produce digital and social media content, assist with community outreach and events, and contribute creative ideas for youth-oriented programming. Interns also gain hands-on experience shadowing broadcasters and participating in regular check-ins to reflect on their learning.
- **Sammie's Thrift Shop (3-month internship/480 hours, 8 Interns per year):** Youth interns at Sammie's Friends Thrift Store greet customers, assist with donations, and help sort and organize clothing, books, and household items. They support store displays and maintain a clean, welcoming environment. Interns also gain hands-on experience in basic retail operations and customer service.

- **Daily Care & Feeding:** Monitoring animal health, preparing feed rations, and ensuring proper hydration.
- **Health & Wellness Checks:** Observing for signs of illness or injury, administering basic treatments, and assisting with veterinary visits when needed.
- **Facility & Equipment Maintenance:** Cleaning pens, maintaining fencing, and ensuring safe living conditions for the animals.
- **Husbandry & Handling:** Learning low stress handling techniques, assisting with weight tracking, and managing rotational grazing strategies to maintain pasture health.
- **Agribusiness Fundamentals:** Understanding the economics of livestock production, tracking costs, and analyzing market trends for animal sales.

Forestry Products Unit (Sawmilling & Processing) Students working in the forestry products unit will focus on sustainable wood processing, from raw timber to finished lumber, including:

- **Milling Rough-Cut & Dimensional Lumber:** Observing a sawmill to process logs into usable boards while learning about grading and lumber quality standards.
- **Processing & Drying Techniques:** Stacking and preparing wood for drying to prevent warping and increase durability.
- **Safety & Equipment Operation:** Proper handling of sawmill tools, log loaders, and protective gear to ensure a safe work environment.
- **Production for CTE Programs:** Observing the milling of boards used for district-wide CTE programs, providing materials for construction, woodshop, and other hands-on learning courses.
- **Sustainability & Environmental Awareness:** Understanding sustainable forestry practices, responsible logging, and local wood product application

Section 3: Youth Recruitment/Development (15 points)

● **How will the municipality plan to recruit youth? Which partners will you be leveraging for recruitment, where and how will you advertise opportunities? If your program is referral-based, please include the name of the referral organizations and the primary audience.** Using current pathways like Alliance for Workforce Development (One-Stop Career Center), Connecting Point, and BFFY, youth and young adults who connect with the agencies will be made aware of opportunities. Our webpage allows interested youth and mentors or employers to learn about the program and to express interest and apply with ease. [Employment Services - Connecting Point](#) Nevada County Human Resources has a robust Internship Program that will be leveraged to provide placements across a variety of departments and programs. We will utilize public relation best practices such as 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 and/ or experiencing homelessness and at Connecting Point. With the addition of the County Economic Development Office as a partner, we will expand opportunities to youth who find it difficult to participate in internships during the school year and create additional diverse summer opportunities. This program has coordinated entry pathways with a warm handoff process for our partners to ensure youth are connecting to the appropriate partner and resource efficiently.

● **If you would like to propose your own priority criteria for participants in this program for CaliforniaVolunteers approval, please do so in this section.** Not applicable.

● **What type of wrap around services, if any, is the municipality or subgrantee planning to offer youth? Please indicate how these services will be delivered and tracked.** Comprehensive case management and career

counseling, job employment workshops, resume writing, entrepreneurial skills, tutoring/ study assistance, skills assessments, goal setting and revision will be offered to all participating youth in the program. Life and soft 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, work appropriate clothing or footwear, and transportation may be offered to reduce barriers. Referrals to other services and social support will also be offered. Connecting Point utilizes a database to track all services provided. For youth who will intern through Bright Futures for Youth, they will be offered a formal Strengths Assessment following the Clifton Strengths model. This assessment and ongoing training and coaching will be provided so youth can learn how to use their individual strengths to succeed at work. The County is already set up to track students through their Human Resources Office. Similarly, the NJUHSD Human Resource Office is set up to track student interns for the Ranch project. BFFY tracks services, including wrap services in their database.

● **What wage will youth be paid? What length of time and how many hours do you anticipate the youth serving?** We intend to pay a minimum of \$16.50 hour for lower skilled employment positions, and higher wages for positions requiring more training or specialized skills. This flexibility allows us to be responsive and supportive to meet the needs of employers and youth participating in the program. Youth will be trained and will be employed at a minimum of 3 months to one year for other positions; summer opportunities will vary in length. BFFY summer positions have the possibility to become year-round after school positions. Positions may be extended if it is a good fit for both employer and participant, with potential for long-term employment. Hours will vary and are approximate in the section above, which outlines the kinds of opportunities that youth will have; not all opportunities are outlined as Nevada County has many options for youth and prefers to allow for choice.

Section 4: Metrics/Outcomes (10 points)

● **Can the municipality provide the required metrics listed above to CaliforniaVolunteers? If not, please indicate which metrics the city is unable to provide.** Yes, we can.

● **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 at least 112 youth over the life of this grant. Utilizing a shared data platform, we can track data related to number of participants being served, risk factors, breakdown of pay rates, race and ethnicity, intakes by month, preferred language, and the breakdown between our eastern and western parts of our county. We can also see shared notes that can assist with warm handoffs and timely connection to other services as needed. Partners will meet at least monthly to discuss program efficiency. Our goal is to use data as much as possible to ensure excellence, access, inclusiveness and diversity.

Section 5: Budget/Staffing/Communications (25 points)

● **What is your proposed staffing plan for the program? Please include municipality staff and subgrantees, if any, and briefly describe their role in the program execution.**

BFFY runs various youth programs such as the Friendship Club, NEO, SAFE and Friday Night Live/Club Live. The Friendship Club provides year-round academic, social, and emotional support to ensure basic needs and access to services at risk youth. NEO provides support and educational opportunities by providing a safe space outside of school with a drop-in center for youth in grades 6-12 and up to age 25. SAFE provides support and services to youths 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 will require department supervisors to train youth interns on the job, help address barriers to fulfilling their internships, help interns identify a path to permanent employment after the internship ends, and to provide overall supervision on the job. This includes BFFY staff supervising and training interns as follows: Kitchen Manager- for the Kitchen Assistants in the Kitchen and Nutrition Program, NEO and Friendship Club Program Managers- for the NEO and Friendship Club Program Coordinators, Program Assistants, and Summer Program Assistants for their respective

programs, TFC Program Manager- to supervise the TFC youth, Development Director- for the Fund Development Assistant, and Office Manager for the Administrative Assistant. The Associate Director will provide general oversight of the Youth Service Corps Program, including implementation of policies and procedures, and ensuring timely grant reporting. The Associate Director will also supervise all BFFY employees training and supervising youth interns and will assist with connections to other community partners and participate in partner meetings.

Connecting Point will require an Employment Skills Manager, HR/Payroll Specialist, Accountant and Navigators. The Employment Skills Manager will provide oversight of the program, management of the referral process and waiting list, and coordinate with outside agencies to provide outreach and engagement. The HR/Payroll specialist will provide oversight of timesheets, create consistency and structure to the hiring process, be the Employer of Record for each subsidized employee, administer payroll, and manage the liability of each participant in off-site subsidized employment, they will also provide wrap services such as training and support. The Navigators will meet to create an individualized plan to ensure that their goals can be met. This will consist of an initial assessment will assist each participant identify their own interests, long-term career goals, education, relevant work experience, strengths, and barriers to achieving their employment goals. Further, they will provide on-going support for the participant and the employer and complete monthly evaluations for the performance of the employee as well as the employer. This position will also provide classes to address “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. The Navigators support improving each person’s resume writing, interviewing, and networking skills. The accountant will be needed to administer the contract and oversee fiscal tasks. Navigators will address barriers to successful employment and provide a network of referrals to participants to connect with community resources, collaborate with other agencies, and to support each participant.

County staff will include wrap time for our Economic Development Manager and the Career Technical Education and Youth Leadership Development Project Coordinator to coordinate the summer youth programs in partnership with Sierra College, the Wolf Creek Care Center, and the Nevada Union High School District Ranch Project, and other business partners. It also includes time to develop additional opportunities and wrap services such as assessment and job skills training and services to the youth.

County Administration staff will create and manage contracts, collect data, submit required reports and claims, participate in State and partner meetings and assure excellent program service delivery.

- **What amount of funding is your municipality requesting?** \$1,499,471. Please see attached budget document.
- **How many youth will be able to participate in the program with this amount of funding?** 112 youth total.
- **Does your municipality commit to using California Volunteers developed branding and orientation for this program and participating in California Volunteers- organized events, training, and activities as requested?** Yes, we do.

Exhibit B - Budget Detail

Applicant:	Nevada County
Contact information	Tamaran Cook, Program Manager, Tamaran.cook@nevadacountyca.gov

I - A. Administration (Must Not Exceed 10% of Total Award)				
Items	Description	Calculation	Total Budget	% Allocation Cross Check
Administrative Costs	Indirect operating costs needed to support the program.		\$ 58,925.10	
Total			\$ 58,925.10	6.03%

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
NEO Program Manager @ .35 FTE	Trains and Supervises NEO interns	\$26/hr + \$5.20/hr fringe and medical benefits (20%) = \$31.20/hr x 520 hrs	\$ 16,224.00	
TFC Program Manager @ .35 FTE	Trains and Supervises TFC interns	\$26/hr + \$5.60/hr fringe and medical benefits (20%) = \$31.20/hr x 520 hrs	\$ 16,224.00	
Development Director @ .10 FTE	Trains and Supervises FD Assist intern	\$38.46/hr + \$6.15/hr fringe and medical benefits (16%) = \$44.61/hr x 416 hrs	\$ 18,557.76	
Accountant	Salary	\$88,322 x .25 FTE	\$ 22,080.50	
Accountant	Benefits	\$22,080.50 x 40.06%	\$ 8,846.03	
Capital Expenses	2 laptops & peripherals at \$1500 each	\$1,500 x 2 laptops	\$ 3,000.00	
Supplies	Equipment & Supplies	Estimate as needed	\$ 3,000.00	
Total			\$ 87,932.29	15.03%

II. Youth Service Corps Fellow Wages (must be at least 50% of grant amount)				
# Requested	Hourly Salary	# of Hours	Total Budget	% Allocation Cross Check
Participant Wages (37)	\$17.50	390	\$ 252,525.00	
Participant Wages(20 participants - 20 hours for 8 weeks) 2026	\$16.90	160	\$ 54,080.00	
Participant Wages(20 participants - 20 hours for 8 weeks) 2027	\$18.00	160	\$ 57,600.00	
Kitchen Assistants (1)	\$17.50	1040	\$ 18,200.00	
NEO Program Assistants (1)	\$18.00	1456	\$ 26,208.00	
NEO Summer Assistants (2)	\$17.50	250	\$ 8,750.00	
TFC Program Assistants (2)	\$17.50	1337.14	\$ 46,800.00	
TFC Summer Program Assistants (1)	\$17.00	257.35	\$ 4,375.00	
Fund Development Assistant (1)	\$20.00	2080	\$ 41,600.00	
Administrative Assistant (1)	\$18.00	1820	\$ 32,760.00	
86.00			\$ 542,898.00	55.56%

III. CaliforniansForAll Youth Workforce Fellows - Other Fellow Costs			
Items	Description	Calculation	Total Budget
FICA for Fellows	FICA 6.2%, Mcare 1.45% = 7.65%	\$178,693* 7.65%	\$ 13,670.01
FICA for Fellows	FICA 6.2%, Mcare 1.45%, CA Unemployment 6.93%, ETT 0.1%+ 14.68%	\$364,205 x 14.68%	\$ 53,465.29
Worker's Compensation	Required Insurance	178,693 x 2.05%	\$ 3,663.21
Worker's Compensation	Required Insurance	\$364,205 x 3.2%	\$ 11,654.56
Health Care	For eligible Fellows	\$600 x 11 months x 2 Full Time Interns	\$ 13,200.00
Total			\$ 95,653.07

IV. Program Wrap-Around Services (Not to Exceed 40% of Total Award)				
Items	Description	Calculation	Total Budget	% Allocation Cross Check
Support to Fellow for job skills training and supports	Wrap staff - salaries and benefits- \$75.25 per hour + \$58.91 benefits = \$134.16 - 354 hours	\$134.16 x 354 hrs	\$ 47,492.64	
Support to Fellow for job skills training and supports	Wrap staff - salaries and benefits- \$38.73 per hour + \$29.92 per hour benefits = \$68.65 - 358 hours	\$68.65 x 358 hrs	\$ 24,576.70	
Strength Assessments	Strength assessments for interns- 9 interns	\$20 per intern x 9	\$ 180.00	
Strengths Coaching	Strengths coaching for interns	\$75/hr per intern X 18	\$ 1,350.00	
Training for Program Assistants	Online Youth Development Training	\$300 x 4 interns	\$ 1,200.00	
Misc Wrap Services	Training and Support TBD	per fellow/per class TBD	\$ 5,425.03	
Participant Navigator	Navigators	\$67,337.00 x .5 FTE	\$ 33,668.50	
Benefits for Wrap Services Staff	Benefits & Taxes	45.57%	\$ 15,341.74	
Program Manager	Skills Manager	\$111,588.00 x .25 FTE	\$ 27,897.00	
Benefits	Benefits & Taxes	36.38%	\$ 10,148.93	
Human Resources Support	HR Staff	\$67,337 x .25 FTE	\$ 16,834.25	
Employee Benefits	Benefits & Taxes	45.57%	\$ 7,670.87	
Total			\$ 191,785.66	19.6%

Total Budget Request	\$ 977,194.12
Total # of Fellows	86

List of Partners		
Partner	Status (Proposed or Secured)	Contractual Amount
Connecting Point	proposed	\$ 585,507.00
Bright Futures for Youth	proposed	\$ 289,867.97
Economic Development	proposed	\$ 75,072.00
County		\$ 26,747.03
Total		\$ 977,194.00

EXHIBIT C
Budget Payment Provisions

**California Volunteers,
Youth Service Corps
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 Gaolou.Yang@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.

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

Municipalities will be required to report the following metrics and demographic data monthly to California Volunteers through the cloud-based platform America Learns or in any other format or method specified by California Volunteers.

- Number of applications submitted for the program – (aggregated per municipality in monthly report)
- Number of open positions in the program – (aggregated per municipality in monthly report)
- Number participants in the program – (aggregated per municipality in monthly report)
- Number of participants serving in each identified focus area: Climate, Food Insecurity, Education, Public Service, and Other – (aggregated per municipality in monthly report)
- Number of participants actively serving as of the last day of the reporting period - (aggregated per municipality in monthly report)
- Number of participants in a summer specific program, if applicable – (aggregated per municipality in monthly report)
- Number of participants completing the program and/or exiting early for compelling or non-compelling reasons – (aggregated per municipality in monthly report)
- Total program hours served during the month of reporting – (aggregated per municipality in monthly report)
- Number of participants who identified as low-income – (aggregated per municipality in monthly report)
- Number of participants who identified as justice-involved – (aggregated per municipality in monthly report)
- Number of participants who identified as in or transitioning from foster care – (aggregated per municipality in monthly report)

Exhibit D

California Volunteers - Reporting (Metrics, Deadlines and Process), Invoicing, Service Events and/or Member Convenings, Programmatic and Fiscal Document Retention

- Number of participants who identified as engaged with the mental health or substance abuse system – (aggregated per municipality in monthly report)
- Number of participants who identify as homeless or formerly homeless – (aggregated per municipality in monthly report)
- Other metrics as determined by California Volunteers

Municipalities will be required to conduct a California Volunteers-developed baseline exit survey with participants within 14 days of planned program exit (while still in service) and provide requested information in a format and method to be specified by California Volunteers.

Additionally, municipalities agree to make participant contact information available to California Volunteers as requested to use in program communications including, but not limited to:

- Name
- Zip code
- Phone number
- Email address
- Program completion status
- Other relevant information/data/stories

Reporting Deadlines:

Report	Reporting Period	Reports Due
Program	Monthly	The last day of the following month.
Narrative	Quarterly	The last day of the third month of the quarter,
Member	Ongoing	As members are onboarded and exited
Host Site	Ongoing	As host sites are onboarded and exited
Survey	Ongoing	As members exit program

Exhibit D

California Volunteers - Reporting (Metrics, Deadlines and Process), Invoicing, Service Events and/or Member Convenings, Programmatic and Fiscal Document Retention

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:

Municipalities will be required to report the following metrics and demographic data monthly to California Volunteers through the cloud-based platform America Learns or in any other format or method specified by California Volunteers.

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.

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:

Municipalities agree to incorporate California Volunteers' materials into the onboarding and offboarding process and commit to having participants join at least one California Service Corps convening annually, as requested by 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

Exhibit D

**California Volunteers - Reporting (Metrics, Deadlines and Process), Invoicing,
Service Events and/or Member Convenings, Programmatic and Fiscal Document
Retention**

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.