



RESOLUTION No. 24-317

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

RESOLUTION APPROVING EXECUTION OF STANDARD AGREEMENT NUMBER JP2014-GF1 FROM THE CALIFORNIA VOLUNTEERS FOR YOUTH WORKFORCE DEVELOPMENT PROGRAM IN THE AMOUNT OF \$1,327,318 FOR THE TERM OF APRIL 19, 2024, THROUGH DECEMBER 31, 2025

WHEREAS, under this Agreement, the State of California is providing Nevada County Department of Social Services the grant award of \$1,327,318; and

WHEREAS, the overall objective will be to develop a Youth Workforce Program with community partners to strengthen Nevada County's capacity to address key areas of climate, food insecurity, education, and public service. Services will be provided in Western and Eastern County.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Nevada, State of California, that the Standard Agreement No. JP2014-GF1 by and between the County and the California Volunteers for CaliforniansForAll Youth Workforce Development Program which provides funding in the amount of \$1,327,318 for the term of April 19, 2024, through December 31, 2025 be and hereby is approved in substantially the form attached hereto, and that the Chair of the Board of Supervisors be and is hereby authorized to execute the Agreement on behalf of the County of Nevada.

Funds to be deposited into revenue account: 1589-50105-494-5001/440450

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 25th day of June 2024, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Edward C. Scofield, Lisa Swarthout, and Susan Hoek.

Noes: None.

Absent: Hardy Bullock.

Abstain: None.

Recuse: None.

ATTEST:

TINE MATHIASSEN

Chief Deputy Clerk of the Board of Supervisors

By: 



Heidi Hall, Vice Chair

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

JP2014-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

County of Nevada

2. The term of this Agreement is:

START DATE

April 19, 2024

THROUGH END DATE

December 31, 2025

3. The maximum amount of this Agreement is:

\$1,327,318.00 or One Million, Three Hundred Twenty-Seven Thousand, Three Hundred Eighteen 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	6
Exhibit B	Budget Detail and Payment Provisions	1
Exhibit C *	General Terms and Conditions*	Online
+ -	Exhibit D	California Volunteers' Reporting, Invoicing, Service Events and/or Member Convenings, Programmatic and Fiscal Document Retention
		4

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

STATE

CA

ZIP

95959

PRINTED NAME OF PERSON SIGNING

Hardy Bullock

TITLE

Nevada County Board of Supervisors Chair

CONTRACTOR AUTHORIZED SIGNATURE



DATE SIGNED

06/27/2024

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

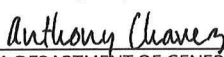
Anthony Chavez

TITLE

Director of Operations

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DocuSigned by:



DATE SIGNED

6/27/2024

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

Exhibit A Scope of Work

2023 #CaliforniansForAll Youth Service Corps Application CV23-112

Name: Nevada County Social Services, Tamaran Cook
Title: Program Manager
Email: Tamaran.cook@nevadacountyca.gov
Phone Number: 530-265-7160

On Behalf of Nevada County

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 will continue to increase living wage employment opportunities for under resourced youth by creating and increasing career and technical education pathways in sectors that address climate, food insecurity and preventing food waste, education, and public service. We will utilize a shared data platform to strengthen and leverage community partnerships and enhance positive outcomes for youth. Subcontractors 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 utilized to best support the youth.

Section 2: Program Design (50 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.** Our intention is to use current partnerships and leverage and create additional partnerships with local nonprofit and municipal organizations who address food insecurity, climate change, education, and public service. Our goal is to provide as many opportunities as we can for youth. Partnerships to help alleviate food insecurity and food waste will include Sierra Harvest, local food banks, Sierra Community House, 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), Fire Safe Council of Nevada County, California State Parks, Wildlife Rehab and Rescue, Tahoe Truckee National Forest, Truckee Trails foundation, and Waste Management, and we will explore opportunities within Nevada County's Environmental Health Department.

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 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 beatification 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 opportunity is 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.** Nevada County will partner directly with two CBOs who have experience in running youth workforce development programs and who are current, successful sub-contracted partners with Nevada County for the 2021 CaliforniansForAll Youth Jobs Corps Program. Our partners are Connecting Point/ 211 (CalWORKS Subsidized Employment Contractor) and Bright Futures for Youth (BFFY).

The current subcontractors for the 2021 Youth Jobs Corps Program, as of December 31, 2023, have placed 107 youth in to paid positions and provided training to 104 youth in just one year in our local program, paying out over five hundred eighty-one thousand dollars to youth participants. The feedback has been very positive. Youth have said, "Working at Bright Futures for Youth made me realize how much I enjoy working with children," says Carroll, 18, who changed her major to education after working as a camp counselor this past summer thanks to the workforce grant. "It gave me experience in the field I hope to work in. I learned how to keep children calm in stressful situations. I really enjoyed working with the kids." Feedback from a youth participant said, "We started looking into this program because my son had gone through a lot of trials, a few of his friends and a very close teacher to him had passed away. He was really struggling, he had had knee surgery, and he lost his senior year of sport, which was really important to him, and at the same time, he had lost his coach as well, because he was not around that mentor anymore. We were looking into something where we could maybe have someone mentor him, and he didn't have a resume, or a bank account, or any of the things that he needed to have to begin to be successful in that process. We called Connecting Point, and were connected with the Youth Jobs Corps program, as soon as he had started with the program, his whole demeanor changed, he went from being uninterested in doing anything, to being really focused with schoolwork. He was supported in creating a great resume, he did interview preparation and was able to feel really prepared for his interview process. He got the job, and was really positive, and we have our son back now! It's been a wonderful experience, he loves his job, everything has been really positive. It's just changed his whole life!"

Working together, these two partners created a Culinary Academy called Fresher Futures. This is a partnership that also includes other local organizations such as, Interfaith Food Ministries, Impact Foundry, and the local Jewish Community Center. Interns who are interested in the culinary field can learn how to create on the go meals that can be distributed and served to food insecure youth and families in our community.

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.

Bright Futures for Youth (BFFY) has been an anchor for youth and families in the community for over 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.

● **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.**

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

Employment with Sierra Harvest, Interfaith Food Ministry, food banks, Bright Futures for Youth Culinary Program, and the farmer's markets- These activities could include 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 youths 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 the Social Services field.

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, 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.

Municipalities and the arts sectors could provide entry level positions in administrative skills, media communications, 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 (6-12th 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?** October 1, 2024; after the end of our current 2021 #CaliforniansForAll Youth Service Corps contract.

● **Are you planning on using this funding for a summer employment program?**

- BFFY will employ summer interns across their programs. The Friendship Club holds numerous activities, workshops, and events throughout the summer, as well as five summer camps for girls in 6-12th grades. Interns will learn valuable skills in administration and leadership as they assist staff during these camps, workshops, and field trips throughout the summer. NEO, a program of BFFY, will offer a variety of summer events and will hold their annual day camp in collaboration with the Grass Valley Police Department, where interns are employed in supervision and leadership. Interns seeking basic experience in case management and social work would be employed to help homeless clients in the SAFE program and other at-risk youth served by BFFY programs and services. Additional administrative internships will be offered in office management, fund development, marketing, after-school programs, and school-based outreach programs.
- Connecting Point offers year-round internship opportunities and has an increased number of applicants during the summer months for those youth who are out of school. CP will not have a specific focus for summer employment programs.

Section 3: Youth Recruitment/Development (20 points)

● **How will the city or county recruit youth?** Using current pathways like Alliance for Workforce Development, Connecting Point, and BFFY, youth and young adults who connect with the agencies will be made aware of opportunities. Our current YJC partner, Connecting Point, created a webpage that 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 also has a robust Internship Program that will be leveraged to provide placements across a variety of departments and programs. 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 has a 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 participating 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, work appropriate clothing or footwear, and transportation may be offered to reduce barriers. Referrals to other services and social supports will be offered as well. For youth who will be employes 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.

● **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 \$16-20/ hour for lower skilled employment positions, and higher wages for those positions requiring more training or specialized skills. This flexibility allows us to be responsive and supportive to meet the needs of employers and young people participating in the program. Youth will be trained and may be employed anywhere from a few weeks for summer activities to one year for other positions. BFFY summer positions have the possibility to become year-round after school positions. Positions may be extended 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 75-100 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 lead to warm handoffs or 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 inclusivity and diversity.

Section 5: Budget/Staffing/Communications (20 points)

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

BFFY runs various youth programs. They have 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 with 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 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 program directors/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 the Kitchen Manager for the Culinary Program, and the SAFE, NEO, Friendship Club, and Friday Night Live/Club

live Program Managers or Coordinators. The Associate Director will provide general oversight of the Workforce 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 connection to other community partners and participate in partner meetings.

Connecting Point would require an Essential Skills Trainer/Employment Specialist, two Navigators, and HR/Payroll Specialist. The Essential Skills Trainer/Employment Specialist would provide career counseling and 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. The ES Trainer/Employment Specialist will meet to create an individualized plan to ensure that their goals can be met and would 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 would 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 in improving each person’s resume writing, interviewing, and networking skills. Navigator would address barriers to successful employment. Navigators would provide a network of referrals to participants to connect with community resources, collaborate with other agencies, and to support each participant. The HR/Payroll specialist would 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.

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

- **Does your city/county commit to using California Volunteers developed branding for this program and participating in CaliforniaVolunteers-organized trainings/curriculum, if asked? Yes**
- **What amount of funding is your city/county requesting? \$1,327,318.00 Please see attached budget document.**

How many youth will be served with this funding? 75-100

Exhibit B Budget Detail

CaliforniansForAll Youth Service Corps				
Applicant:	Nevada County			
Contact information	Tamaran Cook 530-265-7160			

I - A. Administration (Must Not Exceed 10% of Total Award)				
Items	Description	Calculation	Total Budget	% Allocation Cross Check
Administrative Costs	Partners and County Administration staff is needed to		\$ 129,536	
Total			\$ 129,536	9.8%

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 Staff	hiring staff, General supervision of wrap staff		\$ 207,316	
Supplies			\$ -	
Capital Expenses	omputer Equipment for Fellow use		\$ 3,600	
Data tracking IS Assistance	ort for shared data base and reports		\$ 15,000	
Total			\$ 225,916	26.78%

II. Youth Service Corps Fellow Wages (must be at least 50% of grant amount)				
# Requested	Hourly Salary	# of Hours	Total Budget	% Allocation Cross Check
18	\$18.00	16,780	\$ 304,640	
			\$ -	
62	varies	Varies	\$ 442,000	
80.00			\$ 746,640	56.25%

III. CaliforniansForAll Youth Workforce Fellows - Other Fellow Costs			
Items	Description	Calculation	Total Budget
FICA for Fellows			\$ 66,505
Worker's Compensation	Require Insurance		\$ 15,774
Health Care	For eligible Fellows		\$ 12,000
Retirement			
Youth Supports	Fellow barrier removal supports such as transportation		\$ 2,500
Total			\$ 96,779

IV. Program Wrap-Around Services (Not to Exceed 40% of Total Award)				
Items	Description	Calculation	Total Budget	% Allocation Cross Check
Contractual Services	Strengths Based assessment for fellows		\$ 360	
Staff Time	Support to fellows for job skills training and support, a		\$ 128,087	
			\$ -	
Total			\$ 128,447	9.7%

Total Budget Request	\$ 1,327,318.00
Total # of Fellows	80

List of Partners		
Partner	Status (Proposed or Secured)	Contractual Amount
Bright Futures for Youth	Proposed with existing contract	\$ 524,961.00
Connecting Point	Proposed with existing contract	\$ 758,357.00
Total		\$ 1,283,318.00

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 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
- Number of youth who report an interest in a career in public service after one year of employment

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

- 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.

Invoicing Deadlines:

Exhibit D

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

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.