



---

1400 10<sup>th</sup> Street, Second Floor ■ Sacramento, CA 95814 ■ (916) 323-7646 phone ■ (916) 445-8317 fax

[CaliforniaVolunteers.CA.GOV](http://CaliforniaVolunteers.CA.GOV)

# 2023-2024 #CaliforniansForAll Youth Service Corps



---

## REQUEST FOR APPLICATIONS

SOLICITATION NUMBER: # CV23-113

# Applications due February 2, 2024

## CONTACT INFORMATION

Josh Lord

Phone: 916-261-6621

Email: [Funding@cv.ca.gov](mailto:Funding@cv.ca.gov)

## OVERVIEW

<b>State Entity Name:</b>	<b>California Volunteers</b>
<b>Funding Opportunity Title:</b>	<b>#CaliforniansForAll Youth Service Corps</b>
<b>State Funds:</b>	<b>General State Funds 0650-0001-001</b>

**Disclosure:** Funds requested under this opportunity are subject to applicable federal laws, rules, and regulations. References to specific regulations will be linked to e-CFR at [www.ecfr.gov](http://www.ecfr.gov).

### Important Information:

- Proposals are due to California Volunteers at 5:00 p.m. Pacific Time on Friday, February 2, 2024. All submissions must be submitted to [Funding@cv.ca.gov](mailto:Funding@cv.ca.gov) and have the RFA # CV23-113 in the subject heading. No proposals will be accepted after the deadline. The receipt of application is the timestamp when the proposal arrives in the [funding@cv.ca.gov](mailto:funding@cv.ca.gov) inbox.
- Applicants will be notified if their application has been accepted in Spring 2024.
- This funding opportunity has \$58,459,459 available to the 13 largest California cities by population.

### Our Purpose:

Authorized through the federal Serve America Act (2009) and Executive Order S-24-06, California Volunteers is the State Service Commission for California. California Volunteers is responsible for engaging Californians in service, volunteering, and civic action to tackle our State's most pressing challenges and lift-up all communities.

The #CaliforniansForAll Youth Service Corps is a Governor's initiative administered by California Volunteers in partnership with cities across California. The purpose of this initiative is to increase youth employment, develop youth interest in and experience towards a career, and to

strengthen municipal capacity to address key areas of climate, food insecurity, education, and public service.

**Authority:**

Assembly Bill 102, Budget Act of 2023, Chapter 38, Statutes of 2023

**APPLICATION TIMELINE**

Milestone	Date
Application Released	December 5, 2023
Application Deadline	February 2, 2024
Application Approval	After March 1, 2024
Earliest Program Start	Upon contract signing
All funds must be expended	December 31, 2025

*\*This timeline is subject to change*

**EVALUATION FOR AWARD**

The following information is provided for the Technical Score Evaluation phase only. For this RFA solicitation there will be two phases to the evaluation of applications:

- Phase 1: Administrative Evaluation (Pass or Fail)
- Phase 2: Application Questions (Pass or Fail)

OPR will convene a panel to conduct an evaluation of the technical areas of the application, by an evaluation panel consisting of OPR staff. If deemed necessary, other subject matter experts in civil service, independent academic, technical or policy experts may be called upon to be a part of the evaluation team.

1. If no applications are received offering a price that in the opinion of OPR is reasonable, OPR is not required to award an Agreement.
2. The grant document(s) shall be signed by the selected awardee and returned within ten (10) working days of receipt.
3. No work may begin on the grant prior to the signing and completion of all grant documents

#### NOTICE OF RECOMMENDED AWARDS

1. Notice of Recommend Awards will be posted in a public place in the lobby on the 1st Floor of the Office of Planning and Research building located at 1400 Tenth Street, Sacramento, California 95814 for five (5) business days prior to awarding the Agreement.
2. In addition to the public posting at the above-mentioned location, the notice will simultaneously be posted online for the same five (5) business days on the [California Volunteers Grants & Funding](#) webpage for this solicitation.
3. The awardee(s) as well as the applicant(s) who are not being awarded will be notified via email.

#### POST-AWARD REQUIREMENTS

Prior to execution of the grant and at OPR's sole discretion, the selected awardee must comply with the following in a manner acceptable to OPR:

1. If the awardee refuses sign the grant document(s), then OPR may award the contract to the next ranking applicant. Awardee shall be signed by a representative of their organization and returned within ten (10) calendar days of receipt. Due to time sensitivity matters in relation to the nature of the work, OPR is requesting the awardee sign and return the agreement to OPR as soon as possible.

Failure to comply with any post-award requirements may result in cancellation of the award. In that event, OPR reserves the right to award the grant to the next ranking applicant. OPR is not obligated to make an award, and reserves the right to cancel the solicitation if needed.

## PROGRAM DESCRIPTION AND GOALS

### A. Program Description

Within the Office of the Governor, **California Volunteers** (CV) serves as the State Service Commission responsible for promoting service and volunteerism. California Volunteers' mission is to empower and mobilize Californians to actively help tackle state and local challenges through volunteer and service action. Since 1993, the office has successfully addressed many state and local challenges by investing in service solutions, while leveraging public, private, and nonprofit resources.

The # **CaliforniansForAll Youth Service Corps** is a Governor's initiative administered by California Volunteers in partnership with California cities and counties. This program will bring together youth across the state to help address urgent challenges in their communities, while simultaneously learning key skills and earning money to help create career pathways.

Beginning in Spring 2024, cities will recruit, train, and place high need youth at positions in a new or existing youth workforce development program. Each city is responsible for selecting or creating these positions and recruiting, placing and managing youth. Cities are encouraged to sub-grant to existing community-based organizations (CBOs) with the capacity to manage these programs in areas where feasible. Programs may run continuously or be structured as intermittent summer programs. Regardless of length of program, all positions must be 50-100% full-time equivalents (FTE).

California Volunteers is making available \$58,459,459 for the 13 largest cities in California. Please see the funding allocation below for the amount awarded to each city. Any city not appearing on the below list and all counties should visit [californiavolunteers.ca.gov/grants](http://californiavolunteers.ca.gov/grants) to view additional funding opportunities. This funding represents the 2023-2024 budget year allocation and must be expended by Dec 31, 2025. Funding for fiscal year 2024-2025 will be allocated via a budget amendment during 2024.

Los Angeles	\$20,891,978
San Diego	\$7,590,985
San Jose	\$5,321,342
San Francisco	\$4,613,759

Fresno	\$3,014,593
Sacramento	\$2,874,428
Long Beach	\$2,541,924
Oakland	\$2,327,430
Bakersfield	\$2,265,394
Anaheim	\$1,822,753
Stockton	\$1,773,664
Riverside	\$1,740,075
Irvine	\$1,681,134

## B. Program Goals

The program has three primary goals:

- a. **GOAL 1:** Increase youth employment
- b. **GOAL 2:** Develop career pathways
- c. **GOAL 3:** Strengthen city/community capacity to address key areas of food insecurity, climate, education, and public service

## C. Eligibility

This funding opportunity is open to California cities who are the 13 largest cities by population.

## **PROGRAM DESIGN**

### **A. Structure**

California Volunteers will grant funds directly to cities on a monthly reimbursement basis. Cities can choose to subgrant all or parts of the funding to existing CBOs providing youth workforce development programming. Cities (or subgrantees under supervision of a city) are responsible for selecting or creating opportunities and recruiting, hiring, and managing participants. Funding can be used to create new programming or expand existing youth workforce programs within the requirements of this grant. Programming can be run year-round or as an intermittent summer program. Regardless of program length, all positions must be 50-100% FTE and all funds must be encumbered and expended by the end of calendar year 2025.

### **B. Allowable Grant Activities and Expenses**

Indirect administrative costs incurred by the city or county and/or subgrantee should not exceed 10% of grant amount.

Direct operating costs may not exceed 30% of grant amount. If a grantee chooses to take the 10% administrative cost allowance, direct operating costs may not exceed 20% of grant amount. The combined cost of indirect and direct costs may not exceed 30% of grant amount.

At least 50% of grant amount must be spent on wages for participants. This does not include benefits, employment taxes, or other expenses.

Cities may spend up to 40% of funding on wrap-around services for participants. This can include services like transportation stipends/awards, job readiness training, and case management, or other services likely to help participants succeed in the program and/or gain employment after completion of program. Staff time, either at a municipality or a subcontractor, can only be charged to wrap around services for time staff are providing wrap around services to program participants. Programs choosing to charge staff time to wrap around services must track hours between wrap around services and direct participant supervision.

All participants must receive compensation of at least \$16.00/hr or local minimum wage, whichever is greater.

### **C. Disallowable Activities and Expenses**

Participants may not partake in activities that require high levels of safety precautions. Participants may not partake in activities that require specialized training unless that

training is provided by city or subgrantee. Participants may not be placed at for profit organizations. All expenditures and activities must be in compliance with state funding requirements.

#### **D. Focus Areas**

Cities and counties are highly encouraged to place participants in opportunities in the areas of climate, food insecurity, and education, and public service. For other types of opportunities, cities and counties will describe the opportunity and how it supports local goals.

#### **E. Youth Eligibility Requirements**

All participants must be between 16-30 years of age on their first day of service. Priority should be given to youth who:

- Have not participated in an AmeriCorps program
- May have difficulty finding employment
- Are low-income
- Are unemployed and/or out of school
- Are or were justice-involved
- Are in or transitioning from foster care
- Are engaged with the mental health or substance abuse system
- Are unhoused/housing insecure/at risk of becoming unhoused

Priority applicants (meeting two of above criteria) should make up no fewer than 75% of selected participants. Cities may create their own priority criteria for approval by California Volunteers if the above criteria do not meet city goals pending approval from California Volunteers.

This program is open to youth who are authorized to work in the United States or who are AB 540 CA Dream Act students and immigrant youth who have work authorization including DACA beneficiaries. Programs serving AB 540 CA Dream Act students must receive approval from California Volunteers before placing youth.

#### **F. Metrics/Reporting**

Cities 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.

- Number of youth participating in program
- Number of youth employed in each focus area
- Number of youth enrolled in youth workforce program
- Number of youth completing youth workforce program 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 by California Volunteers 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

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 employed in program who were previously unemployed
- 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

## **Branding**

Cities will be expected to take part in #CaliforniansForAll events/training/and job development programs as requested by California Volunteers and be expected to use California Volunteers developed-branding for the Youth Service Corps. California Volunteers will provide support to cities who wish to engage in a media campaign to show the collective impact of the program. Program coordination among cities and counties is encouraged and will be supported by California Volunteers.

Grantees agree to incorporate California Volunteers created onboarding and offboarding materials into new hire process. Grantees agree to hold at least 1 service member convening per year as requested by California Volunteers.

## **APPLICATION PROCESS AND REQUIREMENTS**

### **A. Application Requirements**

All applicants are asked to respond to the following questions in a 10-page maximum narrative submission organized into sections outlined below. At the start of your narrative, please include the name, title, email, and phone number for the best point of contact in your city as well as the name of the city submitting the application. . Shorter submissions are welcome. Each applicant must also complete and submit the Budget Template document. Applications without both a narrative and budget document will not be considered.

Minimum Qualifications:

Is the applicant a California city among the 13 largest by population.

Section 1: Program Goal (10 points)

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

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.
- 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.
- 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.
- What is the proposed start date for programming from this funding?
- Are you planning on using this funding for a summer employment program?

Section 3: Youth Recruitment/Development (20 points)

- How will the city or county recruit youth?
- If you would like to propose your own priority criteria for participants in this program for California Volunteers approval, please do so in this section.
- What wrap around services, if any, is the city/county or subgrantee planning on offering to youth?
- What wage will youth be paid? What length of time do you anticipate the youth serving?

Section 4: Metrics/Outcomes (10 points)

- Can the city/county provide the required metrics listed above to California Volunteers?
- If not, please indicate which metrics the city/county is unable to provide.
- Are there other metrics you will be collecting to determine success of program? If so, please indicate which metrics.

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

- What is your proposed staffing plan for the program for the city and/or any subgrantees?
- Does your city/county commit to using California Volunteers developed branding for this program and participating in California Volunteers-organized trainings/curriculum, if asked?
- What amount of funding is your city/county requesting? How many youth will be served with this funding?

#### ATTACHMENT – BIDDER DECLARATION (GSPD-05-105)\*

This attachment serves as a summary of who is working on this project and identifies any certifications that may be held by either the prime grantee or any of its subcontractors. If subcontractors are being used on this project, they must be listed on this document. The Grantee must complete, sign, and submit this attachment with their application.

The form can be obtained via the internet by clicking GSPD 05-105 or at DGS Website. It can be also found in the solicitation post of this RFA.

**Application will not be accepted if this required form is not included with the application submission.**

Failure to fully complete and return this attachment with your application will cause your application to be rejected and deemed non-responsive.

#### ATTACHMENT – CA CIVIL RIGHTS LAW CERTIFICATION\*(REQUIRED IF APPLICABLE)

This attachment serves as a statement of compliance with the California Civil Rights Laws and Employer Discriminatory Policies pursuant to Public Contract Code section 2010. This attachment is required in response to solicitations valued at \$100,000 or above. Required if applicable.

**Attachment must be filled out completely and signed. This must be included in your application package.**

#### ATTACHMENT – Youth Service Corps Budget\*

This attachment serves as a cost breakdown for services to be rendered according to the Scope of Work you'll be submitting in your application. This attachment is mandatory to be completed and submitted with your application. **Any application submitted without this attachment shall be automatically rejected. Any cost sheet over the total of \$2,000,000 shall be automatically rejected.**

#### ATTACHMENT – Payee Data Record STD 204\*

This attachment serves as the standard form to add vendors to the Financial Information System for the State of California to receive payments.

**Failure to fully complete and return this attachment with your proposal will cause your proposal to be rejected and deemed non-responsive.**

## ECONOMIC SANCTIONS

On March 4, 2022, Governor Gavin Newsom issued Executive Order [N-6-22](#) (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law.

All prime Grantees and Subcontractors agree by submitting a application in response to this RFA solicitation, they have reviewed Executive Order N-6-22 and shall find they are in compliance with it. OPR, during the Administration Evaluation, will check the Office of Foreign Assets and Controls Sanctions List. Any prime Grantee or Subcontractor found not being in compliance with Executive Order N-6-22 shall have their application automatically disqualified.

By submitting an application, Grantee represents that the Grantee nor any of its Subcontractors are not a target of Economic Sanctions. Should the State determine the Grantee or any of its Subcontractors are a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for rejection of the Grantee's application any time prior to contract execution, or, if determined after grant execution, shall be grounds for termination by the State. See more at the following hyperlink to the online directory: <https://www.gov.ca.gov/wp-content/uploads/2022/03/3.4.22-Russia-Ukraine-Executive-Order.pdf>

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK