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CaliforniaVolunteers.CA.GOV

2023 #CaliforniansForAll Youth Service Corps



REQUEST FOR APPLICATIONS

SOLICITATION NUMBER: # CV23-112

Applications due February 2, 2024

CONTACT INFORMATION

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OVERVIEW

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

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.

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 and have the RFA # CV23-112 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 inbox.
- Applicants will be notified if their application has been accepted in Spring 2024.
- This funding opportunity has \$13,640,541 available to all counties and cities that are not among the 13 largest by population in California.

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
Notice of Intent to Award	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 (100 Possible Points)

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.

Awardees will be selected starting from the highest point scored and working down the list according to scores until California Volunteers hits the funding limit allocated to this RFA solicitation (\$13,640,541). Please note that this may involve the awarding of partial awards.

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. If the selected awardee refuses or fails to sign the grant document(s), OPR may award the grant to the next highest scoring applicant below them.
3. No work may begin on the grant prior to the signing and completion of all grant documents. Likewise, California Volunteers is not liable to reimburse for any work done prior to the execution of the grant.

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 and counties will recruit, train, and place high need youth at positions in a new or existing youth workforce development program. Each city or county is responsible for selecting or creating these positions and recruiting, placing and managing youth. Cities and counties 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 \$13,640,541 for all counties and cities who are not among the 13 largest in the state by population. **Applications may be for up to \$2,000,000 for this solicitation.** This funding represents the 2023-2024 budget year allocation and may be spent upon contract execution in Spring 2024 through December 31, 2025.

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 not among the 13 largest cities by population and all California counties. Eligible cities and counties may choose to apply as a cohort with a coterminous or adjacent municipality.

PROGRAM DESIGN

A. Structure

California Volunteers will grant funds directly to cities and counties 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 and counties (or subgrantees under supervision of a city) are responsible for selecting or creating job 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 fiscal 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 and counties 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/counties may create their own priority criteria for approval by California Volunteers if the above criteria do not meet city/county 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 job training/readiness programs
- Number of youth completing job training/readiness programs
- Number of youth participating in summer program (if applicable)
- Average wage and hours worked of participants across program
- Information/data/member stories as requested 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/counties 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/counties 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 or county as well as the name of the city or county submitting the application. If you are applying as part of a cohort, please include the name of each municipality and contact information at each municipality. 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. Only counties, eligible cities, or cohorts thereof are eligible to apply for this funding. Applications from all other entities shall not be considered.

Additionally, interested applicants are encouraged to complete this [brief interest form](#) prior to submitting an application.

Minimum Qualifications:

Is the applicant a California city, county, or consortia of cities and/or counties?

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?
 - Please complete the attached budget document
 - California Volunteers will consider the number of fellows and grant size request located in the budget document to be final. If you are including these numbers in your narrative as well, please make sure that they match.
 - Please budget from Spring of 2024-December 31, 2025.
 - The line items on the budget document are not all inclusive. Applicants may add additional line items as needed.

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>

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