

File ID: 2026-00737

5/19/2026

[Grant Acceptance and Contract Amendment] Youth Service Corps (YSC): 2026 Grant Agreement Extensions

File ID: 2026-00737

Location: Citywide

Recommendation: Adopt a **Resolution** authorizing the City Manager or designee to: 1) execute a State of California, Department of General Services Standard Agreement in the amount of \$2,472,252 for the Youth Service Corps Program; 2) increase the revenue and expenditure budgets in the Youth Services Corps Grant Project (G02180370) by up to \$2,472,252 (Operating Grants, Fund 2702), 3) conduct all negotiations and execute all other documents, including without limitation applications, agreements, amendments, and payment requests, related to the Youth Service Corps Program; 4) execute an Amendment to the Youth Service Corps (YSC) Grant Agreement (City Contract No. 2025-0740) in an amount not-to-exceed \$226,772 for a new total not to exceed amount of \$461,773 with The Sierra Service Project; 5) execute an Amendment to the Youth Service Corps Grant Agreement (City Contract No. 2025-0735) in an amount not-to-exceed \$178,414 for a new total not to exceed amount of \$385,872 with Improve Your Tomorrow; 6) execute an Amendment to the Youth Service Corps Grant Agreement (City Contract No. 2025-0717) in an amount not-to-exceed \$222,801 for a new total not to exceed amount of \$462,802 with CRE Pathways; 7) execute an Amendment to the Youth Service Corps Grant Agreement (City Contract No. 2025-0736) in an amount not-to-exceed \$171,350 for a new total not to exceed amount of \$383,175 with Urban Strategies Inc.; and 8) execute an Amendment to the Youth Service Corps Grant Agreement (City Contract No. 2025-0715) in an amount not-to-exceed \$200,006 for a new total not to exceed amount of \$400,012 with Humanbulb; and 9) execute an Amendment to the Youth Service Corps Grant Agreement in an amount not-to-exceed \$240,493 for a new total not to exceed amount of \$480,494 with Roberts Family Development Center.

Contact: Kevin Daniel, Workforce Development Manager, (916) 808-7845, kldaniel@cityofsacramento.org; Tiana Jordan, Workforce Development Project Manager, (916) 808-2677, tjordan@cityofsacramento.org; City Manager's Office of Innovation and Economic Development

Presenter: None

Attachments:

1-Description/Analysis

2-Resolution

3-State of California, Department of General Services Standard Agreement

4-Sierra Service Project

5-Improve Your Tomorrow

6-CRE Pathways

7-Urban Strategies

8-Humanbulb

9-Roberts Family Development Center

Description/Analysis

Issue Detail: Within California's Office of the Governor, California Volunteers (CV) serves as the State Service Commission responsible for promoting service and volunteerism. CV's mission is to empower and mobilize Californians to actively help tackle state and local challenges through volunteer and service action.

The Youth Service Corps (YSC), is a Governor's initiative administered by CV in partnership with California cities and counties. This program brings 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.

In June 2024, the City accepted a \$2,874,428 grant from the State of California to implement a YSC program in Sacramento. In June 2025, the City accepted an additional \$3,030,876 grant from the State of California for a total of \$5,905,304. The City's YSC Program has three primary goals:

GOAL 1: Increase youth employment

GOAL 2: Develop career pathways

GOAL 3: Strengthen City/community capacity to address key areas of food insecurity, climate, education and public service

The program also sets a goal of 75% of participants qualifying as Priority Participants which is defined as meeting the following:

- 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; or
- Are engaged with the mental health or substance abuse system.

The City exceeded this goal by reaching 86% Priority Participants. In total there were 250 youth and young adults employed through the program, 150 city interns and 140 at community based

organizations. Residents of each Council District participated, the distribution of participants can be seen in the table below:

Council Districts	%
1	11%
2	19%
3	16%
4	9%
5	8%
6	14%
7	10%
8	7%
Unhoused	6%
Total	100%

Based on the success of the 2025 grantees, staff recommends amending their grant agreements to provide program funding for 2026.

The Sierra Service Project.

The Sacramento Sustainability Academy (SSA) is a paid workforce development program for 18 youth and young adults ages 16-30 that builds career pathways in climate action, food security, energy efficiency, and sustainable design/manufacturing. Delivered through two cohorts led by program alumni, SSA combines hands-on service-learning projects in priority neighborhoods with technical training, leadership development, and entrepreneurship. Participants work on urban agriculture, home energy efficiency retrofits, and sustainable manufacturing projects while receiving wraparound support and coaching. The program increases youth employment, strengthens community capacity, and creates a pipeline into clean and green careers aligned with the City’s workforce and climate goals.

2025 Award: \$235,002

Outcomes: 21 participants serving 6,067 work hours

2026 Proposed Award: \$226,771

Improve Your Tomorrow

Improve Your Tomorrow’s Pathways to Success program provides paid summer internships for 40 young men of color ages 18-25 in public policy offices and nonprofit organizations focused on food security, climate, education, and public service. The program pairs participants with workplace mentors and IYT case managers, delivers professional skills training, and offers wraparound support such as transportation stipends, laptops, and professional attire. Through hands-on work experience and civic engagement, participants build workplace skills, strengthen college persistence, and

develop clear pathways into public service, social impact, and policy careers while expanding a diverse talent pipeline for Sacramento's future workforce. (see note below)

2025 Award: \$207,458

Outcomes: 17 participants serving 7,417 work hours.

2026 Proposed Award: \$178,414

Urban Strategies Inc.

Urban Strategies, Inc. (USI) operates the Mirasol Village Career Academy (MVCA) as a centralized workforce hub connecting 20 youth and young adults ages 16-30 to paid internships, employer partnerships, and wraparound supports in Sacramento. Building prior courts that successfully placed participants with local employers, MVCA provides on-the-job training, soft skills development, career coaching, and barrier-removal supports (e.g., transportation, certifications) to help participants persist and succeed. The program targets employment pathways aligned with City priorities-climate action, food security, education support, and public service-by placing participants with nonprofit and private-sector partners where they gain marketable skills and real-world experience. MVCA strengthens access to living-wage career pathways for residents of Mirasol Village and surrounding priority neighborhoods while building a diverse, job-ready talent pipeline for local employers.

2025 Award: \$210,025

Outcomes: 22 participants serving 4,481.5 work hours

2026 Proposed Award: \$171,350

Roberts Family Development Center

The District 2 Workforce Collaborative (D2WC), led by Roberts Family Development Center in partnership with I Am ManPower Academy and Academics 4 Athletes, provides paid summer work experiences for low-income 28 youth and young adults ages 16-30 in Sacramento's District 2. Participants are placed in three pathways-Freedom Schools' literacy teaching, community beautification and maintenance, and Junior Recreation Aide roles in youth sports-where they gain hands-on job experience, certifications, leadership development, and workforce readiness training. The program prioritizes youth facing barriers to employment and provides wraparound supports such as transportation, work clothing, meals, and mental health resources. D2WC increases youth employment, strengthens career pathways, and builds community capacity in education, public service, and neighborhood revitalization.

2025 Award: \$240,865

Outcomes: 38 Participant serving 9,240 work hours

2026 Proposed Award: \$212,257

Humanbulb.

Humanbulb's Green Careers Launchpad is a paid, project-based internship program for 30 youth and

young adults ages 16-30 that builds pathways into clean and green technology careers. Interns work directly with Humanbulb to support local clean tech companies and sustainability initiatives through research, digital media, outreach, and project support across sectors such as renewable energy, electrification, water conservation, and decarbonization. The program combines hands-on work experience with weekly career development workshops, field trips, and wraparound supports-including case management, transportation assistance, and mental health-informed services-to prepare participants for in-demand climate careers while strengthening Sacramento's inclusive green economy pipeline.

2025 Award: \$200,006

Outcomes: 30 participants serving 2,668.87 work hours

2026 Proposed Award: \$200,006

CRE Pathways.

CRE Pathways' Fellowship Pipeline Program provides paid, mid-level work-based learning placements for 8 youth and young adults ages 16-30 in public service sectors such as government, education, environmental health, and community development. Fellows are placed with partner organizations and receive structured mentorship, trauma-informed coaching, and individualized case management to remove barriers and build career-aligned skills. The program emphasizes pathways to livable-wage, permanent employment-moving participants beyond entry-level roles-while providing wraparound supports including transportation, emergency assistance, mental health resources, financial literacy, and career readiness training. Through strong employer partnerships and a proven placement model, CRE Pathways builds a diverse pipeline into public service careers and strengthens Sacramento's workforce equity goals.

2025 Award: \$240,001

Outcomes: 12 Participants, serving 8,545 work hours

2026 Proposed Award: 222,801

This report also includes the recommendation to accept a grant in the amount of \$2,472,252 for 2027 programming.

Policy Considerations: The City's Office of Innovation and Economic Development is focused on better connecting residents in underserved communities with critical workforce resources. The workforce development priorities and goals are to build capacity, expand the reach of workforce development training activities and provide wraparound and supportive services into the neighborhoods.

The City's workforce development programs will support and advance inclusive economic growth, improve the health of neighborhoods and support people, places, and actions that promote overall economic recovery and impact immediately and well beyond the pandemic.

Economic Impacts: None.

Environmental Considerations: The proposed action is not a project under CEQA because it relates to government fiscal activities that do not involve any commitment to a specific project which may result in a potentially significant physical impact on the environment. (Cal. Code Regs., tit. 14, §§15060(c)(3), 15378(b)(4)). The proposed action involves activities that are exempt from NEPA under title 24, section 58.34, of the Code of Federal Regulations.

Sustainability: The City's YSC programs are designed to provide paid work experience and career pathway opportunities for youth and young adults, particularly those from priority populations. A key goal of these programs is to advance pathways in high-demand and community-impact sectors, including climate action, sustainability, and environmental resiliency.

For example, organizations like the Sierra Service Project (SSP) and USI provide hands-on opportunities for youth to contribute to climate action and community resilience through urban gardening to address food insecurity and activate unused space in vulnerable communities. Additional partners implement similar efforts focused on environmental stewardship, green job exposure, and improving neighborhood conditions.

Commission/Committee Action: None.

Rationale for Recommendation: This program provides funding to youth and young adults 16-30 years of age giving priority to individuals who: are living in community priority neighborhoods, 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, or are engaged with the mental health or substance abuse system. Approving the 2027 grant and the amendments for 2026 programming allows the City to continuing supporting resident's economic mobility.

Financial Considerations: The total grant award is \$2,472,252 and does not require matching funds. To ensure proper tracking and administration of these funds, staff recommend depositing the award into the Youth Service Corps Project (G02180370) and increasing the revenue and expenditure budgets in the amount of \$2,472,252 (Operating Grants, Fund 2702). These grant funds are to be used for 2027 programming.

The six amendments will be funded by the 2026 grant which totaled \$3,030,876. Sufficient funds remain in the Youth Service Corps Project (G02180360) to fund them.

Local Business Enterprise (LBE): Not applicable.

RESOLUTION NO. 2026-XXXXXX

Adopted by the Sacramento City Council

April 28, 2026

Acceptance of California Volunteers, Office of the Governor CaliforniansForAll Youth Service Corps Grant and Authorization to Execute Six Grant Agreement Amendments

BACKGROUND

- A. The Youth Service Corps (YSC), grant program, is a Governor's initiative administered by California Volunteers in partnership with California cities and counties. This program brings 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.
- B. On May 28, 2024, the City accepted a YSC grant in the amount of \$2,874,428 to support youth and young adult employment in 2025.
- C. On May 24, 2025 the City accepted an additional YSC grant in the amount of \$3,030,876 to support 2026 programming.
- D. On December 9, 2025, City Council authorized the City Manager to apply for a \$2,472,252 YSC grant to support 2027 programming.
- E. On April 14, 2026, the State of California notified the City of the pending award in the amount of \$2,472,252.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. The City Manager or designee is authorized to execute a State of California, Department of General Services Standard Agreement in the amount of \$2,472,252 for the Youth Service Corps Program. The State's Standard Agreement is attached as Exhibit A and is part of this resolution.
- Section 2. The City Manager or designee is authorized to conduct all negotiations and execute all other documents, including without limitation applications, agreements, amendments, and payment requests, related to the State of California to receive the grant funding for the Youth Service Corps Program.
- Section 3. The City Manager or designee is authorized to increase the revenue and

expenditure budgets for Youth Service Corp Project (G02180360, Fund 2702) in the amount of \$2,472,252.

Section 4. The City Manager or the City Manager's designee is authorized to 1) execute a Youth Service Corps (YSC) Grant Agreement in an amount not-to-exceed \$461,773 with The Sierra Service Project for the extension of City Contract No. 2025-0740; 2) execute a Youth Service Corps Grant Agreement in an amount not-to-exceed \$385,872 with Improve Your Tomorrow for the extension of City Contract No. 2025-0735; 3) execute a Youth Service Corps Grant Agreement in an amount not-to-exceed \$462,802 with CRE Pathways for the extension of City Contract No. 2025-0717; 4) execute a Youth Service Corps Grant Agreement in an amount not-to-exceed \$383,175 with Urban Strategies Inc. for the extension of City Contract No. 2025-0736; 5) execute a Youth Service Corps Grant Agreement in an amount not-to-exceed \$400,012 with Humanbulb for the extension of City Contract No. 2025-0715; and 6) execute a Youth Service Corps Grant Agreement in an amount not-to-exceed \$480,494 with Roberts Family Development Center for the extension of City Contract No. 2025-0698.

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Exhibit A – State of California, Department of General Services Standard Agreement

Exhibit B - The Sierra Service Project

Exhibit C - Improve Your Tomorrow

Exhibit D - CRE Pathways

Exhibit E - Urban Strategies Inc.

Exhibit F - Humanbulb

Exhibit G - Roberts Family Development Center

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER JP1003-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
City of Sacramento, "hereinafter referred to as Grantee"

2. The term of this Agreement is:

START DATE
March 6, 2026

THROUGH END DATE
December 31, 2027

3. The maximum amount of this Agreement is:
\$2,472,252.00 or Two Million, Four Hundred Seventy-Two Thousand, Two Hundred Fifty-Two 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	9
Exhibit B	Budget Detail and Payment Provisions	1
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.)
City of Sacramento

CONTRACTOR BUSINESS ADDRESS 915 I Street	CITY Sacramento	STATE CA	ZIP 95814
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PRINTED NAME OF PERSON SIGNING Michael Jasso	TITLE Assistant City Manager
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CONTRACTOR AUTHORIZED SIGNATURE	DATE SIGNED
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STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER JP1003-Y2526	PURCHASING AUTHORITY NUMBER (If Applicable) GO-LCI-0650
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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

Funding Opportunity: RFA # CV25—YSC03

Point of Contact: Kevin Daniel, Development Project Manager, Office of Innovation and Economic Development, kldaniel@cityofsacramento.org, (916) 808-7845

City Submitting Application: City of Sacramento

Minimum Qualifications:

The City of Sacramento is 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?**

In June 2022, the City of Sacramento adopted a Workforce Development Framework with the following goals:

Goal 1: Develop pipeline access for our most economically impacted communities to in-demand, quality jobs aligned with the City's ScaleUp: An Inclusive Economic [Development Action Plan](#) and the regions Prosperity Strategy.

Goal 2: Build capacity and expand the workforce development activities deeper into Sacramento neighborhoods promoting equity, justice and accountability in alignment with the City's DEI goals and priorities.

Goal 3: Expand outreach and engagement to employers, incentivizing connections and hiring from city-funded workforce training programs, leading to quality jobs, retention and career advancement.

Goal 4: Create a balanced portfolio of workforce programs.

Goal 5: Ensure funded workforce providers incorporate data informed strategies in the design and implementation of their programs.

The Youth Service Corps (YSC) program assists the City with achieving all of the goals listed above. The City of Sacramento will utilize the YSC Youth Workforce Development Grant to fortify career pathways into public sector and high-growth jobs, and institute a more cohesive youth workforce ecosystem that better aligns the efforts of public agencies, education systems, community-based organizations (CBOs), and employers within growing local industries.

This grant will also support the City's efforts to develop public sector pathways including training youth to step into existing high-need positions and building out sustainable pre-apprenticeship and on-the-job training (OJT) programs that supports public service and climate change mitigation goals. In addition to furthering pathways to public service, this funding will bolster regional capacity to connect youth to careers in high-growth sectors that pay sustainable wages by strengthening Sacramento's continuum of work-based learning and workforce development opportunities for youth and young adults ages 16-30.

Section 2: Program Design (40 points)

- **Which focus area(s) will youth be working on (food insecurity, climate change, education, public service)? If additional focus areas are being addressed, please describe them and how they align with the city's strategic goals.**

Through this grant the City of Sacramento will take a two-fold approach to addressing these disparities at both the systems level and program level. Systems Level: Build a cohesive workforce ecosystem made up of regional partners that lead to greater employment success and career attainment. Program Level: Build a robust citywide public sector youth workforce program targeting young people from Sacramento's most vulnerable neighborhoods.

The City of Sacramento will develop a youth workforce pipeline into City departments with the greatest current and projected labor needs. These departments include the Information Technology Department (IT), Department of Utilities (DOU), Public Works (PW), Youth, Parks & Community Enrichment (YPCE), City Manager's Office (CMO), Community Development Department (CDD), and the Office of Public Safety and Accountability (OPSA), with additional departments identified through ongoing internal analysis.

Aligned with YSC priority career pathways, several of these departments—particularly DOU, PW, and YPCE—play a critical role in mitigating and reducing the impacts of climate change. Sacramento has set ambitious decarbonization and sustainability goals, with DOU and PW leading efforts related to clean energy, water conservation, and infrastructure resilience. Creating structured pathways into these departments will expose young people to careers that directly support the City's climate action objectives. Additionally, YPCE advances youth empowerment while maintaining parks and neighborhoods and leads the City's urban forestry initiatives, including expanding the tree canopy to improve air quality, reducing urban heat islands, and promoting community health.

Through YSC, the City will expand existing City-led programs such as Summer at City Hall (S@CH) and Landscape and Learning (L&L), using them as intentional recruitment pipelines into full-time City careers. The Community Development Department (CDD) addresses food insecurity by supporting neighborhood-based urban agriculture efforts, with interns playing an integral role in program implementation and community engagement. The City Manager's Office (CMO) and other participating departments will prepare interns for public service careers by engaging them in work that supports Citywide initiatives, connects residents to critical services, and advances equity in priority communities.

The program has allowed the City to partner with over 30 community-based organizations over the past 3 years. This past year we partnered with six CBOs to serve over 100 youth in our priority communities. Sierra Service Project, focused on climate action, urban agriculture and entrepreneurship. Robert's Family Development Center, focused on academic enrichment for school age youth and climate action. Humanbulb, preparing youth for green technology in the STEM fields. CRE Pathways, preparing youth for careers in public service careers with nonprofit

organizations. Improve Your Tomorrow, focused on academic achievement in high school and college admissions and graduation. Urban Strategies, focusing on urban agriculture and food insecurity.

Do you plan on subgranting with CBOs? If so, please name each organization, which portions or 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.

The City will subgrant with CBOs to provide wrap-around services/job readiness for youth participating in the program as well as job/internship opportunities. Wrap-around services include case management, job coaching and navigation, providing referrals, and continuous follow up. The City is well positioned to manage these partnerships as evidenced by existing partnerships that utilize CBOs to support youth in similar ways across a variety of City-led work-based learning and youth development programs.

The City will release an NOFO to solicit qualified CBOs to support workforce readiness and job coaching. This process works to align CBO expertise with needed job skills, ultimately bringing in CBOs to coach youth working in a similar sector. Another role that will be included in our NOFO process is the implementation of a series of bootcamps (or intensive trainings) for all youth/young adults, department supervisors, CBO staff, academic partners and administrative staff involved in Sacramento's YSC youth workforce program. These trainings will be co-designed and co-facilitated by CBO partners and the City of Sacramento.

A portion of this funding will also be subgranted to CBOs to manage youth internships within their organizations. These CBOs will be selected through an NOFO process that emphasizes experience in work-based learning. This branch of programming will connect youth in the communities they reside in. Working with CBOs that are rooted in the communities identified as priority neighborhoods, removes barriers like transportation and projects directly affect needs in their community. CBOs that can strengthen city/community capacity to address key areas of food insecurity, climate, education, and public service. Examples of programs funded by the first round include.

Sacramento may also explore contracting with a CBO to support activities such as onboarding, human resource and payroll management, youth/young adult tracking, evaluation and a final comprehensive report that summarizes the metrics, outcomes, successes, areas of need and recommendations for continued support of the Sacramento YSC Youth Workforce Program.

What activities will youth be working on? Please include brief descriptions (minimum of 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 minimum three (3) months—except for summer programs serving 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 participants in the Sacramento Public Sector Youth Workforce Program will engage in a wide range of activities and roles across City departments and partner organizations. These experiences will expose young people to public service careers while building transferable skills in areas such as administrative support, program coordination, basic accounting, social media and website management, and community engagement and outreach. Collectively, these roles are designed to strengthen workforce readiness, professional communication, and career exploration.

City Department Internship Roles

Information Technology Department

Interns are given actual IT work assignments and provided with an opportunity to learn valuable skills in a fast-paced, evolving environment.

Supporting the technology needs of City staff and departments

- Working in GIS to support departments mapping resources and services and creating heat maps
- Investigating and supporting the resolution of customer service requests
- Developing professional communication skills through direct engagement with residents and staff

Public Works Department (PW)

Public Works internships will introduce youth to infrastructure, transportation, and sustainability-related careers. Duties may include:

- Supporting Fleet Management operations, including work with a City fleet composed of approximately 50% alternative fuel vehicles
- Serving as GIS interns to help identify community needs through mapping and heat map analysis
- Assisting in Engineering Services, Maintenance & Construction, and Transportation divisions

Department of Youth, Parks & Community Enrichment (YPCE) – Landscape and Learning Program

Interns in YPCE will support park maintenance, environmental stewardship, and project coordination efforts. Responsibilities may include:

- Learning the fundamentals of maintaining clean, safe, and welcoming city parks
- Supporting landscape installation and irrigation, including safe equipment operation and site safety practices
- Assisting with project estimating by gathering and compiling takeoff data and supporting bid proposal development
- Supporting project coordination activities, including document control, change orders, billings, field production tracking, purchasing documentation, and contract administration under the guidance of a Project Manager

Community-Based Organization (CBO) Internship Opportunities

While CBO partners for the upcoming funding cycle have not yet been selected, the City anticipates that participating organizations will offer similar work-based learning opportunities aligned with current partnerships. Potential activities may include:

- Working with organizations such as Sierra Service Project on urban gardening, climate action initiatives, and construction of tiny homes for unhoused communities
- Supporting organizations like Improve Your Tomorrow, focused on academic achievement, mentorship, and college access
- Participating in CRE Pathways, providing exposure to public service careers through nonprofit organizations serving local neighborhoods

These diverse placements will ensure youth gain meaningful, hands-on experience while contributing to City operations, community well-being, and priority workforce pathways.

What is the proposed start date for programming that will use this funding (e.g. when will youth be onboarded to begin their service)?

- **To better project program timelines, please estimate the number of participants who will start during the following timeframes:**
 - **Contract signing – August 31, 2026**
 - **September 1, 2026 – August 31, 2027**
 - **September 1, 2027 – December 31, 2027**

Contract signing – August 31, 2026

Contract signing is anticipated by August 31, 2026. Upon execution, the City will initiate internal budget actions and approvals required to encumber the funds prior to program implementation.

September 1, 2026 – December 31, 2026:

During this period, the City will close out the prior funding cycle, evaluate program performance, and conduct planning for the upcoming year. Activities will include budgeting for internships, refining internal processes, and conducting outreach with City departments to identify internship placements for 2027. The City will also release a Notice of Funding Opportunity (NOFO) for community-based organization (CBO) subgrantees and prepare contract agreements.

January 1, 2027 – March 30, 2027:

Youth onboarding and service delivery will begin, with approximately 75 interns placed in City department positions.

April 1, 2027 – June 30, 2027:

The City will expand placements to approximately 175 youth across City and CBO internship opportunities, with the majority of placements occurring during the summer months. This phased approach ensures adequate planning, strong partner engagement, and a smooth scale-up of youth onboarding and service delivery.

- **Are you planning on using this funding for a summer employment program? If yes, please include the same descriptive information requested above.**

Yes, the City of Sacramento intends to offer summer employment programs as part of the YSC program because it provides a great opportunity to expose in school youth and young adults to career pathways.

Summer @ City Hall (S@CH) is a six-week summer interactive learning experience that provides high school students the opportunity to learn about local government processes and how to become an active citizen in their community.

The Department of Utilities Summer High School Employment Program offers participants a variety of activities that help to build valuable skills. Work may be in the office or in the field, allowing you to learn about everything from how we get our drinking water, to the maintenance of the storm drainage and wastewater systems.

Our CBO partners also offer programs in Urban Agriculture, youth summer education, and summer food programs for high school and college students on summer break.

Section 3: Youth Recruitment/Development (20 points)

- **How will the city or county recruit youth?**

We intend to leverage our local academic partners (K-12, Adult-Ed, Community Colleges and Universities) and community-based organizations for recruitment and outreach efforts. Sacramento frequently partners with CBOs that serve historically disinvested communities and high-poverty zip codes and will leverage existing relationships to support the recruitment of youth within priority neighborhoods. Furthermore, Sacramento will leverage existing City-led youth programs such as #SacYouthWorks and Summer@ City Hall to recruit young people which in many cases, is the perfect next step along the work-based learning pipeline for that young person.

The City of Sacramento has a dedicated Community Engagement Team who's goals are to educate, engage and empower people, businesses and places, especially areas and residents that have been disproportionately underserved. They are able to meet these goals by eliminating communication barriers, including but not limited to values, culture and/or language and creating social events and programming that can be catered to specific communities, neighborhoods and/or language groups.

- **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.**

The City of Sacramento will give priority to areas that have been identify as priority neighborhoods based on residents residing in of the following geographic boundaries:

- A Census Tract directly adjacent to a 2022 Or 2023 Qualified Census Tract (QCT);
- Community Development Block Grant (CDBG) Low/Moderate Income Census Tract;
- Opportunity Zone;
- A zip code that has an area median income (AMI) below the California Depart of Housing and Community Development (HCD) low-income designation for Sacramento County.

- **What wrap around services, if any, is the city or subgrantee planning on offering to youth?**

Wrap-around services include job readiness training, career coaching, financial literacy, job placement, transportation, work uniforms/attire, food and childcare to support youth participating in employment opportunities.

Additionally, individualized case management will be provided to include but not be limited to resource referrals to address basic, physical, social, and emotional needs including academic support.

What wage will youth be paid, if known? What length of time do you anticipate the youth serving?

The two placement opportunities vary in length, and youth can expect to participate in either an 8-week cohort or a 4-6 month employment opportunity/on-the-job training (OJT) experience, employing youth at least 50% FTE:

1. Younger youth (16-24): 150 youth // \$16.90–\$20 p/h
2. Young adults (18-30): 150 young adults // \$18-\$25p/h

Some summer programs may be shorter than 8 weeks and some young adult programs span the length of the grant.

Additional incentives include:

- Recruitment Incentive – Upon Successful completion of 80 hours of work, the City may pay eligible employees a lump sum amount of \$250.
- Retention Incentive – Upon successful completion of 320 hours of work, the City may pay eligible employees a lump sum of \$500.

Total Youth Served: 250

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 the success of program? If so, please indicate which metrics.

Metric	Yes/No	If no, explanation
Number of youth participating in program	Yes	
Number of youth employed in each focus area	Yes	
Number of youth enrolled in youth workforce program	Yes	
Number of youth completing youth workforce program programs	Yes	
Number of youth participating in summer program (if applicable)	Yes	
Average wage and hours worked of participants across program	Yes	
Information/data/member stories as requested by California Volunteers for annual report	Yes	

Participant information	Yes	
Number of youth employed in program who were previously unemployed	Yes	
Number of youth who complete full program	Yes	
Percentage of youth employed in program who remain in college or stable employment	Yes	Only during the term of the grant
Percentage of youth employed after completion of program	Yes	City can conduct one survey, one year of program completion to request this information and the following three items
Percentage of youth who report job satisfaction after one year of employment, as reported by a survey	Yes	See above
Percentage of youth who report an interest in a career in public service after one year of employment, as measured by a survey	Yes	See above
Percentage of youth employed in public service after one year of employment	Yes	See above
Job training evaluations	No	These will be provided when available

Are there other metrics you will be collecting to determine success of program? If so, please indicate which metrics.

TBD

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

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

The proposed staffing plan includes two full-time City staff to manage, administer, and oversee the workforce programs. Support from our administrative team who have extensive grants management training. These staff will coordinate logistics with participating CBOs, collect metrics, manage reporting. Additionally, City staff will oversee young adult interns that will assist with programmatic logistics and coordination and will provide administrative support of the Sacramento YSC Youth Workforce Program.

- **Does your city/county commit to using California Volunteers developed branding for this program and participating in California Volunteers-organized trainings/curriculum, if asked?**

Yes, the City of Sacramento will use the California Volunteers branding when promoting the program and will participate in trainings.

- **What amount of funding is your city/county requesting? How many youth will be served with this funding?**

The City of Sacramento is requesting \$2,472,252 to serve 250 youth. We commit to using California Volunteers branding and participate in organized training/curriculums and planned meetings.

Exhibit B - Budget Detail

Youth Service Corps Budget Template				
Applicant:	City of Sacramento			
Contact information:	Kevin Daniel	kldaniel@cityofsacramento.org	Office: 916.808.7845	Cell 770.255.9030

I - A. Administration (Must not exceed 10% of total award)				
Items	Description	Calculation	Total Budget	% Allocation Cross Check
Administrative Costs	Cost for 3rd party payroll for City Interns	910,000 wages * 21.978% rate	\$ 200,000.00	
Total			\$ 200,000.00	8.09%

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
Workforce Manager (50%)	Program Manager	Monthly labor (5827.15) + Benefits (3376.58) x 12	\$ 110,444.76	
Project Manager (50%)	Program coordinator	Monthly labor (4,328.30) + Benefits (2,248.90) x 12	\$ 78,926.40	
IT Program Specialist (25%)	Department Intern Coordinator	Monthly labor (2617.41) + Benefits (1,561.01) x 12	\$ 50,141.76	
YPCE Intern Coordinator	Department Intern Coordinator	Monthly labor (3,869.73) + Benefits (1,886.89) x 12	\$ 69,079.44	
Supplies	Laptops for City Interns	25 laptops x 1500 per	\$ 37,500.00	
Capital Expenses			\$ -	
Total			\$ 346,092.36	22.09%

II. Youth Service Corps Fellow Wages (Must be at least 50% of grant amount)				
# Requested	Hourly Salary	# of Hours	Total Budget	% Allocation Cross Check
150	20	206	\$ 618,000.00	
100	25	325	\$ 812,500.00	
			\$ -	
250.00			\$ 1,430,500.00	57.86%

III. CaliforniansForAll Youth Workforce Fellows - Other Fellow Costs				
Items	Description	Calculation	Total Budget	% Allocation Cross Check
FICA for Fellows	FICA	7.41%	\$ 105,989.50	
Worker's Compensation	Worker's Comp	2.50%	\$ 35,762.50	
Health Care			\$ -	
Retirement			\$ -	
Total			\$ 141,752.00	5.73%

IV. Program Wrap-Around Services (Not to Exceed 40% of Total Award)				
Items	Description	Calculation	Total Budget	% Allocation Cross Check
Contractual Services	CBO's job coaches, case managers and wrap around support per student	\$30 per hour 100 hrs x 100 participants x \$539.07 average support per student (100 participants)	\$ 353,907.64	
Staff Time			\$ -	
Total			\$ 353,907.64	14.32%

Total Budget Request	\$ 2,472,252.00
Total # of Fellows	250

List of Partners		
Partner	Status (Proposed or Secured)	Contractual Amount
Total		\$ -

EXHIBIT C
Budget Payment Provisions

**California Volunteers,
Youth Service Corps
City of Sacramento**

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.

Contract Routing Sheet

Payment / Performance Bond Only

General Routing Information

Department: Economic Development Department
 Contract Coordinator: Alexis Allen Email: aballen@cityofsacramento.org
 Effective Date: 06/06/2025 Expiration Date: 12/31/2026
 Grant/Project Name: Youth Service Corps
 Other Party: The Sierra Service Project
 Original Not to Exceed Amount: \$ 235,002.00
 Assessor's Parcel Number(s): _____
 Project Number: G02180370 Bid/RFQ/RFP#: _____

Supplements/Addendums/Change Orders

Adjusted Amount of this Change (+/-): \$ 226,771.00 New Not to Exceed Amount: \$ 461,807.00
 Change In Scope: No
 Original Contract Number: 2025-0740 Supplement Number: 2

Council Approval

Original Meeting Date: _____ Council File ID: _____
 Supplement Meeting Date: 5/19/2026 Council File ID: 2026-00737

Processing Information

- Clerk's Office to Mail for Recording
- Return to Dept for Other Party Signature
- Real Estate
- Return to Dept for Recording
- Construction Related
- Additional Originals Attached – Return to Dept.

Add notes/instructions, including any other contract or council file ID numbers related to this agreement:

Exempt from AB339

Signing Authority - Department Directors up to \$100K; \$100K -\$250K City Manager or Assistant City Manager; \$250K+ Council Approval & Council Appointee or designee.

Department Review and Routing

AB 339 Review Confirmation (if needed) _____
 Sign Blair Hongo _____
 Sign Tiana Jordan _____
 Sign _____
 Sign _____
 Sign _____

**Second Amendment to Youth Service Corps Grant Agreement
(City Contract #2025-0740-2)**

The City of Sacramento ("City") and THE SIERRA SERVICE PROJECT, a California nonprofit corporation ("Grantee"), as parties to that certain Grant Agreement designated as Contract Number 2025-0740, including any and all prior amendments modifying the contract (the contract and all amendments are hereafter collectively referred to as the "Contract" or "Grant Agreement"), hereby amend the Grant Agreement as follows:

1. **Disbursement of Funds.** Section 2 of the Grant Agreement hereby amended to read as follows:

"The City shall disburse to the Grantee a total sum not to exceed \$ 461,807.00 in accordance with Section 3 below. The funds disbursed by the City under this Agreement are referred to as "Grant Funds." In no instance will the City be liable for any payments or costs in excess of this amount, for any unauthorized or ineligible costs, or for costs incurred after December 31, 2026.

2. **Authorized Activities.** Section 1 of attachment 1 is hereby amended as follows:

"The Grantee shall implement a program to develop career pathways for residents of the City of Sacramento (the "Program"), including:

- Providing up to 36 Program participants, as that term is defined in Section 4 below ("Participants") with paid training and work experience across three career tracks: (1) Urban Agriculture and Food Sovereignty; (2) Building Science, Construction, and Energy Efficiency; and (3) Design, Manufacturing, and Entrepreneurship.

3. **Exhibit F.** The Parties agree that the terms of Exhibit F, attached hereto, are incorporated into and made part of this Grant Agreement.

4. **Budget.** Attachment 2 to the Grant Agreement hereby deleted in its entirety and replaced with the documents identified as Attachment 2a and Attachment 2b to this Second Amendment. Attachments 2a and 2b are part of this Second Amendment

5. **All Other Terms Remain in Force.** Except as modified by this agreement, the terms of the Grant Agreement remain unchanged. If there is any inconsistency between the Grant Agreement and this First Amendment, the terms of this First Amendment control.

6. **Effective Date.** This Second Amendment is effective on the date that all parties have signed it, as indicated by the dates in the signature blocks below.

7. **Integration and Modification.** This Second Amendment sets forth the parties' entire understanding regarding the matters set forth above and is intended to be their final, complete, and exclusive expression


of those matters. It supersedes all prior or contemporaneous agreements, representations, and negotiations—written, oral, express, or implied—and may be modified only by another written agreement signed by both parties.

8. **Counterparts.** The parties may sign this Second Amendment in counterparts, each of which is considered an original, but all of which constitute the same agreement. Facsimiles, pdfs, and photocopies of signature pages of the First Amendment have the same binding effect as originals.

9. **Electronic Signatures.** The parties agree that this Second Amendment may be electronically signed. The parties agree that the electronic signatures appearing on this Second Amendment are the same as handwritten signatures for all purposes.

(Signature Page Follows)

THE SIERRA SERVICE PROJECT
a California nonprofit corporation

By: 

Megan Taylor, Executive Director

Dated: 05/12/2026

CITY OF SACRAMENTO,
a California municipal corporation

By: _____
Maraskeshia Smith, City Manager

Dated: _____

Attest
Sacramento City Clerk

By: _____
Deputy City Clerk

Approved as to Form:
Sacramento City Attorney

By: 

Senior Deputy City Attorney

EXHIBIT F

GRANTEE NONCOMPLIANCE PROCEDURES

This Exhibit F is incorporated into and made part of the Grant Agreement between the CITY and the GRANTEE. The terms and conditions set forth herein establish the standards, procedures, and consequences that govern GRANTEE noncompliance with the Grant Agreement and applicable CITY policies.

1. Purpose. This Exhibit defines the CITY's rights and the GRANTEE's obligations in the event of noncompliance with the Grant Agreement. The purpose is to ensure accountability, safeguard public funds, and preserve the integrity of CITY-funded programs.

2. Definition of Noncompliance. GRANTEE noncompliance shall include, but is not limited to, the following:

- A. Reporting or Documentation Noncompliance: Late or missing reports, poor documentation practices, or minor invoicing errors.
- B. Financial Mismanagement: Misuse or abuse of funds, weak internal controls, unauthorized spending, unsupported costs, budget deviations without approval, or bankruptcy.
- C. Performance Failures: Failure to meet grant terms, deliverables, timelines, or performance outcomes, failure to address participant eligibility, or program quality issues.
- D. Repeated or Unresolved Audit Findings: Pattern of adverse findings, failure to implement corrective actions, or disregard for prior audit or monitoring recommendations.
- E. Legal or Regulatory Violations: Violations of grant-related laws or requirements (e.g., OMB Uniform Guidance, civil rights, environmental laws, drug-free workplace rules, etc.).
- F. Fraud and Criminal Conduct: Submitting false information, willful misrepresentation, forgery, bribery, falsification of records, procurement fraud, embezzlement, or criminal convictions related to public funds.
- G. Ethics Violations or Conflicts of Interest: Kickbacks, having an interest that conflicts with the interests of the City or that may impair the grantee's ability to perform obligations under the grant agreement, or violations of public trust.
- H. Suspension, Debarment, or Bankruptcy: Active debarment/suspension by any government entity, or bankruptcy affecting the ability to perform grant obligations.

3. Classification of Noncompliance Severity. The CITY shall classify noncompliance into four (4) severity levels:

- A. Level 1 – Minor: Isolated administrative errors with limited impact, including:
 - (1) Reporting or Documentation Noncompliance.
- B. Level 2 – Moderate: Repeated issues or risks to performance or compliance, including:
 - (1) Reporting or Documentation Noncompliance;
 - (2) Financial Mismanagement;
 - (3) Performance Failures;
 - (4) Repeated or Unresolved Audit Findings; or
 - (5) Legal or Regulatory Violation.

- C. Level 3 – Major: Serious misconduct or operational breakdowns, including:
 - (1) Financial Mismanagement;
 - (2) Performance Failures;
 - (3) Repeated or Unresolved Audit Findings;
 - (4) Legal or Regulatory Violations;
 - (5) Ethics Violations or Conflicts of Interest; or
 - (6) Suspension, Debarment, or Bankruptcy.

- D. Level 4 – Severe: Fraud, criminal conduct, or violations of public trust, including:
 - (1) Legal or Regulatory Violations;
 - (2) Fraud and Criminal Conduct;
 - (3) Ethics Violations or Conflicts of Interest; or
 - (4) Suspension, Debarment, or Bankruptcy.

4. Letter of Noncompliance. Upon identifying noncompliance, the CITY may issue a Letter of Noncompliance, which shall include:

- A. A description of the violation(s);
- B. The specific corrective actions required;
- C. A deadline for submission of a written Corrective Action Response Plan (not to exceed thirty (30) calendar days); and,
- D. A notice that failure to respond may result in suspension or termination of funding.

For Level 3 and 4 violations, the CITY may, in its sole discretion, initiate immediate suspension without offering an opportunity to cure.

5. Corrective Action Process.

- A. Upon receipt of a Letter of Noncompliance, the GRANTEE shall respond in writing with a Corrective Action Response Plan within thirty (30) calendar days that includes:
 - (1) Specific actions taken or proposed to achieve compliance;
 - (2) A timeline for implementation; and,
 - (3) A designated point of contact for follow-up.

- B. The CITY shall review the GRANTEE’s response within fifteen (15) business days and, in its sole discretion, may:
 - (1) Approve the plan;
 - (2) Request revisions; or
 - (3) Reject the plan and impose additional sanctions.

- C. The CITY shall not disburse any new payments to GRANTEE until it approves the Corrective Action Response Plan.

6. Sanctions and Suspension. If the GRANTEE fails to cure the violation, or if the violation is sufficiently serious, the CITY may impose any of the following sanctions, proportionate to the severity level:

- A. Level 1 – Minor: Enhanced oversight or monitoring, CITY-provided technical assistance.
- B. Level 2 – Moderate: Enhanced oversight or monitoring, CITY-provided technical assistance and repayment of any grant funds used for unauthorized expenditures.
- C. Level 3 – Major: GRANTEE-provided technical assistance, suspension of all active grant agreements with CITY, repayment of any grant funds used for unauthorized expenditures, audit by a third-party at Grantee’s expense, two-year suspension from future CITY grant eligibility.
- D. Level 4 – Severe: Immediate termination of grant agreement, repayment of all grant funds disbursed by CITY, audit by a third-party at Grantee’s expense, and five-year suspension from future CITY grant eligibility.

7. Suspension Notice and Consequences.

- A. The CITY shall issue a written Suspension Notice to the GRANTEE when, in the City’s sole discretion:
 - (1) The GRANTEE has failed to respond to a Letter of Noncompliance within the required timeframe;
 - (2) The GRANTEE has submitted a Corrective Action Response Plan that is determined to be incomplete or insufficient, or Grantee fails to implement a Corrective Action Response Plan in a timely manner;
 - (3) The GRANTEE has engaged in conduct classified as a Level 3 (Major) or Level 4 (Severe) violation;
 - (4) The violation cannot be reasonably remedied through corrective action (e.g., repeated or willful misuse of funds, fraudulent reporting, or failure to deliver core services); or
 - (5) The GRANTEE’s continued participation in City-funded programs would pose a significant risk to public funds or program integrity.
- B. The Suspension Notice shall include:
 - (1) The nature and severity level of the violation.
 - (2) The duration of the suspension.
 - (3) Any conditions required for reinstatement.
 - (4) The GRANTEE’s right to appeal within fifteen (15) business days.
- C. During the suspension period, the GRANTEE:
 - (1) Shall not be eligible to apply for or receive CITY grant funds.
 - (2) Shall have any pending or in-progress grant applications withdrawn.
 - (3) Shall be listed as ineligible in the CITY’s Grants Management System.

8. Appeals and Reinstatement

- A. A GRANTEE may appeal a suspension or request for reinstatement after the suspension period or upon satisfying reinstatement conditions.
- B. Appeals shall be in writing and directed to the City Manager, and must include:

- (1) A written statement of appeal grounds;
- (2) Supporting documentation; and
- (3) Any evidence of corrective measures taken.

D. The CITY shall review appeals within thirty (30) calendar days. All determinations are final and not subject to further administrative review.

9. Incorporation by Reference. The GRANTEE acknowledges that compliance with this Exhibit is a material term of the Grant Agreement. Failure to comply may result in termination of the Grant Agreement and recovery of funds.

Attachment 2a
Budget Narrative and Table

Purpose:

The purpose of the Budget Narrative is to provide support and an explanation for the amounts requested in the Budget Table (itemized cost list).

Budget Narrative

Total amount Requested: \$235,002.00

1. Salaries & Benefits (Program Administration) Total: \$23,534

a. Grantee Headquarters Staff will contribute approximately 5% of their time during a 25-week period to support the oversight, planning, implementation, and reporting. Administration salaries total \$402,500 per year. Cash match estimate of \$15,660 for any additional Grantee Headquarters involvement for grant activities: **\$20,125**

- i. Director of Finance & Administration** - Will provide administrative support of Human Resources, Payroll, and program oversight.
- ii. Executive Director**- Will provide program oversight, support for the Program Manager, and will provide historical context about Grantee programs for Program Participants.
- iii. Director of Impact & Engagement** - Will provide direction for outreach, promotion, recruitment strategies, and recommendations to the Program Manager.
- iv. Director of Development** - Would support quarterly grant reports and the creation of a final report on the completion of program activities.
- v. Bookkeeper** - Services would be provided in support of supply, purchasing and processing payments for professional services.

b. Taxes & Benefits: \$3,409

- i.** FICA will be paid for all salaries: $9.5\% \times \$20,125 = \$1,912$
- ii.** Unemployment cost: $(7.44\% \times \$20,125) = \$1,497$

2. Salaries & Benefits (Program Participants) Total: \$146,888

a. Program Managers: 3 Program Managers= \$44,480

- i.** Lead Manager: $\$22/\text{hr} \times 40 \text{ hours/week} \times 20 \text{ weeks} = \$17,600$

- ii. Wraparound Manager: $\$21/\text{hr} \times 32\text{hr}/\text{week} \times 20\text{weeks} = \$13,440$
- iii. Career Manager: $\$21/\text{hr} \times 32\text{hr}/\text{week} \times 20\text{weeks} = \$13,440$

b. Program Supervisors: 3 Supervisors x \$11,520 = \$34,560

- i. $\$20/\text{hour} \times 32 \text{ hours}/\text{week} \times 18 \text{ weeks} = \$11,520$

c. Program Fellows: 12 Program Fellows x \$2,592 = \$31,104

- i. $\$18/\text{hour} \times 24 \text{ hours}/\text{week} \times 6 \text{ weeks} = \$2,592$

d. Taxes and Benefits: \$36,744

- i. FICA will be paid for all employees: $\$110,144 \times 9.5\% = \$10,464$
- ii. Worker's Comp=\$ **26,280**

3. Total Supplies: \$12,600

a. Construction Training Materials: \$4,000

- i. Lumber: \$2,000
- ii. Hardware: \$2,000

b. Learn to Solder Kits: \$600

- i. $\$50 \text{ each} \times 12 \text{ kits} = \600

c. Cyberbot Classroom Bundle: In-Kind

- i. In kind contribution valued at \$500

d. Robomates Build Kits: \$500

- i. $\$50 \text{ per kit} \times 10 \text{ kits}$

e. 3D Printers: In-Kind

- i. In kind contribution valued at \$4,000

f. 3D Printer Supplies: \$500

- i. $3\text{D printer Filament: } \$25 \text{ per roll} \times 30 \text{ rolls}$

g. Participant Tool Kits: \$1,800

- i. $100 \text{ per participant} \times 18 \text{ participants} = \$1,800$

h. Participant Shirts & PPE: \$1,800

- i. $100 \text{ per participant} \times 18 \text{ participants} = \$1,800$

i. Seeds: \$100

- i. $\$10 \text{ per bulk seed packs} \times 10 \text{ packs} = \100

j. Propagation Equipment: \$300

- i. **Heavy Duty 1020 Trays** 100/case x 1 - For holding pots and sprouting trays: **\$100**
- ii. **Vermiculite** 4 cu ft x 2 - for mixing seed starter medium: **\$100**
- iii. **Peat Moss** 3 cu ft x 4 - for mixing seed starter medium: **\$100**

k. Education Materials: \$1,000

- i. 55.55 per person x 18 participants: \$1,000

l. Irrigation Equipment: \$500

- i. **Poly Tubing** - Will be used to transport water from timer to vinyl tubing, emitters and sprayers: **\$200**
- ii. **Landscape Staples: \$100**
- iii. **Connectors** -A mixture of spigot connectors, elbows, tees, couplers, keys and cutters: **\$200**

m. Software Licenses

- i. \$150 per person x 10 participants: **\$1,500**

4. Wraparound Services Total: \$46,230

a. Lead Case Manager: \$23,610

Will be responsible for coordinating and overseeing the Program and will spend 50% of their time throughout the year on grant activities. During Program implementation, the Program Manager will spend up to 80% of their time on program management, working directly with Program Participants daily.

b. Participant Lunches: \$4,320

Cost to provide Program Participants with lunch for the duration of the program: \$10 per person x 9 people x 3 days per week x 16 weeks= **\$4,320**

c. Transportation Services: \$3,200

The cost of providing rides from home to job sites, and back home for program participants. Valued at \$100 per person per month for the 2 months of SSA cohorts (the cost of a monthly bus pass): **\$3,200**

d. Mental Health Support Services: \$5,000

- i. Case management services for mental health service providers: \$100 per hour x 50 hours: **\$5,000**

e. ServSafe Certificates: \$300

- i. Food Handlers cards for Program Participants and Grantee Headquarters staff \$15 per certificate x 20 certificates: **\$300**

f. Energy Efficiency Certificates: In-Kind

- i. BPI (Building Performance Institute) Building Science Certificate for construction and energy efficiency program track \$150 x 10 participants: **\$1,500**

g. Permaculture Design Certificates: \$3,000

- i. Permaculture Design Certification training for the Program Leadership Team **\$500 x 6: \$3,000**

h. CAD class Licenses: \$4,500

- i. CAD class curriculum access for design and manufacturing program track
10 people x \$450 per license: **4,500**
- i. **Narcan Training: \$500**
 - i. Narcan safety training provided by the Neighborhood Wellness Foundation: \$500 each x 1 trainings: **\$500**
- ii. **First Aid & CPR Training**
 - i. First Aid & CPR training provided for each cohort \$600 each x 3 training: **\$1,800**

5. Professional Services Total: \$5,750

- a. **Energy Efficiency Trainer: \$500**
 - i. Project implementation training for construction and energy efficiency program track: \$500 per project x 1 projects: **\$500**
- b. **Construction Trainer: In Kind**
 - i. Project implementation training for construction and energy efficiency program track: \$500 per project x 2 projects: **\$1,000**
- c. **Creative Economy Training: \$500**
 - i. Maker space education programming for design and manufacturing program tracks \$500 each: **\$500**
- d. **Small Business Development Center Coach: In Kind**
 - i. Business development training for construction and design and manufacturing track: \$500 per project x 2 projects: **\$1,000**
- e. **Urban Agriculture Workshops: \$500**
 - i. Specialized training for urban agriculture: \$500 per training x 1 projects: **\$500**
- f. **Career Coaching: \$3,500**
 - i. Case management services for mental health service providers: \$50 per hour x 70 hours: **\$3,500**
- g. **Program Recruitment: \$750**
 - i. Flyers: **\$250**
 - ii. Post Cards: **\$250**
 - iii. Targeted social media posts: **\$250**

6. Equipment/Fixed Asset: \$0

Budget Table (Itemized Cost List)

Indirect Costs are not allowable expenses under this grant. Program-specific administrative costs are allowable and should be detailed in the Budget Narrative and included in the Budget Table.

Cost Categories (itemize within category)	A. Grant Funds	B. Cash Match (if any)	C. In-Kind Match (if any)	D. Total (A+B+C)
1. Salaries and Benefits (Program Administration)	\$23,534	\$0	\$0	\$23,534
2. Salaries and Benefits (Program Participants)	\$146,888	\$0	\$0	\$146,888
3. Supplies	\$12,600	\$40,000	\$92,700	\$145,300
4. Wraparound Services	\$46,230	\$30,000	\$11,000	\$87,230
5. Professional Services (other than wraparound services)	\$5,750	\$0	\$35,500	\$41,250
6. Equipment/Fixed Assets	\$0	\$0	\$83,400	\$83,400
TOTAL	\$235,002	\$70,000	\$222,600	\$527,602

*Within each cost category in blue, expenses should be itemized in sufficient detail to allow the City to determine the allocability and reasonableness of the expense (e.g., salary and benefits should be listed for each position, sub-awards should be itemized for each partner known at the time of the application).

Attachment 2b
Budget Narrative and Table

Total amount Requested: \$226,805

1. Salaries & Benefits (Program Administration)

Total: \$23,534

- a. **SSP HQ Staff** will contribute approximately 5% of their time during a 25-week period to support the oversight, planning, implementation, and reporting. Cash match estimate of \$15,694 for any additional SSP HQ involvement for grant activities: **\$20,125**
- i. **Director of Finance & Administration** - Will provide administrative support of Human Resources, Payroll, and program oversight.
 - ii. **Executive Director**- Will provide program oversight, support for the Program Manager, and will provide historical context about SSP Programs for Program Participants.
 - iii. **Director of Impact & Engagement** - Will provide direction for outreach, promotion, recruitment strategies, and recommendations to the Program Manager.
 - iv. **Director of Development** - Would support quarterly grant reports and the creation of a final report at the completion of program activities.
 - v. **Bookkeeper** - Services would be provided in support of supply purchasing and processing payments for professional services.
- b. Taxes & Benefits: \$3,409
- i. FICA will be paid for all salaries: $(9.5\% \times \$20,125) = \mathbf{\$1,912}$
 - ii. Unemployment cost: $(7.44\% \times \$20,125) = \mathbf{\$1,497}$

2. Salaries & Benefits (Program Participants)

Total: \$149,421

- a. **Program Managers: \$47,311**
- i. SSA Program Manager: $\$26.76/\text{hr} \times 36 \text{ hours/week} \times 42 \text{ weeks} = \$40,461$
 - ii. Summer Manager: $\$26.76/\text{hr} \times 32\text{hr/week} \times 8 \text{ weeks} = \$6,850$
- b. **Program Fellows: 14 Program Fellows x \$2,592 = \$75,520**
- i. 12 Participants x \$20/hour x 24 hours/week x 12 weeks = \$69,120
 - ii. 2 Participants \$20/hour x 16 hours/week x 10 weeks = \$6,400

- c. Taxes and Benefits: \$26,590
 - i. FICA will be paid for all employees (9.5%) = **\$9,920**
 - ii. Worker's Comp (5.43%) = **\$ 6,670**
 - iii. Health Benefits = **\$10,000**

3. Supplies

Total: \$11,500

- a. Program Supplies: \$7,500
- b. Tools: \$2,000
- c. T-Shirts: \$2,000

4. Wraparound Services

Total: \$39,350

- a. Lead Case Manager: \$25,000
Will be responsible for coordinating and overseeing the program and will spend 50% of their time throughout the year on grant activities. During program implementation the Program Manager will spend up to 80% of their time on program management, working directly with program participants daily.
- b. Participant Food: \$5,000
Food for special volunteer events and celebrations = **\$5,000**
- c. Transportation Services: \$5,600
The cost of providing rides from home to job sites, and back home for program participants. Valued at \$100 per person per month for the 4 months of SSA cohorts: **\$5,600**
- d. Staff Development: \$2,000
- e. Background Checks: \$650
- f. Software, website & Subscriptions: \$1,100

5. Professional Services

Total: \$3,000

- i. **Trainers and guest facilitators**

6. Equipment/Fixed Assets

Total: \$0

- a. **Chevy Truck: \$0**
 - i. In kind value: \$25,000
- b. **Ford Truck: \$0**
 - i. In kind value: \$8,000
- c. **Passenger Van - \$0**
 - i. In kind value: \$8,500
- d. **Cargo Van: \$0**

Budget Table (Itemized Cost List)

Indirect Costs are not allowable expenses under this grant. Program-specific administrative costs are allowable and should be detailed in the Budget Narrative and included in the Budget Table.

Cost Categories (itemize within category)	A. Grant Funds	B. Cash Match (if any)	C. In-Kind Match (if any)	D. Total (A+B+C)
1. Salaries and Benefits (Program Administration)	\$23,534	\$0	\$0	\$23,534
2. Salaries and Benefits (Program Participants)	\$149,421	\$0	\$0	\$149,421
3. Supplies	\$11,500	\$0	\$0	\$11,500
4. Wraparound Services	\$39,350	\$48,000	\$0	\$87,350
5. Professional Services (other than wraparound services)	\$3,000	\$0	\$0	\$3,000
6. Equipment/Fixed Assets	\$0	\$0	\$83,400	\$83,400
TOTAL	\$226,805	\$48,000	\$83,400	\$358,205

*Within each cost category in blue, expenses should be itemized in sufficient detail to allow the City to determine the allocability and reasonableness of the expense (e.g., salary and benefits should be listed for each position, sub-awards should be itemized for each partner known at the time of the application).

Contract Routing Sheet

Payment / Performance Bond Only

General Routing Information

Department: Economic Development Department

Contract Coordinator: Alexis Allen Email: aballen@cityofsacramento.org

Effective Date: 06/06/2025 Expiration Date: 12/31/2026

Grant/Project Name: Youth Service Corps

Other Party: Improve Your Tomorrow

Original Not to Exceed Amount: 207,458.00

Assessor's Parcel Number(s): _____

Project Number: G02180370 Bid/RFQ/RFP#: _____

Supplements/Addendums/Change Orders

Adjusted Amount of this Change (+/-): 178,414.00 New Not to Exceed Amount: 385,872.00

Change In Scope: No

Original Contract Number: 2025-0735 Supplement Number: 2

Council Approval

Original Meeting Date: _____ Council File ID: _____

Supplement Meeting Date: 5/19/2026 Council File ID: 2026-00737

Processing Information

- Clerk's Office to Mail for Recording
- Return to Dept for Other Party Signature
- Real Estate
- Return to Dept for Recording
- Construction Related
- Additional Originals Attached – Return to Dept.

Add notes/instructions, including any other contract or council file ID numbers related to this agreement:

Exempt from AB339

Signing Authority - Department Directors up to \$100K; \$100K -\$250K City Manager or Assistant City Manager; \$250K+ Council Approval & Council Appointee or designee.

Department Review and Routing

AB 339 Review Confirmation (if needed) _____

Sign Blair Hongo _____

Sign Tiana Jordan _____

Sign _____

Sign _____

Sign _____

**Second Amendment to Youth Service Corps Grant Agreement
(City Contract #2025-0735-2)**

The City of Sacramento ("City") and IMPROVE YOUR TOMORROW, a California nonprofit corporation ("Grantee"), as parties to that certain Grant Agreement designated as Contract Number 2025-0735, including any and all prior amendments modifying the contract (the contract and all amendments are hereafter collectively referred to as the "Contract" or "Grant Agreement"), hereby amend the Grant Agreement as follows:

1. **Disbursement of Funds.** Section 2 of the Grant Agreement hereby amended to read as follows:

"The City shall disburse to the Grantee a total sum not to exceed \$385,872.00 in accordance with Section 3 below. The funds disbursed by the City under this Agreement are referred to as "Grant Funds." In no instance will the City be liable for any payments or costs in excess of this amount, for any unauthorized or ineligible costs, or for costs incurred after December 31, 2026.

2. **Authorized Activities.** Section 1 of attachment 1 is hereby amended as follows:

"The Grantee shall implement a program to develop career pathways for residents of the City of Sacramento (the "Program"), including:

- Providing up to 80 Program participants, as that term is defined in Section 4 below ("Participants") with paid work to assist the Grantee's mission of increasing the number of youths from low-income communities enrolled in college.
- Enabling Participants to support middle and high school youth through near-peer mentorship, academic enrichment, and social-emotional wellness.

3. **Exhibit F.** The Parties agree that the terms of Exhibit F, attached hereto, are incorporated into and made part of this Grant Agreement.

4. **Budget.** Attachment 2 to the Grant Agreement is hereby deleted in its entirety and replaced with the documents identified as Attachment 2a and Attachment 2b to this Second Amendment. Attachments 2a and 2b are part of this Second Amendment


5. **All Other Terms Remain in Force.** Except as modified by this agreement, the terms of the Grant Agreement remain unchanged. If there is any inconsistency between the Grant Agreement and this Amendment, the terms of this Amendment control.

6. **Effective Date.** This Second Amendment is effective on the date that all parties have signed it, as indicated by the dates in the signature blocks below.

7. **Integration and Modification.** This Second Amendment sets forth the parties' entire understanding regarding the matters set forth above and is intended to be their final, complete, and exclusive expression of those matters. It supersedes all prior or contemporaneous agreements, representations, and negotiations—written, oral, express, or implied—and may be modified only by another written agreement signed by both parties.
8. **Counterparts.** The parties may sign this Second Amendment in counterparts, each of which is considered original, but all of which constitute the same agreement. Facsimiles, pdfs, and photocopies of signature pages of the Amendment have the same binding effect as originals.
9. **Electronic Signatures.** The parties agree that this Second Amendment may be electronically signed. The parties agree that the electronic signatures appearing on this Second Amendment are the same as handwritten signatures for all purposes.

[SIGNATURES ON FOLLOWING PAGE]

IMPROVE YOUR TOMORROW,
a California nonprofit corporation

By: 
Ray Green (May 13, 2026 10:12:11 PDT)
Ray Green, Executive Director

Dated: 05/13/2026

CITY OF SACRAMENTO,
a California municipal corporation


By: _____
Maraskeshia Smith, City Manager

Dated: _____

Attest
Sacramento City Clerk

By: _____
Deputy City Clerk

Approved as to Form:
Sacramento City Attorney

By: 

Senior Deputy City Attorney

EXHIBIT F

GRANTEE NONCOMPLIANCE PROCEDURES

This Exhibit F is incorporated into and made part of the Grant Agreement between the CITY and the GRANTEE. The terms and conditions set forth herein establish the standards, procedures, and consequences that govern GRANTEE noncompliance with the Grant Agreement and applicable CITY policies.

1. Purpose. This Exhibit defines the CITY's rights and the GRANTEE's obligations in the event of noncompliance with the Grant Agreement. The purpose is to ensure accountability, safeguard public funds, and preserve the integrity of CITY-funded programs.

2. Definition of Noncompliance. GRANTEE noncompliance shall include, but is not limited to, the following:

- A. Reporting or Documentation Noncompliance: Late or missing reports, poor documentation practices, or minor invoicing errors.
- B. Financial Mismanagement: Misuse or abuse of funds, weak internal controls, unauthorized spending, unsupported costs, budget deviations without approval, or bankruptcy.
- C. Performance Failures: Failure to meet grant terms, deliverables, timelines, or performance outcomes, failure to address participant eligibility, or program quality issues.
- D. Repeated or Unresolved Audit Findings: Pattern of adverse findings, failure to implement corrective actions, or disregard for prior audit or monitoring recommendations.
- E. Legal or Regulatory Violations: Violations of grant-related laws or requirements (e.g., OMB Uniform Guidance, civil rights, environmental laws, drug-free workplace rules, etc.).
- F. Fraud and Criminal Conduct: Submitting false information, willful misrepresentation, forgery, bribery, falsification of records, procurement fraud, embezzlement, or criminal convictions related to public funds.
- G. Ethics Violations or Conflicts of Interest: Kickbacks, having an interest that conflicts with the interests of the City or that may impair the grantee's ability to perform obligations under the grant agreement, or violations of public trust.
- H. Suspension, Debarment, or Bankruptcy: Active debarment/suspension by any government entity, or bankruptcy affecting the ability to perform grant obligations.

3. Classification of Noncompliance Severity. The CITY shall classify noncompliance into four (4) severity levels:

- A. Level 1 – Minor: Isolated administrative errors with limited impact, including:
 - (1) Reporting or Documentation Noncompliance.
- B. Level 2 – Moderate: Repeated issues or risks to performance or compliance, including:
 - (1) Reporting or Documentation Noncompliance;
 - (2) Financial Mismanagement;
 - (3) Performance Failures;
 - (4) Repeated or Unresolved Audit Findings; or

(5) Legal or Regulatory Violation.

C. Level 3 – Major: Serious misconduct or operational breakdowns, including:

- (1) Financial Mismanagement;
- (2) Performance Failures;
- (3) Repeated or Unresolved Audit Findings;
- (4) Legal or Regulatory Violations;
- (5) Ethics Violations or Conflicts of Interest; or
- (6) Suspension, Debarment, or Bankruptcy.

D. Level 4 – Severe: Fraud, criminal conduct, or violations of public trust, including:

- (1) Legal or Regulatory Violations;
- (2) Fraud and Criminal Conduct;
- (3) Ethics Violations or Conflicts of Interest; or
- (4) Suspension, Debarment, or Bankruptcy.

4. Letter of Noncompliance. Upon identifying noncompliance, the CITY may issue a Letter of Noncompliance, which shall include:

- A. A description of the violation(s);
- B. The specific corrective actions required;
- C. A deadline for submission of a written Corrective Action Response Plan (not to exceed thirty (30) calendar days); and,
- D. A notice that failure to respond may result in suspension or termination of funding.

For Level 3 and 4 violations, the CITY may, in its sole discretion, initiate immediate suspension without offering an opportunity to cure.

5. Corrective Action Process.

A. Upon receipt of a Letter of Noncompliance, the GRANTEE shall respond in writing with a Corrective Action Response Plan within thirty (30) calendar days that includes:

- (1) Specific actions taken or proposed to achieve compliance;
- (2) A timeline for implementation; and,
- (3) A designated point of contact for follow-up.

B. The CITY shall review the GRANTEE's response within fifteen (15) business days and, in its sole discretion, may:

- (1) Approve the plan;
- (2) Request revisions; or
- (3) Reject the plan and impose additional sanctions.

C. The CITY shall not disburse any new payments to GRANTEE until it approves the Corrective Action Response Plan.

6. Sanctions and Suspension. If the GRANTEE fails to cure the violation, or if the violation is sufficiently serious, the CITY may impose any of the following sanctions, proportionate to the severity level:

- A. Level 1 – Minor: Enhanced oversight or monitoring, CITY-provided technical assistance.
- B. Level 2 – Moderate: Enhanced oversight or monitoring, CITY-provided technical assistance and repayment of any grant funds used for unauthorized expenditures.
- C. Level 3 – Major: GRANTEE-provided technical assistance, suspension of all active grant agreements with CITY, repayment of any grant funds used for unauthorized expenditures, audit by a third-party at Grantee’s expense, two-year suspension from future CITY grant eligibility.
- D. Level 4 – Severe: Immediate termination of grant agreement, repayment of all grant funds disbursed by CITY, audit by a third-party at Grantee’s expense, and five-year suspension from future CITY grant eligibility.

7. Suspension Notice and Consequences.

- A. The CITY shall issue a written Suspension Notice to the GRANTEE when, in the City’s sole discretion:
 - (1) The GRANTEE has failed to respond to a Letter of Noncompliance within the required timeframe;
 - (2) The GRANTEE has submitted a Corrective Action Response Plan that is determined to be incomplete or insufficient, or Grantee fails to implement a Corrective Action Response Plan in a timely manner;
 - (3) The GRANTEE has engaged in conduct classified as a Level 3 (Major) or Level 4 (Severe) violation;
 - (4) The violation cannot be reasonably remedied through corrective action (e.g., repeated or willful misuse of funds, fraudulent reporting, or failure to deliver core services); or
 - (5) The GRANTEE’s continued participation in City-funded programs would pose a significant risk to public funds or program integrity.
- B. The Suspension Notice shall include:
 - (1) The nature and severity level of the violation.
 - (2) The duration of the suspension.
 - (3) Any conditions required for reinstatement.
 - (4) The GRANTEE’s right to appeal within fifteen (15) business days.
- C. During the suspension period, the GRANTEE:
 - (1) Shall not be eligible to apply for or receive CITY grant funds.
 - (2) Shall have any pending or in-progress grant applications withdrawn.
 - (3) Shall be listed as ineligible in the CITY’s Grants Management System.

8. Appeals and Reinstatement

- A. A GRANTEE may appeal a suspension or request for reinstatement after the suspension period or upon satisfying reinstatement conditions.
- B. Appeals shall be in writing and directed to the City Manager, and must include:
 - (1) A written statement of appeal grounds;
 - (2) Supporting documentation; and
 - (3) Any evidence of corrective measures taken.
- D. The CITY shall review appeals within thirty (30) calendar days. All determinations are final and not subject to further administrative review.

9. Incorporation by Reference. The GRANTEE acknowledges that compliance with this Exhibit is a material term of the Grant Agreement. Failure to comply may result in termination of the Grant Agreement and recovery of funds.

**Attachment 2a
Budget Narrative and Table**

Purpose:

The purpose of the Budget Narrative is to provide support and an explanation for the amounts requested in the Budget Table (itemized cost list).

Budget Narrative

Amount Requested: \$207,458

1. Salaries and Benefits (Administration) - \$32,822

- Career Resource Counselor (.2 FTE) - \$14,541 Policy and Advocacy Manager (.2 FTE) - \$14,000
- Fringe Benefits (15% including FICA, Workers Compensation, Retirement, Health and Life Insurance) - \$4,281

2. Salaries and Benefits (Program Participants) - \$163,628

- Internships (\$19/hr x 20 hrs/week x 10 weeks x 40 interns) - \$152,000
- FICA (7.65%) - \$11,628

3. Supplies - \$1600

- Food and drinks for End-Of-Year Event (80 people x \$20/person) - \$1,600

4. Wraparound Services - \$9,408

- Transportation Stipends (14 miles/day x 3 days/week x 8 weeks x 40 interns x .70/mile) - \$9,408

5. Professional Services (Other than Wraparound Services)

- Subject Matter Experts for Training - Paid by Outside Sources (in-kind)

Total Request Amount- \$207,458

Cash Match - \$36,082

In-Kind Match-\$10,000

Total Project Budget - \$253,540

Budget Table (Itemized Cost List)

Indirect Costs are not allowable expenses under this grant. Program-specific administrative costs are allowable and should be detailed in the Budget Narrative and included in the Budget Table.

Cost Categories (itemize within category)	A. Grant Funds	B. Cash Match (if any)	C. In-Kind Match (if any)	D. Total (A+B+C)
1. Salaries and Benefits (Program Administration)	\$32,822	\$36,082	\$0	\$68,904
2. Salaries and Benefits (Program Participants)	\$163,628	\$0	\$0	\$163,628
3. Supplies	\$1,600	\$0	\$0	\$1,600
4. Wraparound Services	\$9,408	\$0	\$0	\$9,408
5. Professional Services (other than wraparound services)	\$0	\$0	\$10,000	\$10,000
6. Equipment/Fixed Assets	\$0	\$0	\$0	\$0
TOTAL	\$207,458	\$36,082	\$10,000	\$253,540

*Within each cost category in blue, expenses should be itemized in sufficient detail to allow the City to determine the allocability and reasonableness of the expense (e.g., salary and benefits should be listed for each position, sub-awards should be itemized for each partner known at the time of the application).

**Attachment 2b
Budget Narrative and Table**

Purpose:

The purpose of the Budget Narrative is to provide support and an explanation for the amounts requested in the Budget Table (itemized cost list).

Budget Narrative

1. Salaries and Benefits (Administration) – \$32,822

- Career Resource Counselor (.2 FTE) - \$14,541 Policy and Advocacy Manager (.2. FTE) - \$14,000
- Fringe Benefits (15% including FICA, Workers Compensation, Retirement, Health and Life Insurance) - \$4,281

2. Salaries and Benefits (Program Participants) – \$143,992

- Internships (\$19/hr x 20 hrs/week x 22 weeks x 16 interns) - \$133,760
- FICA (7.65%) - \$10,232

3. Supplies – \$1,600

- Food and drinks for EOY Event (80 people x \$20/person) - \$1,600

4. Professional Services (Other than Wraparound Services)

- Subject Matter Experts for Training - Paid by Outside Sources (in-kind)

Total Request Amount - \$178,414

Cash Match - \$36,082

In-Kind Match - \$10,000

Total Project Budget - \$224,496

Budget Table (Itemized Cost List)

Indirect Costs are not allowable expenses under this grant. Program-specific administrative costs are allowable and should be detailed in the Budget Narrative and included in the Budget Table.

Cost Categories (itemize within category)	A. Grant Funds	B. Cash Match (if any)	C. In-Kind Match (if any)	D. Total (A+B+C)
1. Salaries and Benefits (Program Administration)	\$32,822	\$36,082	\$0	\$68,904
2. Salaries and Benefits (Program Participants)	\$143,992	\$0	\$0	\$143,992
3. Supplies	\$1,600	\$0	\$0	\$1,600
4. Wraparound Services	\$0	\$0	\$0	\$0
5. Professional Services (other than wraparound services)	\$0	\$0	\$10,000	\$10,000
6. Equipment/Fixed Assets	\$0	\$0	\$0	\$0
TOTAL	\$178,414	\$36,082	\$10,000	\$224,496

*Within each cost category in blue, expenses should be itemized in sufficient detail to allow the City to determine the allocability and reasonableness of the expense (e.g., salary and benefits should be listed for each position, sub-awards should be itemized for each partner known at the time of the application).

Contract Routing Sheet

Payment / Performance Bond Only

General Routing Information

Department: Economic Development Department

Contract Coordinator: Alexis Allen Email: aballen@cityofsacramento.org

Effective Date: 06/06/2025 Expiration Date: 12/31/2026

Grant/Project Name: Youth Service Corps

Other Party: Real Estate Preparatory School dba CRE Pathways

Original Not to Exceed Amount: 240,001.00

Assessor's Parcel Number(s): _____

Project Number: G02180370 Bid/RFQ/RFP#: _____

Supplements/Addendums/Change Orders

Adjusted Amount of this Change (+/-): 222,801.00 New Not to Exceed Amount: 462,802.00

Change In Scope: No

Original Contract Number: 2025-0717 Supplement Number: 2

Council Approval

Original Meeting Date: _____ Council File ID: _____

Supplement Meeting Date: 5/19/2026 Council File ID: 2026-00737

Processing Information

- Clerk's Office to Mail for Recording
- Return to Dept for Other Party Signature
- Real Estate
- Return to Dept for Recording
- Construction Related
- Additional Originals Attached – Return to Dept.

Add notes/instructions, including any other contract or council file ID numbers related to this agreement:

Exempt from AB339

Signing Authority - Department Directors up to \$100K; \$100K -\$250K City Manager or Assistant City Manager; \$250K+ Council Approval & Council Appointee or designee.

Department Review and Routing

AB 339 Review Confirmation (if needed) _____

Sign Blair Hongo _____

Sign Tiana Jordan _____

Sign _____

Sign _____

Sign _____

**Second Amendment to Youth Service Corps Grant Agreement
(City Contract #2025-0717-2)**

The City of Sacramento ("City") and REAL ESTATE PREPARATORY SCHOOL INC. dba CRE PATHWAYS, a California nonprofit corporation ("Grantee"), as parties to that certain Grant Agreement designated as Contract Number 2025-0717, including any and all prior amendments modifying the contract (the contract and all amendments are hereafter collectively referred to as the "Contract" or "Grant Agreement"), hereby amend the Grant Agreement as follows:

1. **Disbursement of Funds.** Section 2 of the Grant Agreement hereby amended to read as follows:

"The City shall disburse to the Grantee a total sum not to exceed \$462,802.00 in accordance with Section 3 below. The funds disbursed by the City under this Agreement are referred to as "Grant Funds." In no instance will the City be liable for any payments or costs in excess of this amount, for any unauthorized or ineligible costs, or for costs incurred after December 31, 2026.

2. **Authorized Activities.** Section 1 of Attachment 1 is hereby amended as follows:

"The Grantee shall implement a program to develop career pathways for residents of the City of Sacramento (the "Program"), including:

- Providing 18 Program participants, as that term is defined in Section 4 below ("Participants") with paid 7-month internships with a goal of obtaining permanent employment placement.

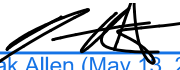
3. **Exhibit F.** The Parties agree that the terms of Exhibit F, attached hereto, are incorporated into and made part of this Grant Agreement.
4. **Budget.** Attachment 2 to the Grant Agreement hereby deleted in its entirety and replaced with the documents identified as Attachment 2a and Attachment 2b to this Second Amendment. Attachments 2a and 2b are part of this Second Amendment
5. **All Other Terms Remain in Force.** Except as modified by this agreement, the terms of the Grant Agreement remain unchanged. If there is any inconsistency between the Grant Agreement and this First Amendment, the terms of this First Amendment control.
6. **Effective Date.** This Second Amendment is effective on the date that all parties have signed it, as indicated by the dates in the signature blocks below.
7. **Integration and Modification.** This Second Amendment sets forth the parties' entire understanding regarding the matters set forth above and is intended to be their final, complete, and exclusive expression of those matters. It supersedes all prior or contemporaneous agreements, representations, and negotiations—written, oral, express, or

implied—and may be modified only by another written agreement signed by both parties.

8. **Counterparts.** The parties may sign this Second Amendment in counterparts, each of which is considered an original, but all of which constitute the same agreement. Facsimiles, pdfs, and photocopies of signature pages of the First Amendment have the same binding effect as originals.
9. **Electronic Signatures.** The parties agree that this Second Amendment may be electronically signed. The parties agree that the electronic signatures appearing on this Second Amendment are the same as handwritten signatures for all purposes.

(Signature Page Follows)

REAL ESTATE PREPARATORY SCHOOL INC.
dba a California municipal corporation CRE PATHWAYS
a California nonprofit corporation

By: 
Tak Allen (May 13, 2026 10:12:45 PDT)
Tak Allen, President

Dated: 05/13/2026

CITY OF SACRAMENTO,
a California municipal corporation

By: _____
Maraskeshia Smith, City Manager

Dated: _____

Attest
Sacramento City Clerk

By: _____
Deputy City Clerk

Approved as to Form:
Sacramento City Attorney

By: 

Senior Deputy City Attorney

EXHIBIT F GRANTEE NONCOMPLIANCE PROCEDURES

This Exhibit F is incorporated into and made part of the Grant Agreement between the CITY and the GRANTEE. The terms and conditions set forth herein establish the standards, procedures, and consequences that govern GRANTEE noncompliance with the Grant Agreement and applicable CITY policies.

1. Purpose. This Exhibit defines the CITY's rights and the GRANTEE's obligations in the event of noncompliance with the Grant Agreement. The purpose is to ensure accountability, safeguard public funds, and preserve the integrity of CITY-funded programs.

2. Definition of Noncompliance. GRANTEE noncompliance shall include, but is not limited to, the following:

- A. Reporting or Documentation Noncompliance: Late or missing reports, poor documentation practices, or minor invoicing errors.
- B. Financial Mismanagement: Misuse or abuse of funds, weak internal controls, unauthorized spending, unsupported costs, budget deviations without approval, or bankruptcy.
- C. Performance Failures: Failure to meet grant terms, deliverables, timelines, or performance outcomes, failure to address participant eligibility, or program quality issues.
- D. Repeated or Unresolved Audit Findings: Pattern of adverse findings, failure to implement corrective actions, or disregard for prior audit or monitoring recommendations.
- E. Legal or Regulatory Violations: Violations of grant-related laws or requirements (e.g., OMB Uniform Guidance, civil rights, environmental laws, drug-free workplace rules, etc.).
- F. Fraud and Criminal Conduct: Submitting false information, willful misrepresentation, forgery, bribery, falsification of records, procurement fraud, embezzlement, or criminal convictions related to public funds.
- G. Ethics Violations or Conflicts of Interest: Kickbacks, having an interest that conflicts with the interests of the City or that may impair the grantee's ability to perform obligations under the grant agreement, or violations of public trust.
- H. Suspension, Debarment, or Bankruptcy: Active debarment/suspension by any government entity, or bankruptcy affecting the ability to perform grant obligations.

3. Classification of Noncompliance Severity. The CITY shall classify noncompliance into four (4) severity levels:

- A. Level 1 – Minor: Isolated administrative errors with limited impact, including:
 - (1) Reporting or Documentation Noncompliance.
- B. Level 2 – Moderate: Repeated issues or risks to performance or compliance, including:
 - (1) Reporting or Documentation Noncompliance;
 - (2) Financial Mismanagement;
 - (3) Performance Failures;

- (4) Repeated or Unresolved Audit Findings; or
- (5) Legal or Regulatory Violation.

C. Level 3 – Major: Serious misconduct or operational breakdowns, including:

- (1) Financial Mismanagement;
- (2) Performance Failures;
- (3) Repeated or Unresolved Audit Findings;
- (4) Legal or Regulatory Violations;
- (5) Ethics Violations or Conflicts of Interest; or
- (6) Suspension, Debarment, or Bankruptcy.

D. Level 4 – Severe: Fraud, criminal conduct, or violations of public trust, including:

- (1) Legal or Regulatory Violations;
- (2) Fraud and Criminal Conduct;
- (3) Ethics Violations or Conflicts of Interest; or
- (4) Suspension, Debarment, or Bankruptcy.

4. Letter of Noncompliance. Upon identifying noncompliance, the CITY may issue a Letter of Noncompliance, which shall include:

- A. A description of the violation(s);
- B. The specific corrective actions required;
- C. A deadline for submission of a written Corrective Action Response Plan (not to exceed thirty (30) calendar days); and,
- D. A notice that failure to respond may result in suspension or termination of funding.

For Level 3 and 4 violations, the CITY may, in its sole discretion, initiate immediate suspension without offering an opportunity to cure.

5. Corrective Action Process.

- A. Upon receipt of a Letter of Noncompliance, the GRANTEE shall respond in writing with a Corrective Action Response Plan within thirty (30) calendar days that includes:
 - (1) Specific actions taken or proposed to achieve compliance;
 - (2) A timeline for implementation; and,
 - (3) A designated point of contact for follow-up.
- B. The CITY shall review the GRANTEE's response within fifteen (15) business days and, in its sole discretion, may:
 - (1) Approve the plan;
 - (2) Request revisions; or
 - (3) Reject the plan and impose additional sanctions.
- C. The CITY shall not disburse any new payments to GRANTEE until it approves the Corrective Action Response Plan.

6. Sanctions and Suspension. If the GRANTEE fails to cure the violation, or if the violation is sufficiently serious, the CITY may impose any of the following sanctions, proportionate to the severity level:

- A. Level 1 – Minor: Enhanced oversight or monitoring, CITY-provided technical assistance.
- B. Level 2 – Moderate: Enhanced oversight or monitoring, CITY-provided technical assistance and repayment of any grant funds used for unauthorized expenditures.
- C. Level 3 – Major: GRANTEE-provided technical assistance, suspension of all active grant agreements with CITY, repayment of any grant funds used for unauthorized expenditures, audit by a third-party at Grantee’s expense, two-year suspension from future CITY grant eligibility.
- D. Level 4 – Severe: Immediate termination of grant agreement, repayment of all grant funds disbursed by CITY, audit by a third-party at Grantee’s expense, and five-year suspension from future CITY grant eligibility.

7. Suspension Notice and Consequences.

- A. The CITY shall issue a written Suspension Notice to the GRANTEE when, in the City’s sole discretion:
 - (1) The GRANTEE has failed to respond to a Letter of Noncompliance within the required timeframe;
 - (2) The GRANTEE has submitted a Corrective Action Response Plan that is determined to be incomplete or insufficient, or Grantee fails to implement a Corrective Action Response Plan in a timely manner;
 - (3) The GRANTEE has engaged in conduct classified as a Level 3 (Major) or Level 4 (Severe) violation;
 - (4) The violation cannot be reasonably remedied through corrective action (e.g., repeated or willful misuse of funds, fraudulent reporting, or failure to deliver core services); or
 - (5) The GRANTEE’s continued participation in City-funded programs would pose a significant risk to public funds or program integrity.
- B. The Suspension Notice shall include:
 - (1) The nature and severity level of the violation.
 - (2) The duration of the suspension.
 - (3) Any conditions required for reinstatement.
 - (4) The GRANTEE’s right to appeal within fifteen (15) business days.
- C. During the suspension period, the GRANTEE:
 - (1) Shall not be eligible to apply for or receive CITY grant funds.
 - (2) Shall have any pending or in-progress grant applications withdrawn.
 - (3) Shall be listed as ineligible in the CITY’s Grants Management System.

8. Appeals and Reinstatement

- A. A GRANTEE may appeal a suspension or request for reinstatement after the suspension period or upon satisfying reinstatement conditions.
- B. Appeals shall be in writing and directed to the City Manager, and must include:
 - (1) A written statement of appeal grounds;
 - (2) Supporting documentation; and
 - (3) Any evidence of corrective measures taken.
- D. The CITY shall review appeals within thirty (30) calendar days. All determinations are final and not subject to further administrative review.

9. Incorporation by Reference. The GRANTEE acknowledges that compliance with this Exhibit is a material term of the Grant Agreement. Failure to comply may result in termination of the Grant Agreement and recovery of funds.

**Attachment 2a
Budget Narrative and Table**

Purpose:

The purpose of the Budget Narrative is to provide support and an explanation for the amounts requested in the Budget Table (itemized cost list).

Budget Narrative

Amount Request: \$240,001.00

1. Program Administration - \$47,301

Program Coordinator: \$19,263 for 7 months is .4FTE of the annual salary \$82,555

The Program Coordinator oversees Participant placements, provides training to host organizations, manages data collection, and maintains relationships with wraparound service partners. Their work ensures programmatic accountability and smooth operations.

Participant Supervisor: \$16,063 for 7 months is .4FTE of the annual salary of \$68,845

The Participant Supervisor is responsible for tracking Participants' hours, ensuring participation in case management meetings, and conducting quality assurance check-ins. Participant Supervisor also schedules placements for Participants, and the Participant Supervisor reports to the Program Coordinator and logs all information and indicators into our CRM Monday.com.

Participant Trainer: \$11,975 7-month program at 0.33 FTE of the annual salary \$62,210

Before placement, Participants will undergo comprehensive training facilitated by 4 Your Epiphany. This includes cultural sensitivity, trauma-informed mindfulness, and workforce readiness. Training will be continuously refined based on feedback from host organizations to ensure skill development aligns with employer expectations. Funding allocated to training supports instructional development, materials, and facilitation costs.

2. Program Participants - \$185,400

The Program supports 8 Participants in structured work-based learning experiences.

8 Participants working 40 hours per week: These Participants are engaged in full-time work at 40 hours per week over the same 7-month period. Their collective total hours worked is also 9270 hours. At \$20 per hour, their total compensation amounts to \$185,400.

3. Supportive Services & Wraparound Resources for 8 Participants Totals: \$5,800

Each Participant will have access to \$725.00 in emergency and wraparound services to address housing, transportation, childcare, and food security needs. Additionally, Participants will receive:

- Bi-weekly case management and career coaching.
- Access to mental health resources, financial literacy training, and career readiness workshops.

Pivot Sacramento will offer up to \$15,000 in additional in-kind emergency services in excess of the \$725.00 allocation to each Participant if they demonstrate severe need and exhaust allocated budget.

4. Supplies - \$1500

Operational & Program Resources

\$1,500 will be utilized to replenish ink for printers and to supply paper, binders, pens, and other materials for onboarded Participants. Each Participant is required to track their own hours on a timesheet (although the Participant Supervisor will do official tracking) and will print out independent personal reviews.

In-Kind

Participants Office: Participants will have full-time access to a Participants office, providing a dedicated space to complete work tasks, utilize technology, and access printing services. This ensures they remain engaged in professional development while balancing their work responsibilities.

Monday.com: Monday.com is a Customer Relationship Management system (CRM) the Grantee utilizes on a daily basis. Grantee will add enough licenses to begin profiles for the 8 Participants in this Program. The full profile license is \$266.67 per Participant at the cost of 8 new Participants equaling a \$2,133 in-kind cost Grantee will cover for this Program in order to collect accurate data, track KPI's (Key Performance Indicators), and build in services for Participants.

Long-Term Employment Pathways: Participants will be connected to Pivot Sacramento, an America's Job Center of California (AJCC) partner, for job coaching and permanent job placement assistance. Many Participants will secure employment with their host organizations, ensuring sustainable career outcomes.

This budget aligns with Grantee's existing Fellowship Pipeline Program and supports program objectives without conflict, ensuring seamless implementation of contracted tasks.

Budget Table (Itemized Cost List)

Indirect Costs are not allowable expenses under this grant. Program-specific administrative costs are allowable and should be detailed in the Budget Narrative and included in the Budget Table.

Cost Categories (itemize within category)	A. Grant Funds	B. Cash Match (if any)	C. In-Kind Match (if any)	D. Total (A+B+C)
1. Salaries and Benefits (Program Administration)	\$47,301	\$0	\$76,367	\$123,668
2. Salaries and Benefits (Program Participants)	\$185,400	\$0	\$0	\$185,400
3. Supplies/Services	\$1,500	\$0	\$1,500	\$3,000
4. Wraparound Services	\$5,800	\$0	\$15,000	\$20,800
5. Professional Services (other than wraparound services)	\$0	\$0	\$0	\$0
6. Equipment/Fixed Assets	\$0	\$0	\$0	\$0
7. Other (Marketing, Eval)	\$0	\$0	\$2,133	\$2,133
TOTAL	\$240,001	\$0	\$95,000	\$335,001

*Within each cost category in blue, expenses should be itemized in sufficient detail to allow the City to determine the allocability and reasonableness of the expense (e.g., salary and benefits should be listed for each position, sub-awards should be itemized for each partner known at the time of the application).

Attachment 2b Budget Narrative and Table

Purpose:

The purpose of the Budget Narrative is to provide support and an explanation for the amounts requested in the Budget Table (itemized cost list).

Budget Narrative

Amount Request: 222,801.00

1. Program Administration - \$47,301

Program Coordinator: \$19,263 for 7 months is .4FTE of the annual salary \$82,555

The Program Coordinator oversees Participant placements, provides training to host organizations, manages data collection, and maintains relationships with wraparound service partners. Their work ensures programmatic accountability and smooth operations.

Participant Supervisor: \$16,063 for 7 months is .4FTE of the annual salary of \$68,845

The Participant Supervisor is responsible for tracking Participants' hours, ensuring participation in case management meetings, and conducting quality assurance check-ins. Participant Supervisor also schedules placements for Participants, Participant Supervisor reports to the Program Coordinator and logs all information and indicators into our CRM Monday.com.

Participant Trainer: \$11,975 7-month program at 0.33 FTE of the annual salary \$62,210

Before placement, Participants will undergo comprehensive training facilitated by 4 Your Epiphany. This includes cultural sensitivity, trauma-informed mindfulness, and workforce readiness. Training will be continuously refined based on feedback from host organizations to ensure skill development aligns with employer's expectations. Funding allocated to training supports instructional development, materials, and facilitation costs.

2. Program Participants - \$168,000

The Program supports 10 Participants in structured work-based learning experiences.

10 Participants working 40 hours per week: These Participants are engaged in full-time work at 30 hours per week over the same 7-month period. Their collective total hours worked are also 8,400 hours. At \$20 per hour, their total compensation amounts to **\$168,000**.

3. Supportive Services & Wraparound Resources for 10 Participants Totals: \$6,000

Each Participant will have access to \$1,500 in emergency and wraparound services to address housing, transportation, childcare, and food security needs. Additionally, Participants will receive:

- Bi-weekly case management and career coaching.

- Access to mental health resources, financial literacy training, and career readiness workshops.

Pivot Sacramento will offer up to \$15,000 in additional in-kind emergency services in excess of the \$600 allocation to each Participant if they demonstrate severe need and exhaust allocated budget.

4. Supplies - \$1500

Operational & Program Resources

Supplies: \$1,500 will be utilized to replenish ink for printers and to supply paper, binders, pens, and other materials for onboarded Participants. Each Participant is required to track their own hours on a timesheet (although the Participant Supervisor will do official tracking) and will print out independent personal reviews.

In-Kind

Participants Office: Participants will have full-time access to a Participants office, providing dedicated space to complete work tasks, utilize technology, and access printing services. This ensures they remain engaged in professional development while balancing their work responsibilities.

Monday.com: Monday.com is a Customer Relationship Management system (CRM) the Grantee utilizes on a daily basis. Grantee will add enough licenses to begin profiles for the 8 Participants in this Program. The full profile license is \$266.67 per Participant at the cost of 8 new Participants equaling a \$2,134 in-kind cost Grantee will cover for this Program in order to collect accurate data, track KPI's (Key Performance Indicators), and build in services for Participants .

Long-Term Employment Pathways: Participants will be connected to Pivot Sacramento, an America's Job Center of California (AJCC) partner, for job coaching and permanent job placement assistance. Many Participants will secure employment with their host organizations, ensuring sustainable career outcomes.

This budget aligns with Grantee's existing Fellowship Pipeline Program and supports program objectives without conflict, ensuring seamless implementation of contracted tasks.

Budget Table (Itemized Cost List)

Indirect Costs are not allowable expenses under this grant. Program-specific administrative costs are allowable and should be detailed in the Budget Narrative and included in the Budget Table.

Cost Categories (itemize within category)	A. Grant Funds	B. Cash Match (if any)	C. In-Kind Match (if any)	D. Total (A+B+C)
1. Salaries and Benefits (Program Administration)	\$47,301	\$0	\$76,367	\$123,668
2. Salaries and Benefits (Program Participants)	\$168,000	\$0	\$0	\$168,000
3. Supplies	\$1,500	\$0	\$1,500	\$3,000
4. Wraparound Services	\$6,000	\$0	\$15,000	\$21,000
5. Professional Services (other than wraparound services)	\$0	\$0	\$0	\$0
6. Equipment/Fixed Assets	\$0	\$0	\$2,133	\$2,133
TOTAL	\$222,801	\$0	\$95,000	\$317,801

*Within each cost category in blue, expenses should be itemized in sufficient detail to allow the City to determine the allocability and reasonableness of the expense (e.g., salary and benefits should be listed for each position, sub-awards should be itemized for each partner known at the time of the application).

Contract Routing Sheet

Payment / Performance Bond Only

General Routing Information

Department: Economic Development Department

Contract Coordinator: Alexis Allen Email: aballen@cityofsacramento.org

Effective Date: 06/06/2025 Expiration Date: 12/31/2026

Grant/Project Name: Youth Service Corps

Other Party: USI California Hope. INC. DBA Urban Strategies INC

Original Not to Exceed Amount: \$ 210,025.00

Assessor's Parcel Number(s): _____

Project Number: G02180370 Bid/RFQ/RFP#: _____

Supplements/Addendums/Change Orders

Adjusted Amount of this Change (+/-): \$ 171,350.00 New Not to Exceed Amount: \$ 381,375.00

Change In Scope: No

Original Contract Number: 2025-0736 Supplement Number: 2

Council Approval

Original Meeting Date: _____ Council File ID: _____

Supplement Meeting Date: 5/19/2025 Council File ID: 2026-00737

Processing Information

- Clerk's Office to Mail for Recording
- Return to Dept for Other Party Signature
- Real Estate
- Return to Dept for Recording
- Construction Related
- Additional Originals Attached – Return to Dept.

Add notes/instructions, including any other contract or council file ID numbers related to this agreement:

Exempt from AB339

Signing Authority - Department Directors up to \$100K; \$100K -\$250K City Manager or Assistant City Manager; \$250K+ Council Approval & Council Appointee or designee.

Department Review and Routing

AB 339 Review Confirmation (if needed) _____

Sign Blair Hongo _____

Sign Tiana Jordan _____

Sign _____

Sign _____

Sign _____

**Second Amendment to Youth Service Corps Grant Agreement
(City Contract #2025-0736-2)**

The City of Sacramento ("City") and USI CALIFORNIA HOPE, INC. DBA URBAN STRATEGIES, INC., a Missouri nonprofit corporation ("Grantee"), as parties to that certain Grant Agreement designated as Contract Number 2025-0736, including any and all prior amendments modifying the contract (the contract and all amendments are hereafter collectively referred to as the "Contract" or "Grant Agreement"), hereby amend the Grant Agreement as follows:

1. **Disbursement of Funds.** Section 2 of the Grant Agreement hereby amended to read as follows:

"The City shall disburse to the Grantee a total sum not to exceed \$ 381,375.00 in accordance with Section 3 below. The funds disbursed by the City under this Agreement are referred to as "Grant Funds." In no instance will the City be liable for any payments or costs in excess of this amount, for any unauthorized or ineligible costs, or for costs incurred after December 31, 2026.

2. **Authorized Activities.** Section 1 of attachment 1 is hereby amended as follows:

"The Grantee shall implement a program to develop career pathways for residents of the City of Sacramento (the "Program"), including:

- Providing up to 40 Program participants, as that term is defined in Section 4 below ("Participants") with paid work experience through the Mirasol Village Career Academy (MVCA). They will be trained and placed at nonprofit partners of Grantee in positions around climate action, food insecurity, education, and public service.

3. **Exhibit F.** The Parties agree that the terms of Exhibit F, attached hereto, are incorporated into and made part of this Grant Agreement.

4. **Budget.** Attachment 2 to the Grant Agreement hereby deleted in its entirety and replaced with the documents identified as Attachment 2a and Attachment 2b to this Second Amendment. Attachments 2a and 2b are part of this Second Amendment

5. **All Other Terms Remain in Force.** Except as modified by this agreement, the terms of the Grant Agreement remain unchanged. If there is any inconsistency between the Grant Agreement and this First Amendment, the terms of this First Amendment control.

6. **Effective Date.** This Second Amendment is effective on the date that all parties have signed it, as indicated by the dates in the signature blocks below.

7. **Integration and Modification.** This Second Amendment sets forth the parties' entire understanding regarding the matters set forth above and is intended to be their final, complete, and exclusive expression of those matters. It supersedes all prior or contemporaneous agreements, representations, and negotiations—written, oral, express, or implied—and may be modified only by another written agreement signed by both parties.
8. **Counterparts.** The parties may sign this Second Amendment in counterparts, each of which is considered an original, but all of which constitute the same agreement. Facsimiles, pdfs, and photocopies of signature pages of the First Amendment have the same binding effect as originals.
9. **Electronic Signatures.** The parties agree that this Second Amendment may be electronically signed. The parties agree that the electronic signatures appearing on this Second Amendment are the same as handwritten signatures for all purposes.

(Signature Page Follows)

**USI CALIFORNIA HOPE, INC. DBA URBAN
STRATEGIES, INC.,
A Missouri nonprofit corporation**

By: ES
Esther Shin, President

Dated: 05/13/2026

**CITY OF SACRAMENTO,
a California municipal corporation**

By: _____
Maraskeshia Smith, City Manager

Dated: _____

Attest
Sacramento City Clerk

By: _____
Deputy City Clerk

Approved as to Form:
Sacramento City Attorney

By: AS
Senior Deputy City Attorney

EXHIBIT F
GRANTEE NONCOMPLIANCE PROCEDURES

This Exhibit Z is incorporated into and made part of the Grant Agreement between the CITY and the GRANTEE. The terms and conditions set forth herein establish the standards, procedures, and consequences that govern GRANTEE noncompliance with the Grant Agreement and applicable CITY policies.

1. Purpose. This Exhibit defines the CITY's rights and the GRANTEE's obligations in the event of noncompliance with the Grant Agreement. The purpose is to ensure accountability, safeguard public funds, and preserve the integrity of CITY-funded programs.

2. Definition of Noncompliance. GRANTEE noncompliance shall include, but is not limited to, the following:

- A. Reporting or Documentation Noncompliance: Late or missing reports, poor documentation practices, or minor invoicing errors.
- B. Financial Mismanagement: Misuse or abuse of funds, weak internal controls, unauthorized spending, unsupported costs, budget deviations without approval, or bankruptcy.
- C. Performance Failures: Failure to meet grant terms, deliverables, timelines, or performance outcomes, failure to address participant eligibility, or program quality issues.
- D. Repeated or Unresolved Audit Findings: Pattern of adverse findings, failure to implement corrective actions, or disregard for prior audit or monitoring recommendations.
- E. Legal or Regulatory Violations: Violations of grant-related laws or requirements (e.g., OMB Uniform Guidance, civil rights, environmental laws, drug-free workplace rules, etc.).
- F. Fraud and Criminal Conduct: Submitting false information, willful misrepresentation, forgery, bribery, falsification of records, procurement fraud, embezzlement, or criminal convictions related to public funds.
- G. Ethics Violations or Conflicts of Interest: Kickbacks, having an interest that conflicts with the interests of the City or that may impair the grantee's ability to perform obligations under the grant agreement, or violations of public trust.
- H. Suspension, Debarment, or Bankruptcy: Active debarment/suspension by any government entity, or bankruptcy affecting the ability to perform grant obligations.

3. Classification of Noncompliance Severity. The CITY shall classify noncompliance into four (4) severity levels:

- A. Level 1 – Minor: Isolated administrative errors with limited impact, including:
 - (1) Reporting or Documentation Noncompliance.
- B. Level 2 – Moderate: Repeated issues or risks to performance or compliance, including:
 - (1) Reporting or Documentation Noncompliance;
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 - (3) Performance Failures;
 - (4) Repeated or Unresolved Audit Findings; or
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- C. Level 3 – Major: Serious misconduct or operational breakdowns, including:
 - (1) Financial Mismanagement;
 - (2) Performance Failures;
 - (3) Repeated or Unresolved Audit Findings;
 - (4) Legal or Regulatory Violations;
 - (5) Ethics Violations or Conflicts of Interest; or
 - (6) Suspension, Debarment, or Bankruptcy.

- D. Level 4 – Severe: Fraud, criminal conduct, or violations of public trust, including:
 - (1) Legal or Regulatory Violations;
 - (2) Fraud and Criminal Conduct;
 - (3) Ethics Violations or Conflicts of Interest; or
 - (4) Suspension, Debarment, or Bankruptcy.

4. Letter of Noncompliance. Upon identifying noncompliance, the CITY may issue a Letter of Noncompliance, which shall include:

- A. A description of the violation(s);
- B. The specific corrective actions required;
- C. A deadline for submission of a written Corrective Action Response Plan (not to exceed thirty (30) calendar days); and,
- D. A notice that failure to respond may result in suspension or termination of funding.

For Level 3 and 4 violations, the CITY may, in its sole discretion, initiate immediate suspension without offering an opportunity to cure.

5. Corrective Action Process.

- A. Upon receipt of a Letter of Noncompliance, the GRANTEE shall respond in writing with a Corrective Action Response Plan within thirty (30) calendar days that includes:
 - (1) Specific actions taken or proposed to achieve compliance;
 - (2) A timeline for implementation; and,
 - (3) A designated point of contact for follow-up.

- B. The CITY shall review the GRANTEE’s response within fifteen (15) business days and, in its sole discretion, may:
 - (1) Approve the plan;
 - (2) Request revisions; or
 - (3) Reject the plan and impose additional sanctions.

- C. The CITY shall not disburse any new payments to GRANTEE until it approves the Corrective Action Response Plan.

6. Sanctions and Suspension. If the GRANTEE fails to cure the violation, or if the violation is sufficiently serious, the CITY may impose any of the following sanctions, proportionate to the severity level:

- A. Level 1 – Minor: Enhanced oversight or monitoring, CITY-provided technical assistance.
- B. Level 2 – Moderate: Enhanced oversight or monitoring, CITY-provided technical assistance and repayment of any grant funds used for unauthorized expenditures.
- C. Level 3 – Major: GRANTEE-provided technical assistance, suspension of all active grant agreements with CITY, repayment of any grant funds used for unauthorized expenditures, audit by a third-party at Grantee’s expense, two-year suspension from future CITY grant eligibility.
- D. Level 4 – Severe: Immediate termination of grant agreement, repayment of all grant funds disbursed by CITY, audit by a third-party at Grantee’s expense, and five-year suspension from future CITY grant eligibility.

7. Suspension Notice and Consequences.

- A. The CITY shall issue a written Suspension Notice to the GRANTEE when, in the City’s sole discretion:
 - (1) The GRANTEE has failed to respond to a Letter of Noncompliance within the required timeframe;
 - (2) The GRANTEE has submitted a Corrective Action Response Plan that is determined to be incomplete or insufficient, or Grantee fails to implement a Corrective Action Response Plan in a timely manner;
 - (3) The GRANTEE has engaged in conduct classified as a Level 3 (Major) or Level 4 (Severe) violation;
 - (4) The violation cannot be reasonably remedied through corrective action (e.g., repeated or willful misuse of funds, fraudulent reporting, or failure to deliver core services); or
 - (5) The GRANTEE’s continued participation in City-funded programs would pose a significant risk to public funds or program integrity.
- B. The Suspension Notice shall include:
 - (1) The nature and severity level of the violation.
 - (2) The duration of the suspension.
 - (3) Any conditions required for reinstatement.
 - (4) The GRANTEE’s right to appeal within fifteen (15) business days.
- C. During the suspension period, the GRANTEE:
 - (1) Shall not be eligible to apply for or receive CITY grant funds.
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8. Appeals and Reinstatement

- A. A GRANTEE may appeal a suspension or request for reinstatement after the suspension period or upon satisfying reinstatement conditions.
- B. Appeals shall be in writing and directed to the City Manager, and must include:
 - (1) A written statement of appeal grounds;
 - (2) Supporting documentation; and
 - (3) Any evidence of corrective measures taken.
- C. The CITY shall review appeals within thirty (30) calendar days. All determinations are final and not subject to further administrative review.

9. Incorporation by Reference. The GRANTEE acknowledges that compliance with this Exhibit is a material term of the Grant Agreement. Failure to comply may result in termination of the Grant Agreement and recovery of funds.

Attachment 2a Budget Narrative and Table

Purpose:

The purpose of the Budget Narrative is to provide support and an explanation for the amounts requested in the Budget Table (itemized cost list).

Budget Narrative

Total amount Requested: \$210,025

Staff Salary and Benefits (Program Administration):

Description	Hours per month	Total hours	Hourly Rate	Total
Operations Director	50	150	\$150	\$22,500
Project Manager	65	195	\$125	\$24,375
Family Support Specialist	65	195	\$95	\$18,525
Family Support Specialist	65	195	\$95	\$18,525
				\$83,925

Operations Director will provide direct support to the site team to manage strategies, set results, and activate partners.

Project Manager- Will provide oversight into day-to-day operations by supporting front-line staff, compiling reports, and holding the grant's overall responsibility.

FSS- The FSS staff will be responsible for the day-to-day support of individuals in the Program to provide assessments, identify barriers, provide support, and monitor the progress of individuals in the Program.

BENEFITS

All staff of Grantee receive Medical, Dental, 401K, PDO (Paid Days Off) earned, and mileage reimbursement.

Salary and Benefits (Program Participants)

Description	#of Participants	Hours per month (25 per week per person)	Total hours (e months)	Hourly Rate	Total
Program Participant	20	1833	5500	\$20	\$110,000

Program Participants- Program participants will be paid \$20.00 an hour for a maximum of 25 hours a week and internships will last for a maximum of three months.

Marketing Expenses: \$600

Dial my calls: Dial my calls is a text messaging software that is a useful tool when it comes to engaging community members. It will allow Grantee to advertise and recruit participants and maintain constant contact with Program Participants.

Wraparound Services: \$12,500

Participants will have access to a variety of wraparound and barrier removal services. This includes but is not limited to Transit Passes, Gas Cards, Document Acquisition, Food Gift Cards, Job Preparation, and childcare. **\$625 per participant (\$12,500)**

Program Evaluation: \$3,000

LEARN (Family Support Tracking System): LEARN is the only database designed to longitudinally track and analyze the impact of human capital programs implemented in conjunction with neighborhood revitalization and housing redevelopment efforts. LEARN was built using Social Solutions' Efforts to Outcomes (ETO®) software. It features the use of the Grantee's proprietary Family Risk Index (FRI) to determine and mitigate the risk of eviction, unemployment, incarceration, homelessness, household instability, physical or mental illness, and disconnection from school, job, or caring adult (for children/youth). This database will connect adult and youth outcomes and results can be reported for families and individuals.

Outcomes are tracked using Touchpoints. This data collection allows the Grantee to analyze and visualize outcomes and change over time for specific participants, groups, programs, or agency wide.

Budget Table (Itemized Cost List)

Indirect Costs are not allowable expenses under this grant. Program-specific administrative costs are allowable and should be detailed in the Budget Narrative and included in the Budget Table.

Cost Categories (itemize within category)	A. Grant Funds	B. Cash Match (if any)	C. In-Kind Match (if any)	D. Total (A+B+C)
Staff Salaries and Benefits	\$83,925	\$0	\$0	\$83,925
Participant Salaries and Benefits	\$110,000	\$0	\$0	\$110,000
Marketing Expenses	\$600	\$0	\$0	\$600
Wraparound Services	\$12,500	\$0	\$0	\$12,500
Program Evaluation	\$3,000	\$0	\$0	\$3,000
Total	\$210,025	\$0	\$0	\$210,025

*Within each cost category in blue, expenses should be itemized in sufficient detail to allow the City to determine the allocability and reasonableness of the expense (e.g., salary and benefits should be listed for each position, sub-awards should be itemized for each partner known at the time of the application).

**Attachment 2b
Budget Narrative and Table**

Purpose:

The purpose of the Budget Narrative is to provide support and an explanation for the amounts requested in the Budget Table (itemized cost list).

Budget Narrative

Total Amount Requested: \$171,350

Staff Salary and Benefits (Program Administration):

Description	Total hours	Hourly Rate	Total
Operations Director	50	\$150	\$7,500
Project Manager	150	\$125	\$18,750
FSS	150	\$95	\$14,250
FSS	150	\$95	\$14,250
			\$54,750

Director of Operations-Will provide direct support to the site team to manage strategies, set results, and activate partners.

Project Manager- Will provide oversight on day-to-day operations by supporting front-line staff, compiling reports, and holding the grant’s overall responsibility.

FSS II- The FSS staff will be responsible for the day-to-day support of individuals in the program to provide assessments, identify barriers, provide support, and monitor the progress of individuals in the program.

BENEFITS

All staff receive Medical, Dental, 401K, PDO earned, and mileage reimbursement.

Salary and Benefits (Program Participants)

Description	# of Participants	Hours per month (25 per week per person)	Total hours (e months)	Hourly Rate	Total
Program Participant	20	1833	5500	\$20	\$110,000

Program Participants- Program participants will be paid \$20.00 an hour for a maximum of 25 hours a week and internships will last for a maximum of three months.

Marketing Expenses: \$600

Dial my calls: Dial my calls: Dial my calls is a text messaging software that is a useful tool when it comes to engaging community members. It will allow USI to advertise and recruit participants and maintain constant contact with program participants.

Wraparound Services: \$3,000

Interns will have access to a variety of wraparound and barrier removal services. This includes but is not limited to Transit Passes, Gas Cards, Document Acquisition, Food Gift Cards, Job Preparation, and childcare. **\$150 per participant (\$3,000)**

Program Evaluation: \$3,000

LEARN (Family Support Tracking System) LEARN is the only database designed to longitudinally track and analyze the impact of human capital programs implemented in conjunction with neighborhood revitalization and housing redevelopment efforts. LEARN was built using Social Solutions' Efforts to Outcomes (ETO®) software. It features the use of USI's proprietary Family Risk Index (FRI) to determine and mitigate the risk of eviction, unemployment, incarceration, homelessness, household instability, physical or mental illness, and disconnection from school, job, or caring adult (for children/youth). This database will connect adult and youth outcomes and results can be reported for families and individuals. Outcomes are tracked using Touchpoints. This data collection allows us to analyze and visualize outcomes and change over time for specific participants, groups, programs, or agency wide.

Budget Table (Itemized Cost List)

Indirect Costs are not allowable expenses under this grant. Program-specific administrative costs are allowable and should be detailed in the Budget Narrative and included in the Budget Table.

Cost Categories (itemize within category)	A. Grant Funds	B. Cash Match (if any)	C. In-Kind Match (if any)	D. Total (A+B+C)
Staff Salaries and Benefits	\$54,750	\$0	\$0	\$54,750
Participant Salaries and Benefits	\$110,000	\$0	\$0	\$110,000
Marketing Expenses	\$600	\$0	\$0	\$600
Wraparound Services	\$3,000	\$0	\$0	\$3,000
Program Evaluation	\$3,000	\$0	\$0	\$3,000
Total	\$171,350	\$0	\$0	\$171,350

*Within each cost category in blue, expenses should be itemized in sufficient detail to allow the City to determine the allocability and reasonableness of the expense (e.g., salary and benefits should be listed for each position, sub-awards should be itemized for each partner known at the time of the application).

Contract Routing Sheet

Payment / Performance Bond Only

General Routing Information

Department: Economic Development Department

Contract Coordinator: Alexis Allen Email: aballen@cityofsacramento.org

Effective Date: 06/06/2025 Expiration Date: 12/31/2026

Grant/Project Name: Youth Service Corps

Other Party: Humanbulb

Original Not to Exceed Amount: \$ 200,006.00

Assessor's Parcel Number(s): _____

Project Number: G02180370 Bid/RFQ/RFP#: _____

Supplements/Addendums/Change Orders

Adjusted Amount of this Change (+/-): \$ 200,006.00 New Not to Exceed Amount: \$ 400,012.00

Change In Scope: No

Original Contract Number: 2025-0715 Supplement Number: 2

Council Approval

Original Meeting Date: _____ Council File ID: _____

Supplement Meeting Date: 5/19/2026 Council File ID: 2026-00737

Processing Information

- Clerk's Office to Mail for Recording
- Return to Dept for Other Party Signature
- Real Estate
- Return to Dept for Recording
- Construction Related
- Additional Originals Attached – Return to Dept.

Add notes/instructions, including any other contract or council file ID numbers related to this agreement:

Exempt from AB339

Signing Authority - Department Directors up to \$100K; \$100K - \$250K City Manager or Assistant City Manager; \$250K+ Council Approval & Council Appointee or designee.

Department Review and Routing

AB 339 Review Confirmation (if needed) _____

Sign Blair Hongo _____

Sign Tiana Jordan _____

Sign _____

Sign _____

Sign _____

**Second Amendment to Youth Service Corps Grant Agreement
(City Contract #2025-0715-2)**

The City of Sacramento ("City") and HUMANBULB, a California nonprofit corporation ("Grantee"), as parties to that certain Grant Agreement designated as Contract Number 2025-0715, including any and all prior amendments modifying the contract (the contract and all amendments are hereafter collectively referred to as the "Contract" or "Grant Agreement"), hereby amend the Grant Agreement as follows:

1. **Disbursement of Funds.** Section 2 of the Grant Agreement hereby amended to read as follows:

"The City shall disburse to the Grantee a total sum not to exceed \$ 400,012.00 in accordance with Section 3 below. The funds disbursed by the City under this Agreement are referred to as "Grant Funds." In no instance will the City be liable for any payments or costs in excess of this amount, for any unauthorized or ineligible costs, or for costs incurred after December 31, 2026.

2. **Authorized Activities.** Section 1 of Attachment 1 is hereby amended as follows:

"The Grantee shall implement a program to develop career pathways for residents of the City of Sacramento (the "Program"), including:

- Providing up to 60 Program participants, as that term is defined in Section 4 below ("Participants") with paid project-based internships for projects supporting sustainable initiatives.
- Ensuring that Participants complete meaningful assignments including research, digital media, outreach, and support for clean tech entrepreneurship and assist in building capacity in areas like electrification, renewable energy, water conservation, and decarbonization.

3. **Exhibit F.** The Parties agree that the terms of Exhibit F, attached hereto, are incorporated into and made part of this Grant Agreement.
4. **Budget.** Attachment 2 to the Grant Agreement hereby deleted in its entirety and replaced with the documents identified as Attachment 2a and Attachment 2b to this Second Amendment. Attachments 2a and 2b are part of this Second Amendment
5. **All Other Terms Remain in Force.** Except as modified by this agreement, the terms of the Grant Agreement remain unchanged. If there is any inconsistency between the Grant Agreement and this First Amendment, the terms of this First Amendment control.
6. **Effective Date.** This Second Amendment is effective on the date that all parties have signed it, as indicated by the dates in the signature blocks below.

7. **Integration and Modification.** This Second Amendment sets forth the parties' entire understanding regarding the matters set forth above and is intended to be their final, complete, and exclusive expression of those matters. It supersedes all prior or contemporaneous agreements, representations, and negotiations—written, oral, express, or implied—and may be modified only by another written agreement signed by both parties.
8. **Counterparts.** The parties may sign this Second Amendment in counterparts, each of which is considered an original, but all of which constitute the same agreement. Facsimiles, pdfs, and photocopies of signature pages of the First Amendment have the same binding effect as originals.
9. **Electronic Signatures.** The parties agree that this Second Amendment may be electronically signed. The parties agree that the electronic signatures appearing on this Second Amendment are the same as handwritten signatures for all purposes.

(Signature Page Follows)

HUMANBULB,

a California nonprofit corporation

By: *Charlotte Danielsson*
Charlotte Danielsson (May 12, 2026 15:41:47 PDT)

Charlotte Danielsson, CEO

Dated: 05/12/2026

CITY OF SACRAMENTO,

a California municipal corporation

By: _____
Maraskeshia Smith, City Manager

Dated: _____

Attest
Sacramento City Clerk

By: _____
Deputy City Clerk

Approved as to Form:
Sacramento City Attorney

By: 
Senior Deputy City Attorney

EXHIBIT F
GRANTEE NONCOMPLIANCE PROCEDURES

This Exhibit F is incorporated into and made part of the Grant Agreement between the CITY and the GRANTEE. The terms and conditions set forth herein establish the standards, procedures, and consequences that govern GRANTEE noncompliance with the Grant Agreement and applicable CITY policies.

1. Purpose. This Exhibit defines the CITY's rights and the GRANTEE's obligations in the event of noncompliance with the Grant Agreement. The purpose is to ensure accountability, safeguard public funds, and preserve the integrity of CITY-funded programs.

2. Definition of Noncompliance. GRANTEE noncompliance shall include, but is not limited to, the following:

- A. Reporting or Documentation Noncompliance: Late or missing reports, poor documentation practices, or minor invoicing errors.
- B. Financial Mismanagement: Misuse or abuse of funds, weak internal controls, unauthorized spending, unsupported costs, budget deviations without approval, or bankruptcy.
- C. Performance Failures: Failure to meet grant terms, deliverables, timelines, or performance outcomes, failure to address participant eligibility, or program quality issues.
- D. Repeated or Unresolved Audit Findings: Pattern of adverse findings, failure to implement corrective actions, or disregard for prior audit or monitoring recommendations.
- E. Legal or Regulatory Violations: Violations of grant-related laws or requirements (e.g., OMB Uniform Guidance, civil rights, environmental laws, drug-free workplace rules, etc.).
- F. Fraud and Criminal Conduct: Submitting false information, willful misrepresentation, forgery, bribery, falsification of records, procurement fraud, embezzlement, or criminal convictions related to public funds.
- G. Ethics Violations or Conflicts of Interest: Kickbacks, having an interest that conflicts with the interests of the City or that may impair the grantee's ability to perform obligations under the grant agreement, or violations of public trust.
- H. Suspension, Debarment, or Bankruptcy: Active debarment/suspension by any government entity, or bankruptcy affecting the ability to perform grant obligations.

3. Classification of Noncompliance Severity. The CITY shall classify noncompliance into four (4) severity levels:

- A. Level 1 – Minor: Isolated administrative errors with limited impact, including:
 - (1) Reporting or Documentation Noncompliance.
- B. Level 2 – Moderate: Repeated issues or risks to performance or compliance, including:
 - (1) Reporting or Documentation Noncompliance;
 - (2) Financial Mismanagement;
 - (3) Performance Failures;
 - (4) Repeated or Unresolved Audit Findings; or
 - (5) Legal or Regulatory Violation.

- C. Level 3 – Major: Serious misconduct or operational breakdowns, including:
 - (1) Financial Mismanagement;
 - (2) Performance Failures;
 - (3) Repeated or Unresolved Audit Findings;
 - (4) Legal or Regulatory Violations;
 - (5) Ethics Violations or Conflicts of Interest; or
 - (6) Suspension, Debarment, or Bankruptcy.

- D. Level 4 – Severe: Fraud, criminal conduct, or violations of public trust, including:
 - (1) Legal or Regulatory Violations;
 - (2) Fraud and Criminal Conduct;
 - (3) Ethics Violations or Conflicts of Interest; or
 - (4) Suspension, Debarment, or Bankruptcy.

4. Letter of Noncompliance. Upon identifying noncompliance, the CITY may issue a Letter of Noncompliance, which shall include:

- A. A description of the violation(s);
- B. The specific corrective actions required;
- C. A deadline for submission of a written Corrective Action Response Plan (not to exceed thirty (30) calendar days); and,
- D. A notice that failure to respond may result in suspension or termination of funding.

For Level 3 and 4 violations, the CITY may, in its sole discretion, initiate immediate suspension without offering an opportunity to cure.

5. Corrective Action Process.

- A. Upon receipt of a Letter of Noncompliance, the GRANTEE shall respond in writing with a Corrective Action Response Plan within thirty (30) calendar days that includes:
 - (1) Specific actions taken or proposed to achieve compliance;
 - (2) A timeline for implementation; and,
 - (3) A designated point of contact for follow-up.

- B. The CITY shall review the GRANTEE's response within fifteen (15) business days and, in its sole discretion, may:
 - (1) Approve the plan;
 - (2) Request revisions; or
 - (3) Reject the plan and impose additional sanctions.

- C. The CITY shall not disburse any new payments to GRANTEE until it approves the Corrective Action Response Plan.

6. Sanctions and Suspension. If the GRANTEE fails to cure the violation, or if the violation is sufficiently serious, the CITY may impose any of the following sanctions, proportionate to the severity level:

- A. Level 1 – Minor: Enhanced oversight or monitoring, CITY-provided technical assistance.
- B. Level 2 – Moderate: Enhanced oversight or monitoring, CITY-provided technical assistance and repayment of any grant funds used for unauthorized expenditures.
- C. Level 3 – Major: GRANTEE-provided technical assistance, suspension of all active grant agreements with CITY, repayment of any grant funds used for unauthorized expenditures, audit by a third-party at Grantee’s expense, two-year suspension from future CITY grant eligibility.
- D. Level 4 – Severe: Immediate termination of grant agreement, repayment of all grant funds disbursed by CITY, audit by a third-party at Grantee’s expense, and five-year suspension from future CITY grant eligibility.

7. Suspension Notice and Consequences.

- A. The CITY shall issue a written Suspension Notice to the GRANTEE when, in the City’s sole discretion:

- (1) The GRANTEE has failed to respond to a Letter of Noncompliance within the required timeframe;
- (2) The GRANTEE has submitted a Corrective Action Response Plan that is determined to be incomplete or insufficient, or Grantee fails to implement a Corrective Action Response Plan in a timely manner;
- (3) The GRANTEE has engaged in conduct classified as a Level 3 (Major) or Level 4 (Severe) violation;
- (4) The violation cannot be reasonably remedied through corrective action (e.g., repeated or willful misuse of funds, fraudulent reporting, or failure to deliver core services); or
- (5) The GRANTEE’s continued participation in City-funded programs would pose a significant risk to public funds or program integrity.

- B. The Suspension Notice shall include:

- (1) The nature and severity level of the violation.
- (2) The duration of the suspension.
- (3) Any conditions required for reinstatement.
- (4) The GRANTEE’s right to appeal within fifteen (15) business days.

- C. During the suspension period, the GRANTEE:

- (1) Shall not be eligible to apply for or receive CITY grant funds.
- (2) Shall have any pending or in-progress grant applications withdrawn.
- (3) Shall be listed as ineligible in the CITY’s Grants Management System.

8. Appeals and Reinstatement

- A. A GRANTEE may appeal a suspension or request for reinstatement after the suspension period or upon satisfying reinstatement conditions.
- B. Appeals shall be in writing and directed to the City Manager, and must include:

- (1) A written statement of appeal grounds;
- (2) Supporting documentation; and
- (3) Any evidence of corrective measures taken.

C. The CITY shall review appeals within thirty (30) calendar days. All determinations are final and not subject to further administrative review.

9. Incorporation by Reference. The GRANTEE acknowledges that compliance with this Exhibit is a material term of the Grant Agreement. Failure to comply may result in termination of the Grant Agreement and recovery of funds.

Attachment 2a
Budget Narrative and Table

Purpose:

The purpose of the Budget Narrative is to provide support and an explanation for the amounts requested in the Budget Table (itemized cost list).

Budget Narrative

Amount Requested: \$200,006.00

1. SALARIES & BENEFITS FOR PROGRAM ADMINISTRATION- \$97,979

Imelda Martinez, Director of Programs

- Hourly rate: \$33.66/hour (based on a \$70,000 annual salary)
- Estimated hours: 955
- Role: Imelda will manage all daily aspects of the internship program, including intern onboarding, scheduling, supervision, workshop facilitation, and coordination of wraparound services.
- Base Wages: \$32,145
- Taxes/Benefits (15.75%): \$5,063
- Total Cost: \$37,208

Henry Chang, Chief Communications Officer

- Hourly rate: \$48.13/hour (based on a \$100,000 annual salary)
- Estimated hours: 563
- Role: Henry will lead external engagement efforts, including employer coordination, guest speaker recruitment, field trip planning, and communications. He will also support interns working on ecosystem-building projects.
- Base Wages: \$27,097
- Taxes/Benefits (15.75%): \$4,268
- Total Cost: \$31,365

Charlotte Danielsson, CEO

- Hourly rate: \$57.74/hour (based on a \$120,000 annual salary)
- Estimated hours: 440
- Role: Charlotte will provide strategic oversight and design project frameworks, support curriculum development, and manage fiscal and grant compliance.
- Base Wages: \$25,405
- Taxes/Benefits (15.75%): \$4,001
- Total Cost: \$29,406

Total Program Staff Cost: \$97,979

2. SALARIES & BENEFITS FOR PROGRAM PARTICIPANTS - \$100,008

Intern Compensation Breakdown:

Total Interns: 30 Hours per Intern:

160 Hourly Wage: \$18/hour

Total Hours: 30 interns x 160 hours= 4,800 hours

Base Wages: 4,800 hours x \$18/hour = \$86,400 Total Intern Compensation Costs:

- Wages: \$86,400
- Employment Taxes & Insurance: \$13,608
- Total: \$100,008

Estimated Employer Payroll Taxes (approx.

15.75%) This includes:

- Social Security (6.2%)
- Medicare {1.45%}
- Federal Unemployment (FUTA, 0.6%)
- State Unemployment (SUI, estimated 2.7%)
- Employment Training Tax (ETT, 0.1%)
- Workers' Compensation Insurance (4.7%)

Estimated Taxes & Insurance (15.75% of wages):

\$86,400 X 0.1575 = \$13,608

3. SUPPLIES - \$269

Marketing Supplies for Program: Printing Program Flyers to distribute at job fairs: \$269

4. Wrap-around Services Transportation Support- \$1,750

- Transportation support to interns on a need basis - \$1,200
- Mental Health and Emotional Wellness Materials- \$150
 - Purchase of Reflection Journals

Emergency Needs Fund - \$400

- A small discretionary fund to respond to urgent intern needs during the program (e.g., food insecurity, basic supplies, or temporary housing assistance referrals). Managed by Grantees Director of Programs through case management, with careful documentation and referral to long-term support.

Budget Table (Itemized Cost List)

Indirect Costs are not allowable expenses under this grant. Program-specific administrative costs are allowable and should be detailed in the Budget Narrative and included in the Budget Table.

Cost Categories (itemize within category)	A. Grant Funds	B. Cash Match (if any)	C. In-Kind Match (if any)	D. Total (A+B+C)
1. Salaries and Benefits (Program Administration)	\$97,979	\$0	\$0	\$97,979
2. Salaries and Benefits (Program Participants)	\$100,008	\$0	\$0	\$100,008
3. Supplies	\$269.00	\$0	\$0	\$269.00
4. Wraparound Services	\$1,750	\$0	\$0	\$1,750
5. Professional Services (other than wraparound services)	\$0	\$0	\$0	\$0
6. Equipment/Fixed Assets	\$0	\$0	\$0	\$0
TOTAL	\$200,006	\$0	\$0	\$200,006

*Within each cost category in blue, expenses should be itemized in sufficient detail to allow the City to determine the allocability and reasonableness of the expense (e.g., salary and benefits should be listed for each position, sub-awards should be itemized for each partner known at the time of the application).

Attachment 2b
Budget Narrative and Table

Purpose:

The purpose of the Budget Narrative is to provide support and an explanation for the amounts requested in the Budget Table (itemized cost list).

Budget Narrative

Amount Request: \$200,006.00

1. SALARIES & BENEFITS FOR PROGRAM ADMINISTRATION: 97,979

Imelda Martinez, Director of Programs

- Hourly rate: \$33.66/hour (based on a \$70,000 annual salary)
- Estimated hours: 955
- Role: Imelda will manage all daily aspects of the internship program, including intern onboarding, scheduling, supervision, workshop facilitation, and coordination of wraparound services.
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- Taxes/Benefits (15.75%): \$5,063
- Total Cost: \$37,208

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- Estimated hours: 563
- Role: Henry will lead external engagement efforts, including employer coordination, guest speaker recruitment, field trip planning, and communications. He will also support interns working on ecosystem-building projects.
- Base Wages: \$27,097
- Taxes/Benefits (15.75%): \$4,268
- Total Cost: \$31,365

Charlotte Danielsson, CEO

- Hourly rate: \$57.74/hour (based on a \$120,000 annual salary)
- Estimated hours: 440
- Role: Charlotte will provide strategic oversight, design project frameworks, support curriculum development, and manage fiscal and grant compliance.
- Base Wages: \$25,405
- Taxes/Benefits (15.75%): \$4,001
- Total Cost: \$29,406

2. SALARIES & BENEFITS FOR PROGRAM PARTICIPANTS: \$100,008

Intern Compensation Breakdown: Total

Interns: 30 Hours per Intern: 160

Hourly Wage: \$18/hour

Total Hours: 30 interns × 160 hours = 4,800 hours

Base Wages: 4,800 hours × \$18/hour = \$86,400 Total Intern Compensation Costs:

- Wages: \$86,400
- Employment Taxes & Insurance: \$13,608
- Total: \$100,008

Estimated Employer Payroll Taxes (approx. 15.75%) This includes:

- Social Security (6.2%)
- Medicare (1.45%)
- Federal Unemployment (FUTA, 0.6%)
- State Unemployment (SUI, estimated 2.7%)
- Employment Training Tax (ETT, 0.1%)
- Workers' Compensation Insurance (4.7%)

Estimated Taxes & Insurance (15.75% of wages):

$\$86,400 \times 0.1575 = \$13,608$

3. SUPPLIES - \$269

Marketing Supplies for Program: Printing Program Flyers to distribute at job fairs: \$269

4. Wrap-around Services Transportation Support – \$1,750

- Transportation support to interns on a need basis – \$1,200
- Mental Health and Emotional Wellness Materials – \$150
 - Purchase of reflection journals
- Emergency Needs Fund – \$400
- A small discretionary fund to respond to urgent intern needs during the program (e.g., food insecurity, basic supplies, or temporary housing assistance referrals).
- Managed by Grantees Director of Programs through case management, with careful documentation and referral to long-term support.

Budget Table (Itemized Cost List)

Indirect Costs are not allowable expenses under this grant. Program-specific administrative costs are allowable and should be detailed in the Budget Narrative and included in the Budget Table.

Cost Categories (itemize within category)	A. Grant Funds	B. Cash Match (if any)	C. In-Kind Match (if any)	D. Total (A+B+C)
1. Salaries and Benefits (Program Administration)	\$97,979	\$0	\$0	\$97,979
2. Salaries and Benefits (Program Participants)	\$100,008	\$0	\$0	\$100,000
3. Supplies	\$269.00	\$0	\$0	\$269
4. Wraparound Services	\$1,750	\$0	\$0	\$1,750
5. Professional Services (other than wraparound services)	\$0	\$0	\$0	\$0
6. Equipment/Fixed Assets	\$0	\$0	\$0	\$0
TOTAL	\$200,006	\$0	\$0	\$200,006

*Within each cost category in blue, expenses should be itemized in sufficient detail to allow the City to determine the allocability and reasonableness of the expense (e.g., salary and benefits should be listed for each position, sub-awards should be itemized for each partner known at the time of the application).

Contract Routing Sheet

Payment / Performance Bond Only

General Routing Information

Department: Economic Development Department

Contract Coordinator: Alexis Allen Email: aballen@cityofsacramento.org

Effective Date: 06/06/2025 Expiration Date: 12/31/2026

Grant/Project Name: Youth Service Corps

Other Party: Roberts Family Development Center

Original Not to Exceed Amount: \$ 240,865.00

Assessor's Parcel Number(s): _____

Project Number: G02180370 Bid/RFQ/RFP#: _____

Supplements/Addendums/Change Orders

Adjusted Amount of this Change (+/-): \$ 212,257.00 New Not to Exceed Amount: \$ 453,122.00

Change In Scope: No

Original Contract Number: 2025-0698 Supplement Number: 2

Council Approval

Original Meeting Date: _____ Council File ID: _____

Supplement Meeting Date: 5/19/2026 Council File ID: 2026-00737

Processing Information

- Clerk's Office to Mail for Recording
- Return to Dept for Recording
- Return to Dept for Other Party Signature
- Construction Related
- Real Estate
- Additional Originals Attached – Return to Dept.

Add notes/instructions, including any other contract or council file ID numbers related to this agreement:

Exempt from AB339

Signing Authority - Department Directors up to \$100K; \$100K - \$250K City Manager or Assistant City Manager; \$250K+ Council Approval & Council Appointee or designee.

Department Review and Routing

AB 339 Review Confirmation (if needed) _____

Sign Blair Hongo

Sign Tiana Jordan

Sign _____

Sign _____

Sign _____

**Second Amendment to Youth Service Corps Grant Agreement
(City Contract #2025-0698-2)**

The City of Sacramento ("City") and ROBERTS FAMILY DEVELOPMENT CENTER, a California nonprofit corporation ("Grantee"), as parties to that certain Grant Agreement designated as Contract Number 2025-0698, including any and all prior amendments modifying the contract (the contract and all amendments are hereafter collectively referred to as the "Contract" or "Grant Agreement"), hereby amend the Grant Agreement as follows:

1. **Disbursement of Funds.** Section 2 of the Grant Agreement hereby amended to read as follows:

"The City shall disburse to the Grantee a total sum not to exceed \$453,122.00 in accordance with Section 3 below. The funds disbursed by the City under this Agreement are referred to as "Grant Funds." In no instance will the City be liable for any payments or costs in excess of this amount, for any unauthorized or ineligible costs, or for costs incurred after December 31, 2026.

2. **Authorized Activities.** Section 1 of Attachment 1 is hereby amended as follows:

"The Grantee shall implement a program to develop career pathways for residents of the City of Sacramento (the "Program"), including:

- Providing up to 56 Program participants, as that term is defined in Section 4 below ("Participants"), who are college-aged youth, with work experience through the Children's Defense Fund (CDF) Freedom Schools program, where youth act as classroom teachers for K-12th grade students in the Sacramento area who are participating in the literacy-based program rooted in the American Civil Rights movement.
- Providing job experience for high school students through Summer Youth Work Projects—community-focused initiatives designed to benefit residents, enhance neighborhood spaces, and support youth programs. Projects are implemented in partnership with community-based organizations such as:
 - o community events, landscaping, and neighborhood clean ups.
 - o Youth coaches, referees, tournament organizers, and scorekeepers for elementary and middle school summer sporting activities in their community.

3. **Exhibit F.** The Parties agree that the terms of Exhibit F, attached hereto, are incorporated into and made part of this Grant Agreement.
4. **Budget.** Attachment 2 to the Grant Agreement hereby deleted in its entirety and replaced with the documents identified as Attachment 2a and Attachment 2b to this Second Amendment.
Attachments 2a and 2b are part of this Second Amendment
5. **All Other Terms Remain in Force.** Except as modified by this agreement, the terms of the Grant Agreement remain unchanged. If there is any inconsistency between the Grant Agreement and this First Amendment, the terms of this First Amendment control.

6. **Effective Date.** This Second Amendment is effective on the date that all parties have signed it, as indicated by the dates in the signature blocks below.
7. **Integration and Modification.** This Second Amendment sets forth the parties' entire understanding regarding the matters set forth above and is intended to be their final, complete, and exclusive expression of those matters. It supersedes all prior or contemporaneous agreements, representations, and negotiations—written, oral, express, or implied—and may be modified only by another written agreement signed by both parties.
8. **Counterparts.** The parties may sign this Second Amendment in counterparts, each of which is considered an original, but all of which constitute the same agreement. Facsimiles, pdfs, and photocopies of signature pages of the First Amendment have the same binding effect as originals.
9. **Electronic Signatures.** The parties agree that this Second Amendment may be electronically signed. The parties agree that the electronic signatures appearing on this Second Amendment are the same as handwritten signatures for all purposes.

(Signature Page Follows)

**ROBERTS FAMILY DEVELOPMENT CENTER,
a California nonprofit corporation**

By: ~~DERRELL~~ Derrell Roberts (May 12, 2026 14:59:34 PDT)
Derrell Roberts, CEO

Dated: 05/12/2026

**CITY OF SACRAMENTO,
a California municipal corporation**

By: _____
Maraskeshia Smith, City Manager

Dated: _____

Attest
Sacramento City Clerk

By: _____
Deputy City Clerk

Approved as to Form:
Sacramento City Attorney


By:  _____
Senior Deputy City Attorney

EXHIBIT F
GRANTEE NONCOMPLIANCE PROCEDURES

This Exhibit F is incorporated into and made part of the Grant Agreement between the CITY and the GRANTEE. The terms and conditions set forth herein establish the standards, procedures, and consequences that govern GRANTEE noncompliance with the Grant Agreement and applicable CITY policies.

1. Purpose. This Exhibit defines the CITY's rights and the GRANTEE's obligations in the event of noncompliance with the Grant Agreement. The purpose is to ensure accountability, safeguard public funds, and preserve the integrity of CITY-funded programs.

2. Definition of Noncompliance. GRANTEE noncompliance shall include, but is not limited to, the following:

- A. Reporting or Documentation Noncompliance: Late or missing reports, poor documentation practices, or minor invoicing errors.
- B. Financial Mismanagement: Misuse or abuse of funds, weak internal controls, unauthorized spending, unsupported costs, budget deviations without approval, or bankruptcy.
- C. Performance Failures: Failure to meet grant terms, deliverables, timelines, or performance outcomes, failure to address participant eligibility, or program quality issues.
- D. Repeated or Unresolved Audit Findings: Pattern of adverse findings, failure to implement corrective actions, or disregard for prior audit or monitoring recommendations.
- E. Legal or Regulatory Violations: Violations of grant-related laws or requirements (e.g., OMB Uniform Guidance, civil rights, environmental laws, drug-free workplace rules, etc.).
- F. Fraud and Criminal Conduct: Submitting false information, willful misrepresentation, forgery, bribery, falsification of records, procurement fraud, embezzlement, or criminal convictions related to public funds.
- G. Ethics Violations or Conflicts of Interest: Kickbacks, having an interest that conflicts with the interests of the City or that may impair the grantee's ability to perform obligations under the grant agreement, or violations of public trust.
- H. Suspension, Debarment, or Bankruptcy: Active debarment/suspension by any government entity, or bankruptcy affecting the ability to perform grant obligations.

3. Classification of Noncompliance Severity. The CITY shall classify noncompliance into four (4) severity levels:

- A. Level 1 – Minor: Isolated administrative errors with limited impact, including:
 - (1) Reporting or Documentation Noncompliance.
- B. Level 2 – Moderate: Repeated issues or risks to performance or compliance, including:
 - (1) Reporting or Documentation Noncompliance;
 - (2) Financial Mismanagement;
 - (3) Performance Failures;
 - (4) Repeated or Unresolved Audit Findings; or
 - (5) Legal or Regulatory Violation.

- C. Level 3 – Major: Serious misconduct or operational breakdowns, including:
 - (1) Financial Mismanagement;
 - (2) Performance Failures;
 - (3) Repeated or Unresolved Audit Findings;
 - (4) Legal or Regulatory Violations;
 - (5) Ethics Violations or Conflicts of Interest; or
 - (6) Suspension, Debarment, or Bankruptcy.

- D. Level 4 – Severe: Fraud, criminal conduct, or violations of public trust, including:
 - (1) Legal or Regulatory Violations;
 - (2) Fraud and Criminal Conduct;
 - (3) Ethics Violations or Conflicts of Interest; or
 - (4) Suspension, Debarment, or Bankruptcy.

4. Letter of Noncompliance. Upon identifying noncompliance, the CITY may issue a Letter of Noncompliance, which shall include:

- A. A description of the violation(s);
- B. The specific corrective actions required;
- C. A deadline for submission of a written Corrective Action Response Plan (not to exceed thirty (30) calendar days); and,
- D. A notice that failure to respond may result in suspension or termination of funding.

For Level 3 and 4 violations, the CITY may, in its sole discretion, initiate immediate suspension without offering an opportunity to cure.

5. Corrective Action Process.

- A. Upon receipt of a Letter of Noncompliance, the GRANTEE shall respond in writing with a Corrective Action Response Plan within thirty (30) calendar days that includes:
 - (1) Specific actions taken or proposed to achieve compliance;
 - (2) A timeline for implementation; and,
 - (3) A designated point of contact for follow-up.

- B. The CITY shall review the GRANTEE’s response within fifteen (15) business days and, in its sole discretion, may:
 - (1) Approve the plan;
 - (2) Request revisions; or
 - (3) Reject the plan and impose additional sanctions.

- C. The CITY shall not disburse any new payments to GRANTEE until it approves the Corrective Action Response Plan.

6. Sanctions and Suspension. If the GRANTEE fails to cure the violation, or if the violation is sufficiently serious, the CITY may impose any of the following sanctions, proportionate to the severity level:

- A. Level 1 – Minor: Enhanced oversight or monitoring, CITY-provided technical assistance.
- B. Level 2 – Moderate: Enhanced oversight or monitoring, CITY-provided technical assistance and repayment of any grant funds used for unauthorized expenditures.
- C. Level 3 – Major: GRANTEE-provided technical assistance, suspension of all active grant agreements with CITY, repayment of any grant funds used for unauthorized expenditures, audit by a third-party at Grantee’s expense, two-year suspension from future CITY grant eligibility.
- D. Level 4 – Severe: Immediate termination of grant agreement, repayment of all grant funds disbursed by CITY, audit by a third-party at Grantee’s expense, and five-year suspension from future CITY grant eligibility.

7. Suspension Notice and Consequences.

- A. The CITY shall issue a written Suspension Notice to the GRANTEE when, in the City’s sole discretion:
 - (1) The GRANTEE has failed to respond to a Letter of Noncompliance within the required timeframe;
 - (2) The GRANTEE has submitted a Corrective Action Response Plan that is determined to be incomplete or insufficient, or Grantee fails to implement a Corrective Action Response Plan in a timely manner;
 - (3) The GRANTEE has engaged in conduct classified as a Level 3 (Major) or Level 4 (Severe) violation;
 - (4) The violation cannot be reasonably remedied through corrective action (e.g., repeated or willful misuse of funds, fraudulent reporting, or failure to deliver core services); or
 - (5) The GRANTEE’s continued participation in City-funded programs would pose a significant risk to public funds or program integrity.
- B. The Suspension Notice shall include:
 - (1) The nature and severity level of the violation.
 - (2) The duration of the suspension.
 - (3) Any conditions required for reinstatement.
 - (4) The GRANTEE’s right to appeal within fifteen (15) business days.
- C. During the suspension period, the GRANTEE:
 - (1) Shall not be eligible to apply for or receive CITY grant funds.
 - (2) Shall have any pending or in-progress grant applications withdrawn.
 - (3) Shall be listed as ineligible in the CITY’s Grants Management System.

8. Appeals and Reinstatement

- A. A GRANTEE may appeal a suspension or request for reinstatement after the suspension period or upon satisfying reinstatement conditions.
- B. Appeals shall be in writing and directed to the City Manager, and must include:
 - (1) A written statement of appeal grounds;
 - (2) Supporting documentation; and
 - (3) Any evidence of corrective measures taken.
- C. The CITY shall review appeals within thirty (30) calendar days. All determinations are final and not subject to further administrative review.

9. Incorporation by Reference. The GRANTEE acknowledges that compliance with this Exhibit is a material term of the Grant Agreement. Failure to comply may result in termination of the Grant Agreement and recovery of funds.

Attachment 2a
Budget Narrative and Table

Purpose:

The purpose of the Budget Narrative is to provide support and an explanation for the amounts requested in the Budget Table (itemized cost list).

Amount Requested: \$240,865.00

A. Direct Costs, including:

1. Program Administration: \$56,056

Roberts Family Development Center: \$29,560

- \$30/hour x 40 hours/week x 10 weeks+ 13% for fringe/benefits= \$13,560
- Pays for staff members to coordinate D2WC partner meetings, evaluation monitoring and data collection, fiscal document gathering, and reporting to City.
- \$10,000 for accounting and admin staff to support working with our partners. The California Kids Investment and Development Savings Program (CalKIDS) is a children's savings account program, administered by the ScholarShare Investment Board, an agency of the state of California. CalKIDS will provide eligible participants with college savings accounts, including seed deposits and other potential incentives, to help pay for future qualified higher education expenses.
- CalKids Staff Salaries \$30 per hour x 200 hours=\$6,000

I am Manpower: \$10,848

- \$30/hour x 20 hours/week x 8 weeks x 2 supervisors+ 13% for fringe/benefits= \$10,848
- Pays for direct participant supervision and workforce coaching/training.

Academics 4 Athletes (A4A): \$10,848

- \$30/hour x 20 hours/week x 8 weeks x 2 supervisors+ 13% for fringe/benefits = \$10,848
- Pays for direct participant supervision and workforce coaching/training.

Brother 2 Brother: \$4,800

- \$30/hour x 20 hours/week x 8 weeks = \$4,800
- Pays for direct participant supervision and workforce coaching/training.

2. Program Participants \$168,448

Roberts Family Development Center: \$87,360

- \$20/hour x 40 hours/week x 9 weeks x 10 participants+ 13% fringe/benefits = \$81,360
- For direct wages to Freedom Schools youth employees Match funds come from Grantee for a supervisor for program participants as well \$5/hour/participant to cover additional wages to reach \$25/hr. Both paid through school district Freedom Schools contracts.

- The California Kids Investment and Development Savings Program
- \$20 per hour x 100 hours x 3 participants, **\$6,000**

I am Manpower: \$36,160

- \$20/hour x 20 hours/week x 8 weeks x 10 participants+ 13% fringe/benefits = \$36,160
- For direct wages to Beautification Project youth employees.

Academics 4 Athletes (A4A): \$28,928

- \$20/hour x 20 hours/week x 8 weeks x 8 participants+ 13% fringe/benefits= \$28,928
- For direct wages to Junior Recreation Aide youth employees.

Brother 2 Brother: \$16,000

- \$20/hour x 20 hours/week x 8 weeks x 5 participants = \$16,000
- For direct wages to youth employees.

3. Wraparound Service: \$8,561

Roberts Family Development Center: \$3,625

Funds to Grantee to support wraparound services to youth participants including uniforms and transportation

- Uniforms: \$37.50/uniform x 3 uniforms x 10 participants= \$1125 for participant required Uniforms
- Transportation: \$250/participant x 10 participants= \$2500 for participant transportation to and from work daily

I Am Manpower: \$3,400

Funds to support wraparound services to youth participants including

- Personal protective equipment and transportation.
- Uniforms: \$30/participant x 10 participants = \$300, for required participant uniforms for Identification.
- Personal Protective Equipment: \$60/participant x 10 participants= \$600, to ensure participant safety on work sites (shoes, gloves, goggles, face masks, etc.)
- Transportation: \$250/participant x 10 participants= \$2500, for participant transportation to and from work sites each day.

Academics 4 Athletes: \$1,536

- Funds to support wraparound services to youth participants including transportation.
- Transportation: \$192/participant x 8 participants= \$1,536 for daily transportation sporting activity work sites.

4. Marketing Expenses/Evaluation: \$7,800

Costs related to advertising the YSC program services to the target audience.

Robert Family Development Center: \$600

- Funds to Grantee to cover project marketing expenses including printed materials, community outreach, and social media campaigns.

I Am Manpower: \$600

- Funds to cover project marketing expenses including printed materials, community outreach, social media campaigns, and radio spots.

Academics 4 Athletes: \$600

- Funds to cover project marketing expenses including printed materials, community outreach, and social media campaigns.
- Program Evaluation: Itemize all costs associated with evaluating progress toward the program goals.

Robert Family Development Center: \$2,000

- Funds to cover cost of project evaluation efforts including development of evaluation tools and data entry.

I Am Manpower: \$2,000

- Funds to cover cost of project evaluation efforts including development of evaluation tools and data entry.

Academics 4 Athletes: \$2,000

- Funds to cover cost of project evaluation efforts including development of evaluation tools and data entry.

Budget Table (Itemized Cost List)

Indirect Costs are not allowable expenses under this grant. Program-specific administrative costs are allowable and should be detailed in the Budget Narrative and included in the Budget Table.

Cost Categories (itemize within category)	A. Grant Funds	B. Cash Match (if any)	C. In-Kind Match (if any)	D. Total (A+B+C)
1. Salaries and Benefits (Program Administration)	\$56,056	\$17,402	\$0	\$73,458
2. Salaries and Benefits (Program Participants)	\$168,448	\$20,340	\$0	\$188,788
3. Supplies/Services	\$0	\$0	\$0	\$0
4. Wraparound Services	\$8,561	\$0	\$0	\$8,561
5. Professional Services (other than wraparound services)	\$0	\$0	\$0	\$0
6. Equipment/Fixed Assets	\$0	\$0	\$0	\$0
7. Other (Marketing, Eval)	\$7,800	\$0	\$0	\$7,800
TOTAL	\$240,865	\$37,742	\$0	\$278,607

*Within each cost category in blue, expenses should be itemized in sufficient detail to allow the City to determine the allocability and reasonableness of the expense (e.g., salary and benefits should be listed for each position, sub-awards should be itemized for each partner known at the time of the application).

Attachment 2b
Budget Narrative and Table

Purpose:

The purpose of the Budget Narrative is to provide support and an explanation for the amounts requested in the Budget Table (itemized cost list).

Amount Requested: \$212,257.00

A. Direct Costs, including:

1. Program Administration: \$52,700

Roberts Family Development Center: \$26,204

- \$30/hour x 40 hours/week x 9 weeks x 13% for fringe/benefits= \$12,204
- Pays for staff members to coordinate D2WC partner meetings, evaluation monitoring and data collection, fiscal document gathering, and reporting to City.
- \$14,000 for accounting and admin staff to support working with sub-contractors and evaluation.

I am Manpower: \$10,848

- \$30/hour x 20 hours/week x 8 weeks x 2 supervisors+ 13% for fringe/benefits= \$10,848
- Pays for direct participant supervision and workforce coaching/training.

Academics 4 Athletes (A4A): \$10,848

- \$30/hour x 20 hours/week x 8 weeks x 2 supervisors+ 13% for fringe/benefits= \$10,848
- Pays for direct participant supervision and workforce coaching/training.

Brother 2 Brother: \$4,800

- \$30/hour x 20 hours/week x 8 weeks = \$4,800
- Pays for direct participant supervision and workforce coaching/training.

2. Program Participants \$154,832

Roberts Family Development Center: \$78,320

- \$20/hour x 40 hours/week x 8 weeks x 10 participants+ 13% fringe/benefits= \$72,320
- For direct wages to Freedom Schools youth employees.
- Match funds come from Grantee for a supervisor for program participants as well \$5/hour/participant to cover additional wages to reach \$25/hr. Both paid through school district Freedom Schools contracts.
- The California Kids Investment and Development Savings Program
- \$20 per hour x 100 hours x 3 participants, \$6,000

I am Manpower: \$28,800

- $\$20/\text{hour} \times 20 \text{ hours/week} \times 8 \text{ weeks} \times 9 \text{ participants} = \$28,800$
- For direct wages to Beautification Project youth employees.

Academics 4 Athletes (A4A): \$25,312

- $\$20/\text{hour} \times 20 \text{ hours/week} \times 8 \text{ weeks} \times 7 \text{ participants} + 13\% \text{ fringe/benefits} = \$25,312$
- For direct wages to Junior Recreation Aide youth employees.

Brother 2 Brother: \$22,400

- $\$20/\text{hour} \times 20 \text{ hours/week} \times 8 \text{ weeks} \times 7 \text{ participants} = \$22,400$
- For direct wages to youth employees.

3. Wraparound Service: \$4,125

Roberts Family Development Center: \$3,625

- Funds to Grantee to support wraparound services to youth participants including uniforms and transportation
- Uniforms: $\$37.50/\text{uniform} \times 3 \text{ uniforms} \times 10 \text{ participants} = \1125 for participant required Uniforms
- Transportation: $\$250/\text{participant} \times 10 \text{ participants} = \2500 for participant transportation to and from work daily

I Am Manpower: \$500

- Funds to support wraparound services to youth participants including personal protective equipment and transportation.
- Personal Protective Equipment: $\$50/\text{participant} \times 10 \text{ participants} = \500 , to ensure participant safety on work sites (shoes, gloves, goggles, face masks, etc.)

4. Marketing Expenses: \$600

Costs related to advertising the YSC program services to the target audience

Robert Family Development Center: \$600

- Funds to Grantee to cover project marketing expenses including printed materials, community outreach, and social media campaigns.

Budget Table (Itemized Cost List)

Indirect Costs are not allowable expenses under this grant. Program-specific administrative costs are allowable and should be detailed in the Budget Narrative and included in the Budget Table.

Cost Categories (itemize within category)	A. Grant Funds	B. Cash Match (if any)	C. In-Kind Match (if any)	D. Total (A+B+C)
1. Salaries and Benefits (Program Administration)	\$52,700	\$17,402	\$0	\$70,102
2. Salaries and Benefits (Program Participants)	\$154,832	\$20,340	\$0	\$175,172
3. Supplies/Services	\$0	\$0	\$0	\$0
4. Wraparound Services	4,125	\$0	\$0	\$4,125
5. Professional Services (other than wraparound services)	\$0	\$0	\$0	\$0
6. Equipment/Fixed Assets	\$0	\$0	\$0	\$0
7. Other (Marketing, Eval)	\$600	\$0	\$0	\$600
TOTAL	\$212,257	\$37,742	\$0	\$245,274

*Within each cost category in blue, expenses should be itemized in sufficient detail to allow the City to determine the allocability and reasonableness of the expense (e.g., salary and benefits should be listed for each position, sub-awards should be itemized for each partner known at the time of the application).