

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

828



FROM: Economic Development Agency

SUBMITTAL DATE:
May 13, 2010

SUBJECT: Closeout of Subgrant No. R865478 between the County of Riverside and the State of California, Employment Development Department, Workforce Investment Division

RECOMMENDED MOTION: That the County of Riverside Board of Supervisors authorize the Chairman to sign the documents necessary to close out Subgrant No. R865478 dated April 1, 2007 through March 31, 2010. The documents include Subrecipient Release; Assignment of Refunds, Rebates and Credits; and a Contract Closeout Tax Certification.

BACKGROUND: The State of California, Employment Development Department requires the attached documents be completed and submitted as part of the subgrant closeout process. The effect of this closeout is that no other funding can be drawn against this particular subgrant, and that any and all further interests or claims against the subgrant are assigned to the State of California Employment Development Department. The Economic Development Agency's Workforce Development Division has fulfilled all requirements stated in the attached documents for which the Chairperson's signature is requested.

FORM APPROVED COUNTY COUNSEL
BY: NEAL R. KIPNIS
DATE: 5/11/10
Departmental Concurrence

Robert Field
Assistant County Executive Officer/EDA

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	N/A
	Annual Net County Cost:	\$ 0	For Fiscal Year:	N/A

COMPANION ITEM ON BOARD OF DIRECTORS AGENDA: No

SOURCE OF FUNDS:	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

BY: Jennifer L. Sargent

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Stone, seconded by Supervisor Benoit and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley
Nays: None
Absent: None
Date: May 25, 2010
xc: EDA

Kecia Harper-Ihem
Clerk of the Board
By: Deputy

Prev. Agn. Ref.: District: ALL Agenda Number:

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

3.21

Policy Policy
Consent Consent
Dep't Recomm.: Per Exec. Ofc.:

**WORKFORCE INVESTMENT ACT
SUBRECIPIENT RELEASE**

(Use only for a full subgrant or interagency agreement closeout)

Pursuant to the terms of Subgrant or Interagency Agreement No. R865478

with a total allocation amount of \$13,525,611.96 (dollars/cents),

a total expenditure amount of \$13,525,611.96 (dollars/cents),

and a total cash paid (drawn) amount of \$13,525,611.96 (dollars/cents),

Riverside County Economic Development Agency

3133 Mission Inn Ave., Riverside, CA 92507

(Subrecipient's Name and Address)

hereafter called the Subrecipient or to its assignees, if any, the Subrecipient upon payment of the said sum by the State of California, Employment Development Department, hereafter called the State, does remit, release, and discharge the State, its officers, agents, and employees, of and from all liabilities, obligations, claims and demand whatsoever under or rising from the said Subgrant or Interagency Agreement.

IN WITNESS WHEREOF, this release has been executed this 25th day of May, 2010.

Subrecipient's Authorized Representative

MARION ASHLEY

Name (please print)

Marion Ashley
Signature

CHAIRMAN, BOARD OF SUPERVISORS

Title

FORM APPROVED COUNTY COUNSEL

BY: Neal R. Kipnis DATE 5/10/10

ATTEST:

KECIA HARPER-IHEM, Clerk

BY: [Signature]
DEPUTY 3/10

WORKFORCE INVESTMENT ACT
SUBRECIPIENT'S ASSIGNMENT OF REFUNDS, REBATES AND CREDITS
(Use only for a full subgrant or interagency agreement closeout)

Subrecipient Name Riverside County Economic Development Agency

Subgrant/Interagency Agreement No. R865478

Street Address 3133 Mission Inn Ave

City, State, & Zip Riverside, CA 92507

Pursuant to the terms of Subgrant/Interagency Agreement No. R865478, and for the total allocation of \$13,525,611.96 and in consideration of the reimbursement costs and payment of fee, as provided in the said agreement and any assignment thereunder the Riverside County Economic Development Agency (hereafter called the Subrecipient) does hereby:

Assign, transfer, set over and release to the Workforce Services Division, Employment Development Department, the State of California (hereafter called WSD), all right, title and interest thereon, arising out of the performance of said Subgrant together with all the rights of action accrued or hereafter accrue thereunder.

Agree to take whatever action may be necessary to effect prompt collection of all such refunds, rebates, credits, or other amounts (including any interest thereon), due or which may become due, and forward to WSD checks (made payable to the Employment Development Department), for all proceeds so collected. The reasonable costs of any such action to effect the collection shall constitute allowable costs when approved by the Chief of WSD, as stated in the said contract and may be applied to reduce any amounts otherwise payable to the WSD under the terms thereof.

Agree to cooperate fully with WSD as to any claims or suit in connection with such refunds, rebates, credits, or other amounts due (including any interest thereon); to execute any protest, pleading, application, power of attorney, or other papers in connection therewith; and to permit WSD to represent it at any hearing, trial or other proceeding arising out of such claim or suit.

IN WITNESS WHEREOF, this assignment has been executed on this _____ day of _____, 2010.

Subrecipient's Authorized Representative

MARION ASHLEY

Name (please print)

Marion Ashley
Signature

CHAIRMAN, BOARD OF SUPERVISORS
Title

ATTEST:
KECIA HARPER-IHEM, Clerk

By [Signature]
DEPUTY

FORM APPROVED COUNTY COUNSEL
BY: Neal R. Kipnis DATE _____

MAY 25 2010 3:21

**WORKFORCE INVESTMENT ACT
CONTRACT CLOSEOUT TAX CERTIFICATION**
(Use only for a full subgrant or interagency agreement closeout)

Subrecipient's Name Riverside County Economic
Development Agency _____

Employer ID No. 95-6000930

In the performance of Subgrant/Interagency Agreement No. R865478, I certify that I have complied with the requirements of the law, and the Workforce Services Division, Employment Development Department, State of California, regarding the obtaining of employer identification/account numbers, collection, payment, deposit, and reporting of federal, State and local taxes and the provision of W-2 forms to employees who are not now my employees. For present employees, formerly under the award, W-2 forms will be required as per the California Employers Guide. Information on W-2 form reporting requirements is contained in Internal Revenue Service publication, "Employer's Tax Guide," (Publication 15, Circular E).

IN WITNESS WHEREOF, this certification has been executed this 25th day of May, 2010.

Subrecipient's Authorized Representative

MARION ASHLEY

Name (please print)

Marion Ashley
Signature

CHAIRMAN, BOARD OF SUPERVISORS

Title

FORM APPROVED COUNTY COUNSEL

BY: Neal R. Kipnis 5/10/10
NEAL R. KIPNIS DATE

ATTEST:

KECIA HARPER-IHEM, Clerk

By: Kecia Harper-Ihem
DEPUTY

**WORKFORCE INVESTMENT ACT
CLOSEOUT STATUS OF CASH**
(Use for all closeouts)

Subgrantee Name and Address

Riverside County Economic Development Agency

3133 Mission Inn Ave

Riverside, CA 92507

Subgrantee Code RIV

Subgrant or Interagency Agreement Number R865478

Grant Code 113

Project Term 07/01/2007 to 06/30/2009

Total Allocation for this line item (grant code): \$7,308.00

1. How much cash has been drawn down under this line item (grant code)? \$7,308.00
2. Total expenditures reported in Section II of the WIA EXPD report? \$7,308.00
3. Unexpended balance to be deobligated? \$0

Subrecipient's Authorized Representative

Lisa Brandl

Name (please print)

Signature

Assistant Director Administration

Title

FORM APPROVED COUNTY COUNSEL

BY: Neal R. Kipnis

5/15/10
DATE

INFORMATION NOTICE

WORKFORCE SERVICES

Number: WSIN08-17

Date: September 23, 2008

Expiration Date: 10/23/10

69:188:ck:12296

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: LATE MONTHLY, QUARTERLY, CLOSEOUT, AUDIT AND PARTICIPANT REPORTS

The purpose of this notice is to advise all subrecipients of Workforce Investment Act (WIA) funds that late or incomplete filing of any of the following reports will impede future cash requests until the appropriate reports are filed. Subrecipients will be contacted to request the missing or incomplete reports. However, a cash hold will be implemented immediately once the due dates have passed and the information has not been received at the Employment Development Department (EDD).

Financial Reports—Monthly, Quarterly, or Closeout

- For due dates and requirements for filing quarterly and monthly expenditure reports, refer to WIA Directive WIAD06-4, "Quarterly and Monthly Financial Reporting Requirements", dated August 9, 2006.
- For due dates and requirements for closeouts, refer to WIA Directive WIAD06-3, "WIA Closeout Handbook", dated July 24, 2006.

Single Audit Reports

- For the requirements for submitting single audit reports under WIA, refer to WIA Directive WIAD05-16, "Audit Requirements", dated May 25, 2006.

Participant Reports

- In addition to financial reports, the participant reports have now been included within the stipulations of this notice. If participant reports are six months in arrears, it will impede future cash requests. Participant reports are due the 20th of each month.

The late filing of financial reports, single audit reports, and participant reports is considered as noncompliance with the General Provisions and Standards of Conduct, Exhibit BB, of the Contract/Subgrant Agreement entered into with the State of California, EDD.

EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Special requests for services, aids, and/or special formats need to be made by calling (916) 654-8055 (Voice). TTY users, please call the California Relay Service at 711.

Please note that for a WIA subrecipient to request cash, the subrecipient must have a current Information Request Form (IRF) on file with EDD. Subrecipients must report changes to any information on the IRF, when the changes occur. Subrecipients must also review the IRF at least annually and submit a new form to the EDD Fiscal Programs Division each July 1. Refer to WIA Directive WIAD04-14, "Cash Request Handbook", dated February 22, 2005.

If you have any questions about this notice, please contact April Eales, Manager of the Financial Management Unit at (916) 653-9150.

/S/ BILL BURKE
Assistant Deputy Director
Workforce Services Branch

/S/ BOB HERMSMEIER
Chief
Workforce Services Division