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

ITEM: 3.14
(ID # 20647)
MEETING DATE:
Tuesday, December 13, 2022

FROM :   HOUSING AND WORKFORCE SOLUTIONS:

SUBJECT: HOUSING AND WORKFORCE SOLUTIONS/WORKFORCE DEVELOPMENT DIVISION (HWS/WDD): State Apprenticeship Equity, Expansion, and Innovation Grant Award from the Department of Apprenticeship Standards; All Districts. [$1,824,000 - 100% State Grant Funds]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Find that the project is exempt from California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061 (b)(3);

2. Ratify and Approve the Grant Agreement with the State of California Department of Industrial Relations, Division of Apprenticeship Standards (DAS), and Accept the State Apprenticeship Expansion, Equity, and Innovation Grant (SAEEI), (Grant No. 22-SAEEI005), in a total amount of $1,824,000 for program period July 1, 2022 through June 30, 2025, to assist in funding the "Inland Empire Designing Equitable Apprenticeships" (IEDEA) program, subject to approval as to form by County Counsel;
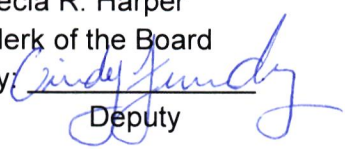
ACTION:Policy, A-30

Heidi Marshall, Director   11/28/2022

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Washington, seconded by Supervisor Spiegel and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes:	Jeffries, Spiegel, Washington, and Hewitt
Nays:	None
Absent:	Perez
Date:	December 13, 2022
xc:	HWS/WDD

Kecia R. Harper
Clerk of the Board
By
Deputy

RECOMMENDED MOTION: That the Board of Supervisors:

3. Authorize the Director of Housing and Workforce Solutions, (HWS), or designee, to execute the Grant Agreement (No. 22-SAEEI005) with the DAS for the IEDEA program, subject to approval as to form by County Counsel;

4. Authorize the Director of HWS, or designee, to administer and implement the Grant Agreement and associated program and services with the DAS for the IEDEA program and, as approved as to form by County Counsel, to: (a) sign amendments to the Grant Agreement No. 22-SAEEI005 with the DAS and; (b) sign amendments to the budget provisions of the Grant Agreement not to exceed the sum total of twenty percent (20%) of the total aggregate cost of the agreement; and

5. Authorize the Director of HWS, or designee, to procure service providers to do community outreach and enter into contracts with selected service providers with services to commence upon date of signature and terminate no later than June 30, 2025, not to exceed $100,000 annually, subject to approval as to form by County Counsel.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	$570,000	$1,254,000	$1,824,000	$0
NET COUNTY COST	$0	$0	$0	$0
SOURCE OF FUNDS: 100% State Grants Funds			**Budget Adjustment:** No	
			For Fiscal Year: 22/23, 23/24, 24/25	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

In 2018, California Governor Gavin Newsom expressed his commitment to advancing the role of apprenticeships in the state's workforce system through his call to action to reach 500,000 active apprentices by the end of 2029. DAS, on behalf of the California Labor and Workforce Development Agency (LWDA), released a NOFA announcing the availability of up to $7,296,000 in funds for the SAEEI Grant Program. The SAEEI grant is awarded to design, develop and implement projects that support and accelerate the creation of new or expansion of existing Registered Apprenticeship Programs (RAPs) for underrepresented populations such as: women, veterans, justice-involved, people with disabilities, youth and communities of color. The RAP model provides unemployed Californians with the opportunity to earn while they learn and obtain industry-recognized credentials that pave the way to living-wage jobs that stabilize California's local economies.

RCWDD, on behalf of the Inland Empire Regional Planning Unit (IERPU), comprised of RCWDD and San Bernardino County Workforce Development Department (SBWDD), submitted an application titled "Inland Empire Designing Equitable Apprenticeships," or IEDEA, for the SAEEI application and was awarded the amount of $1,824,000, which will provide classroom training, On the Job training through participating employers and supportive services to 380 apprentices.

RCWDD will be the fiscal lead and will provide grant oversight, coordination, fiscal management, data tracking and reporting for the IEDEA grant. RCWDD in partnership with LAUNCH, a regional apprenticeship intermediary, will collaborate and provide support to local training providers and community colleges who will provide the classroom training for apprentices in the targeted industries and corresponding occupations below:

- IT/Cyber Security: Computer User Support Specialists, Computer Network Support Specialists, Information Security Analysts
- Healthcare: Registered Nurses, Pharmacy Technicians, Community Health Workers, EMT/Paramedics
- Manufacturing: CNC Operators, Industrial Machinery mechanics, Electrical Engineering Technicians
- Transportation/Logistics: Automotive Technicians, Production, Planning and Expediting Clerks, Purchasing Agents
- Public Sector: Human Resources Assistants, Bookkeeping, Accounting, and Auditing Clerks, Social and Human Service Assistants

As part of the grant, RCWDD received $100,000 to conduct community outreach. RCWDD will release a request for proposals to procure for service provider(s) and will enter a contract with the selected provider(s) not to exceed $100,000 subject to approval by County Counsel. The community outreach will help spread awareness of the IEDEA program and help recruit participants to enroll into the program.

Impact on Residents and Businesses

Implementing the IEDEA program will strengthen linkages between the workforce system and apprenticeships as it brings new opportunities to residents that will lead to a career pathway with a sustaining livable wage, especially for those populations who have historically been underserved. Businesses will benefit as the creation and expansion of apprenticeships will create a stronger, upskilled workforce.

ATTACHMENT:
- IEDEA Agreement No. 22-SAEEI005 - AATF

Brianna Lontajo, Principal Management Analyst   12/7/2022

Kristine Bell-Valdez, Supervising Deputy County Counsel   12/5/2022

Division of Apprenticeship Standards Grant Agreement

(Pursuant to Labor Code section 3073.2)

This Grant Agreement is entered into by and between the Department of Industrial Relations, Division of Apprenticeship Standards (hereinafter referred to as "DAS" and "Grantee") and Riverside County, in the State of California, duly organized, existing, and acting pursuant to the laws thereof, herein referred to as the "Sub-Recipient," which parties do hereby agree as follows.

As the grantee, DAS shall provide funding from the State Apprenticeship Expansion, Equity, and Innovation Grant (SAEEI) to Riverside County Workforce Development Division the sub-recipient, as a subaward to assist in funding the Inland Empire Designing Equitable Apprenticeships (IEDEA). The parties agree to comply with all the requirements and conditions stated herein as well as all commitments identified in the Grant Solicitation for the State Apprenticeship Expansion, Equity, and Innovation Grant (SAEEI) for program period July 1, 2022-June 30, 2025.

This grant is designed to provide start-up funding for creating new apprenticeship programs, or for creating new occupations within an existing registered apprenticeship program.

A. GRANT SUMMARY

Project Title: Inland Empire Designing Equitable Apprenticeships (IEDEA)
Grant Title: State Apprenticeship Expansion, Equity, and Innovation Grant (SAEEI)
Federal System for Award Management Assistance Listing Number: 17.285
Total Grant Amount: $1,824,000
Total Match (if applicable):
Total Grant Funded: $1,824,000

B. GRANT PARTIES

Fiscal Agent: Riverside County Workforce Development Division

Authorized Official: Carrie Harmon

Correspondence regarding this project shall be directed to:

DAS Grant Manager: Raul Galvan
Title: Staff Service Manager II
Address: 1515 Clay Street, suite 1902, Oakland, CA 94612 Phone:
415-730-4344
Email: DASgrantsunit@dir.ca.gov

DEC 1 3 2022 3.14

Correspondence regarding this project shall be directed to:

Sub-Recipient Liaison Name: Carrie Harmon
Title: Director of Workforce Development
Address: 1325 Spruce Street, Suite 400, Riverside, CA 92507
Phone: 951-955-3128
Email: CHarmon@rivco.org

If the DAS Grant Manager identified above changes, DAS will notify the Sub-Recipient Liaison of said change and provide the new contact information. If the Sub-Recipient Liaison identified above changes, the Sub-Recipient will notify the DAS Grant Manager of said change and provide the new contact information.

C. TIME PERIOD

The grant performance period will be from July 1, 2022, through June 30, 2025.

Performance of work or other expenses billable to DAS under this grant may commence after full execution of this Grant Agreement by both parties. Performance of this grant ends once the Sub-Recipient has submitted the Closeout Reports (Refer to Letter O), or when this grant is terminated, whichever is earlier.

The Chief of DAS retains the authority to terminate or reduce the grant amount at his/her sole discretion.

D. DUTIES AND REQUIREMENTS

This section defines the respective duties and requirements of DAS and the Sub-Recipient in implementing: Inland Empire Designing Equitable Apprenticeships (IEDEA).

1) DAS Role

DAS is responsible for the following:

a) Participating in regular meetings with the Sub-Recipient to discuss program refinements and guiding program implementation

b) Reviewing and approving the Payee Data Record (STD 204) Form, invoices for request of payment, and disbursing grant funds to the Sub-Recipient

c) Reviewing and approving the data collection plan

d) Providing program oversight and accountability (in conjunction with the Sub-Recipient)

e) As a non-Federal entity, ensuring compliance with 2 C.F.R. § 200 et seq. as a recipient and pass-through entity

2) The Sub-Recipient's Tasks

The Sub-Recipient's duties and requirements include, but are not limited to, the following tasks:

a) The Sub-Recipient's key project personnel will participate in meetings with DAS staff. The Sub-Recipient may be asked to schedule additional meetings at the sole discretion of the DAS Grant Manager.

b) Initial Project Kick-off Meeting: The Sub-Recipient's key project personnel, in collaboration with DAS, will plan, conduct, and attend an initial meeting with DAS staff following execution of the Grant Agreement. Meetings may be conducted by phone or an agreed upon video conferencing platform. Topics for discussion may include, but not be limited to, the following:

- Agenda, with meeting access information, provided prior to the meeting
- Project tasks, timelines, and milestones
- Project design and outreach activities
- Content and format for quarterly reports and final reports
- Schedule for ongoing coordination of meetings
- Other items as necessary

c) Ongoing Project Coordination: Sub-Recipient will hold coordination and review meetings, on at least a quarterly basis, with DAS staff to discuss project status, as well as a final meeting, at the conclusion of the project. Additional meetings may be scheduled by DAS staff or Sub-Recipient, as needed. Meetings may be conducted by phone or an agreed upon video conferencing platform if deemed appropriate. Project coordination and review meetings should contain:

- An Agenda, with meeting access information, provided prior to the meeting
- Discussion of project activities, deliverables, schedules, and milestones
- Discussion of any difficulties encountered since the last project update
- Concerns or questions requiring resolution from DAS
- Notification of any pending disbursement requests
- Scheduling of the next project coordination meeting

d) The Sub-Recipient will coordinate project plans with all project partners, including Sub-contractors and Community Partners. This must include:

- Regular communication with all Sub-contractors, such as check-ins to keep track of progress made and troubleshoot issues encountered. The Sub-Recipient is responsible for keeping DAS informed of progress on all projects, including those that are being led by one of the Sub-contractors.

- Regular communication with employers and community partners, in a mutually agreed-upon format, to share progress and receive feedback on project implementation and design.

e) As a non-Federal entity, ensuring compliance with 2 C.F.R. § 200 et seq. as a sub-recipient

E. Expected Outcomes and Outputs provided by the Sub-Recipient in Exhibit B (II) of the SAEEI Solicitation For Proposals (SFP):

(1) Participant Outcomes and Outputs

Over the course of the three-year grant period, IEDEA proposes to place 380 apprentices into new Registered Apprenticeship Programs (RAPs) registered after July 1, 2021, and new occupations in an existing RAP that were registered since July 1, 2021. In addition, three new apprenticeship programs will be created and dually registered by the California Division of Apprenticeship Standards (DAS) and the Federal Office of Apprenticeship by Sept 30, 2022, and eight new occupations will be registered in new and existing RAPs. A breakdown of outcomes can be found in Exhibit D.

The proposed outcomes were developed jointly with the partner colleges and school districts of key partner LAUNCH (Local Apprenticeships Uniting a Network of Colleges and High Schools). A survey was administered to LAUNCH members to collect proposed IEDEA outcomes for their apprenticeship programs based on current outcomes and intended new program development. RCWDB, SBCWDB and LAUNCH leadership used the responses from the survey along with historical data to develop the proposed outcomes for the IEDEA program.

LAUNCH was established in 2018 and has been successful in coordinating the growth of apprenticeships across the region to include over 15 apprenticeship programs, along with building supportive programs such as pre-apprenticeship. Given this progress and the input from LAUNCH partners in the process, RCWDB believes the target outcomes to be both feasible and achievable.

On Exhibit D, the first table has the seven key performance goals requested in the SFP and a brief explanation of each is provided here: (1) the total number of registered apprentices to be served includes participants who are newly enrolled in an

apprenticeship program and work for at least 90 days within the grant period; (2) the total number of employers was calculated as a minimum number of employers that will be engaged across the target sectors; (3) the number of registered apprentices scheduled for completion of the Apprenticeship program includes programs that are from 6 months to 2 years, thus longer apprenticeship programs will inherently have less completers in Years 2 and 3; (4) 90% of those scheduled for completion are anticipated to successfully complete the program; (5) 90% of those who are anticipated to successfully complete during the grant period are expected to be employed the 2nd quarter after exit; (6) 90% of those who are employed the 2nd quarter after exit are expected to be employed the 4th quarter after exit; and (7) the median earnings of all apprentices the 2nd quarter after exit is above a living wage in the region.[1]

The second table in Exhibit D provides the additional metrics requested in the SFP, broken down by program year. Row A includes all individuals who are provided services by year, including those who are assessed for an apprenticeship program or are provided a related service, such as a pre-apprenticeship program. Rows B and C provide the breakdown of apprentices newly enrolled in both a new program and occupation and those enrolled in a new occupation only. Row D provides the total for each category by year and Row E provides the total from Row D that are scheduled to complete by year. The totals for Rows D and E are shaded to show their correlation with Rows 1 and 3 of the first chart.

Expanding Registered Apprenticeship Programs Outputs

There are several program outputs that will be achieved. IEDEA intends to add at least three new RAPs with at least one new occupation and eight new occupations during the grant period. They will be dually registered with the U.S. Department of Labor and DAS. One of the new RAPs is anticipated to be registered by Sept 30, 2022. Table C contains a list of the apprenticeship programs and occupations that are currently in development.

Table C: Apprenticeship Programs and Occupations in Development

Healthcare	Psychiatric Technician
Manufacturing	Youth Manufacturing Technician
	Tool & Die Maker
	Aircraft Mechanic
	Mechatronics Technician
IT and Cybersecurity	Information Security Professional
	Database Technician
	Software and Applications Developer
Public Sector	Human Resources Assistants
	Bookkeeping, Accounting, and Auditing Clerks
	Social and Human Service Assistants

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[1] According to the MIT Living Wage Calculator, a living wage is $19.03/hr., or $39,582/yr. for two working adults with one child in the Inland Empire region https://livingwage.mit.edu/metros/40140

	Application Developer
	IT Communications Analyst
	Database Administrator

Given the need for talent in IT and particularly for Cybersecurity, there are three new apprenticeship occupations in development as noted above. The Information Security Professional apprenticeship will provide a pathway into cybersecurity that doesn't require a bachelor's degree as is normally the case. Meeting the threat of cyber attacks that have increasing regularity will require talent at a diversity of skill levels in order to monitor, mitigate and stop attacks from critical infrastructure, hospitals, businesses and schools.

In addition, it is a priority for IEDEA to explore new RAPs and/or occupations in the Transportation and Logistics sector. There is increasing demand in the region for operational roles in the field such as Transportation, Storage and Distribution Managers (also includes Logistics Managers), and Logisticians, both of which are living wage occupations and could be developed in partnership with local training providers. While Logisticians normally require a bachelor's degree, the Occupational Outlook Handbook notes that job seekers may be able to qualify with an associate's degree instead. Apprenticeship programs for these could be developed in partnership with colleges and training programs in business administration, such as California State University, San Bernardino's Supply Chain Management program. Finally, the County of Riverside is developing public sector apprenticeships with LAUNCH and other regional partners.

As noted in Exhibit D, another output of IEDEA will be to engage at least 40 employers that adopt apprenticeship as a result of the program. The employers will be spread across all five target sectors and employer engagement activities will be shared across the partners – college partners of LAUNCH will actively engage employers as a collaborative, enhanced by the business services teams of RCWDB and SBCWDB. Finally, many nonprofit service providers engaged in IEDEA will also conduct employer engagement activities, such as Inland SoCal United Way.
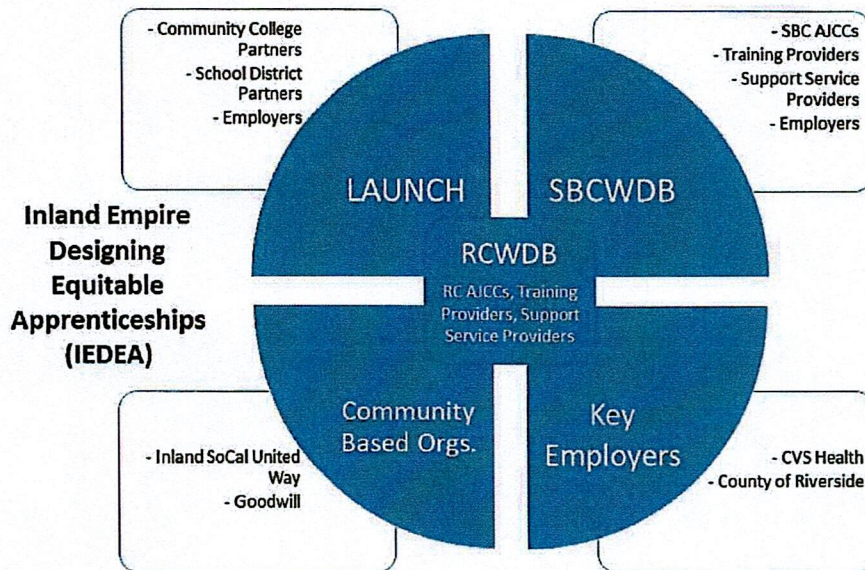
Another output of the IEDEA program is to develop and recruit members for the region's apprenticeship training committees, including the LAUNCH Apprenticeship Network Information Technologies Committee, the Inland/Desert Employers Apprenticeship Committee, LAUNCH Manufacturing Committee, LAUNCH Healthcare Committee, and the LAUNCH Automotive Committee.

F. Project Work Plan provided by the Sub-Recipient in Exhibit B (III) of the SAEEI Solicitation For Proposals (SFP)

III. Project Work Plan

The IEDEA program is a partnership of the four required partners: two workforce development boards (RCWDD and SBCWDB); multiple colleges and school districts through LAUNCH and the Riverside Community College District (RCCD), a Local Education Agency; multiple community-based organizations with expertise in disadvantaged populations including Inland SoCal United Way (ISCUW) and Goodwill; and multiple employers including CVS Health, and the County of Riverside among others. See Figure 1 and Partnership Commitment Letters attached to this proposal.

Figure 1: IEDEA Overview

Inland Empire Designing Equitable Apprenticeships (IEDEA)

- Community College Partners
- School District Partners
- Employers

- SBC AJCCs
- Training Providers
- Support Service Providers
- Employers

LAUNCH   SBCWDB

RCWDB
RC AJCCs, Training Providers, Support Service Providers

Community Based Orgs.   Key Employers

- Inland SoCal United Way
- Goodwill

- CVS Health
- County of Riverside

RCWDD will provide grant oversight, coordination, fiscal management, data tracking and reporting for IEDEA. LAUNCH will provide coordination and support for the community college and school district partners identifying potential apprentices, providing pre-apprenticeship and apprenticeship programs, also serving as the apprenticeship program sponsor, where needed. SBCWDB is RCWDB's regional workforce development partner for the Inland Empire. Both SBCWDB and RCWDB will leverage the services of their American Job Centers of California (AJCCs) to recruit and support participants, along with contracted training providers and employer partners that are onboarded by the business services teams in each county. The two boards are

currently establishing a relationship with the Inland Empire Human Resources Networking Group to expand employer engagement. In order to ensure that underserved populations are provided apprenticeship opportunities, community-based organizations (CBOs) such as Inland SoCal United Way (ISCUW) and Goodwill will support the program also. ISCUW has experience serving homeless individuals, justice-system involved individuals and BIPOC. Goodwill also has extensive experience serving these underserved populations and both organizations can help ensure they have equitable access to apprenticeship through IEDEA. Finally, IEDEA has secured several key employer partners including CVS Health and the County of Riverside. As noted above, all of the other key partners have employer relationships to leverage and collectively conduct employer engagement efforts through LAUNCH.

RAP Development, Modernization, and Diversification Strategies

IEDEA has three key strategies for RAP development, modernization and diversification:

Use the DOL's Scaling Apprenticeship Success Factors to Develop and Expand IEDEA Apprenticeship Programs.

The U.S. Department of Labor's (DOL) Scaling Apprenticeship program developed a set of six key indicators to ensure apprenticeships are high-quality: (1) Strong Organizational Management, (2) Strong Operational Systems, (3) Sustainability Principles, (4) Effective Apprenticeship Design, (5) Effective Partner Engagement, and (6) Effective Participant Engagement in an Apprenticeship Experience.[2] The associated sub-indicators will be used to guide the development of new programs as well as to expand and improve upon existing ones. Utilizing these proven practices developed by the DOL can also help the state strengthen compliance with 29 CFR Part 29 (Subpart A) and 29 CFR Part 30.

Diversify RAP Opportunities Through Collaborative Employer Engagement.

The IEDEA partners will work through LAUNCH, which has developed a collaborative employer engagement approach for apprenticeships across the region. The LAUNCH partners meet regularly to discuss the development of employer partners across the apprenticeship programs and offer a web-based interface for businesses to learn about the programs and apprentices available for hire. In addition to tailor-made solutions for talent development, employers are incentivized to work with LAUNCH through tax credits, such as California's Homeless Hiring Tax Credit, on-the-job training (OJT) funding and Employment Training Panel (ETP) funds for incumbent workers.

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[2] H-1B Scaling Apprenticeship Success Indicators
https://h1bsa.workforcegps.org/resources/2020/02/05/17/25/Success-Indicators-for-Scaling-Apprenticeship-Grantees

<u>Develop a System and Processes for Managing Data and Reporting in RAPIDS, WIPS, CAS, CalJOBS and to DAS.</u>

RCWDB will work with LAUNCH and other IEDEA partners to identify solutions that will allow for efficient tracking of data and reporting in the state's systems: the DAS California Apprenticeship System (CAS) and CalJOBS, as well as the federal systems: Registered Apprenticeship Partners Information Database System (RAPIDS) and the Workforce Integrated Performance System (WIPS) system. This includes assigning a Data Entry Operator II to coordinate data management and may also include technology solutions, paired with processes for all partners to report to RCWDB on a regular basis to ensure timely monthly and quarterly reporting to the DAS Grant Unit. Currently, both RCWDB and SBCWDB have systems in place to track participants in CalJOBS and LAUNCH colleges are familiar with entering apprentice data into the RAPIDS system.

Partnership and Alignment to Support Workforce System Integration

The partners of IEDEA are working together to expand apprenticeships, provide opportunities for underserved populations and to ensure workforce system alignment. Specific roles and responsibilities of the key partners are noted above and in Exhibit E. The two goals in this area below reflect IEDEA priorities:

<u>Build Regional Capacity for Scaling High-Quality RAPs Through Coordination and Implementing Apprenticeship Best Practices.</u>

IEDEA will build the regional capacity to increase both the number and quality of RAPs in the region by using the established LAUNCH network to coordinate a system of high-quality RAPs, which includes developing a career pathway design like Figure B and leveraging best practices like the Apprenticeship Success Factors. IEDEA partners will participate in statewide and national communities of practice in apprenticeship, utilize any technical assistance that is available and track learning and development of staff.

<u>Leverage Resources, Related Programs and Funding Streams.</u>

There are multiple existing opportunities to leverage resources and funding streams to build apprenticeship programs under IEDEA. The LAUNCH Network includes colleges that have received grants from the California Apprenticeship Initiative (CAI) that can help offset costs such as marketing and outreach for apprenticeships or certification exam costs. Additionally, IEDEA will be able to leverage funds and services from WIOA Title I, ETP, the State of California Regional Planning and Implementation funding, the California High Road Training Partnership (HRTP), and the California Community College Chancellor's Office Strong Workforce Program (SWP). IEDEA partners will also regularly discuss new opportunities for leveraged resources during regularly scheduled meetings.

Increasing the Number of Apprentices Enrolled in RAPs

Exhibit D provides a specific breakdown of the total number of registered apprentices who will enroll in RAPs during the grant period (380). In order to reach the target numbers described there and above, these two strategies will be employed:

Recruit, Enroll and Retain Apprentices from Underserved and Underrepresented Populations.

A priority of IEDEA is to ensure that underserved and underrepresented populations such as women, veterans, BIPOC, people with disabilities, disconnected youth and justice-involved individuals have equitable access to and a successful experience in apprenticeships. Current programs in the region are working to level the playing field, such as Prison to Employment (P2E), which connects justice-involved individuals to high-demand employment, and the Uniquely Abled Project, which trains people with autism to be CNC Operators.

Working with ISCUW, Goodwill and other CBO partners, IEDEA will have regular discussions about outreach, enrollment and retention strategies using current data to ensure target numbers are being reached and that underrepresented populations are being included to the greatest extent possible. Periodic course corrections to strategy and programs will likely be necessary in order to achieve these goals.

Expand the Number of Employers Participating in Apprenticeship.

An expansion of apprenticeships will necessitate an increase in the number of employers who participate in them. IEDEA will leverage the collaborative employer engagement strategies used by LAUNCH (see above) to reach new employers in the target sectors, which all represent non-traditional spaces for apprenticeship. This is an opportunity to help many new employers unfamiliar with the model meet their talent needs. Both SBCWDB and RCWDB are exploring the establishment of an apprenticeship classification within their respective counties, which will facilitate the creation of apprenticeships in county IT departments, county health agencies and even possibly in county transportation departments.

Innovation in Apprenticeship Expansion Efforts

There are multiple ways that IEDEA will modernize and innovate the apprenticeship model in the region as described above, such as creating apprenticeships within county employment and collaborating on regional apprenticeship marketing through LAUNCH. Another important way that apprenticeships can be modernized is to better incorporate them into a full high school-through-living-wage job career pathway.

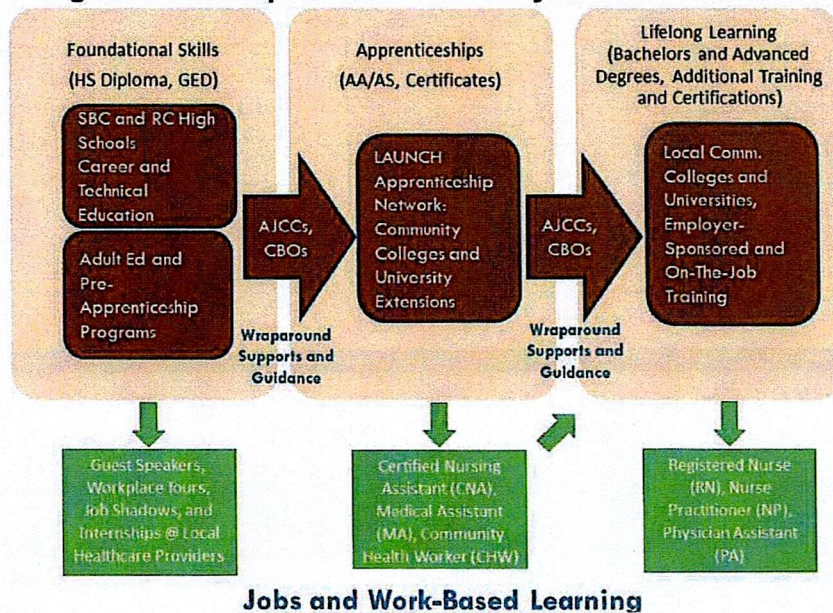Modernize Apprenticeships Through Career Pathway Development.

Apprenticeships to date have not been clearly aligned with a full career pathway that allows for multiple entry and exit points, and connections to advanced education. In essence, there has not been a strong connection between K-12 schools, colleges and apprenticeship programs, or options for participants to choose from multiple industries

when considering apprenticeships. IEDEA intends to build stronger connections between K-12 career and technical education, adult education and apprenticeship through career pathways like the one depicted in Figure B.

Career pathways developed in all five key sectors will follow a model similar to the one in Figure B that strengthen linkages across segments of education, in order to better develop talent for the region. Students are first exposed to the industry in high school, usually through career and technical education programs in either county. Some schools offer pre-apprenticeship programs to prepare students for particular industries and careers as well.

Figure B: Example Career Pathway Model in Healthcare

Foundational Skills
(HS Diploma, GED)

SBC and RC High Schools Career and Technical Education

Adult Ed and Pre-Apprenticeship Programs

AJCCs, CBOs

Wraparound Supports and Guidance

Apprenticeships
(AA/AS, Certificates)

LAUNCH Apprenticeship Network: Community Colleges and University Extensions

AJCCs, CBOs

Wraparound Supports and Guidance

Lifelong Learning
(Bachelors and Advanced Degrees, Additional Training and Certifications)

Local Comm. Colleges and Universities, Employer-Sponsored and On-The-Job Training

Guest Speakers, Workplace Tours, Job Shadows, and Internships @ Local Healthcare Providers

Certified Nursing Assistant (CNA), Medical Assistant (MA), Community Health Worker (CHW)

Registered Nurse (RN), Nurse Practitioner (NP), Physician Assistant (PA)

Jobs and Work-Based Learning

After graduating high school, students will be introduced to apprenticeship programs as a middle-skill-building opportunity. Linkages to continue education and move into advanced careers within their industry will be strengthened as well (titled "Lifelong Learning" on the graphic). Throughout the career pathway, participants will have options for work-based learning (WBL) experiences and access to jobs, as noted at the bottom of Figure B.

We know that relationship-based career and technical education for young adults, which includes mentorship, leads to higher job quality as adults based on research by the Brookings Institute.[3] Thus, strengthening the linkages between K-12 systems with relationship-based WBL and apprenticeships, with relationship-based mentorship, can lead to better-prepared apprentices with a higher chance of success.

Project Work Plan

The IEDEA program has developed a complete project work plan, which can be found in Exhibit C. There are five goals, each with specific activities, deliverables and milestones. Each goal also includes the lead and supporting organizations, timeframe for milestones and deliverables, along with annual costs associated with each goal. Below is a brief narrative description of each goal.

Goal #1: Successfully launch the IEDEA program. This goal relates to the start-up activities in launching IEDEA, including the milestones and activities that will be required to begin execution of the work plan, such as reviewing roles and responsibilities and securing all necessary IEDEA partners This will be completed in the first six months.

Goal #2: Developing and implementing systems to collect, track and report on all necessary data and outcomes. It is a key priority for IEDEA to meet all of its proposed outcomes and we outline steps here to achieve this, including setting up the appropriate data systems and using data to drive strategy. While ensuring that outcomes are met is ongoing, most of the milestones here will be met in the first year.

Goal #3: Ensuring underserved and underrepresented populations are successful in apprenticeship programs. Achieving more equitable outcomes for underserved and underrepresented populations in apprenticeship is a top priority for IEDEA. This part of the work plan details how CBO partners will be engaged to ensure these populations are successful in apprenticeship programs utilizing data on a regular basis.

Goal #4: Strengthen career pathways from K-12 through apprenticeship and beyond in all five key sectors. As noted above, a key apprenticeship innovation in IEDEA is to strengthen linkages for career pathways across K-12, college and workforce programs. This goal breaks down the milestones for achieving this, including an analysis of current career pathways and setting goals to close gaps and make improvements.

Goal #5: Ensure sustainability of IEDEA through leveraged funding, mutually reinforcing programs and strong partnership. Sustainability planning will begin in the 2nd year of the grant and a final sustainability plan will be developed six months before the end of the grant. Additional details about sustainability planning are noted in Section IV.

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[3] Brookings Institute (2018), Pathways to High-Quality Jobs for Young Adults
https://www.brookings.edu/research/pathways-to-high-quality-jobs-for-young-adults/

G. FISCAL ADMINISTRATION

Budget

1) The grant performance period for participating projects will be from July 1, 2022, through June 30, 2025. The maximum amount of this Grant is $1,824,000. No obligation or commitment of funds will be allowed beyond the grant period of performance.

2) The budget for the sub-recipient is provided in their submission of Exhibit B (SFP). Grant disbursement requests for funds shall not exceed the grant amount.

3) During the first six months of the project, the sub-recipient organization is allowed to use the funds for administrative costs, start-up costs, and appointing grant-specific staff.

4) Grant sub-recipients will receive a reimbursement of up to 25% of the Grant award, or $456,000, to be used for start-up costs and is allowable including the period from July 1, 2022, until the contract is fully executed. This includes costs associated with developing an administrative infrastructure to report into the DAS California Apprenticeship System (CAS), CALJOBS, Federal Apprentice System (RAPIDS) and the Workforce database (WIPs) system, track apprenticeship progression, and provide monthly and quarterly reporting to DAS.

   Allowable expenses include:

   - Costs of setting up the program
   - Cost associated with convening partners and sponsors for planning
   - Curriculum costs
   - Costs related to design and start-up of RAPs
   - Train-the-trainer costs or activities

5) The remaining 75% of the Grant award, $1,368,000 will be disbursed to grantees through a pay-for-performance model, after a 90-day retention period of apprentices registered in CAS, RAPIDS and CALJOBS are met, the sub-recipient are permitted to submit allowable grant line-item expenditure requests for:

   - Classroom education or online training for apprentices

- Books and training materials
- Initial proficiency testing
- Project management
- Case management
- Funding costs associated with Related Instruction
- Supportive services offered through Local Workforce Development Boards
- The creation and registration of non-traditional RAPs
- Creating a pathway for adult learners, including English Language Learners, to Registered Apprenticeship
- Creating RAPs that attract apprentices who fall into California's Workforce Innovation and Opportunity Act (WIOA) target populations
- Registering a Group Joint or Group Non-Joint Registered Apprenticeship
- Registering a youth Apprenticeship, and/or a justice involved Apprenticeship
- The Related & Supplemental Instruction reimbursement for newly Registered Apprentices. (Employers may not request reimbursement for previously registered Apprentices.)
- Related Instruction costs such as for tuition, fees, and books.
- The Related & Supplemental Instruction Reimbursement only covers the employer's actual costs for Related Instruction (and does not include costs paid by other grant funding streams, by the Registered Apprentice, etc.).
- Conferences funded in whole or in part by the award are allowable if the conference is necessary and reasonable for the successful performance of the grant. Sub-recipients are urged to use discretion and good judgment to ensure that all conference costs charged to the grant are appropriate and allowable. For more information in the requirements and the allowability of costs associated with conferences, refer to 2 C.F.R. §200.432. Sub-recipients will be held accountable to the requirements in 2 C.F.R. §200.432. Therefore, costs that do not comply with 2 C.F.R. §200.432 will be questioned and may be disallowed.
- Pursuant to Public Law 116-94, Division A, Title 1, Section 105, recipients and subrecipients shall not use funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. The Executive Level II salary may change yearly and is located on the OPM.gov website (https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2020/executive-senior-level). The salary and bonus limitation does not apply to contractors (vendors) providing goods and services as defined in 2 C.F.R. 200.330.

6) Indirect costs

- Unless the sub-recipient, IEDEA, provides the grantee, DAS, with a bona fide copy of a Federally approved indirect cost rate, indirect costs are limited to the de minimis indirect cost rate as defined by 2 C.F.R. § 200.332, or ten percent (10%) of the grant amount, ($182,400).

7) Unallowable Expenses

- SAEEI Projects are prohibited from directly paying participant wages
- Food and beverage costs are not allowable expenses under this award
- alcoholic beverages
- entertainment
- goods or services for personal use
- capital expenditures for construction, purchases, additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to buildings, capital assets or real property (an alteration or other change that materially increase the useful life or value of the property or asset is a capital expenditure)
- pre-award costs
- stipends to participants
- participant wages
- door prizes, and other giveaways
- foreign travel
- out-of-state travel
- vehicles
- supplanting existing federal, state, or local funds available to the proposed program
- Federal funds may not be used to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work
- any costs that are unallowable under Office of Management and Budget (OMB) Uniform Guidance (2 C.F.R. Part 200), the state's Uniform Grants Management Standards

8) Use of Funds for Incentives to Employers

Sub-Recipient may use the grant funds to provide one-time "incentive" funds to new employers, joint labor management organizations, or industry associations (or other partners included in a multi-employer partnership) to directly fund new RAPs In targeted industries in which they are serving.

Allowable uses of incentive funding to support RAP development, launch, and sustainability, include:

- Registration of RAPs with the Department or a federally recognized State Apprenticeship Agency
- Costs related to design and start-up of RAPs
- Classroom education or online training for apprentices
- Extraordinary costs related to on-the-job learning (excluding wages). These extraordinary costs to the employer can be calculated based on an apprentice's wages, as well as based on a professional worker's time as mentor for an apprentice in OJT.
- Train-the-trainer costs or activities
- Training supplies for apprentices (in consultation with the Department)
- Curricula development.

These incentive funds must be aligned to the goals of this Grant. Sub-Recipient must have written policies and procedures in place governing the awarding of incentive funds, and the incentives provided under this Grant must comply with these organizational policies. Policies and procedures should include detailed processes for identification of recipients, distribution, and management of the incentive funds to ensure employer commitments are met. Further, sub-recipients shall also provide, in monthly reports to the DAS, all recipients of incentive funding, status of activities related to the use of incentive funding, and when feasible, itemized costs related to the use of incentive funding.

H. GRANT DISBURSEMENTS & INVOICING

1) The Sub-Recipient must complete and sign the Payee Data Record (STD 204 and/or STD 205) Form and send to the DAS email address DASGrantUnit@dir.ca.gov by the designated date provided by the DAS.

2) An Invoice must be submitted no more often than quarterly with documentation of expenses as required, per DIR Accounting requirements, which may be subject to change.

3) Invoices should be submitted no later than 11:59 p.m. Pacific Time on the 20th day of each quarter by e-mail to DAS Grant Manager at DASGrantUnit@dir.ca.gov.

4) Payments shall be made only for reasonable costs incurred by the Sub-Recipient and submitted per the requirement of the DIR Accounting Office; after completion of the milestones stipulated in Exhibit B of this Grant Agreement. Documentation of accomplishment must have been provided to DAS in the form of the

Performance Report and any associated deliverables (if applicable) must have been provided to DAS. The DAS has the sole discretion to accelerate the timeline for allowable disbursements of funds (identified in Exhibit B, except for the final disbursement) necessary to ensure completion of the Sub-Recipient's goals.

5) Payments are subject to DAS approval of Performance Reports and any accompanying deliverables. A payment will not be made if DAS deems that a milestone has not been accomplished or documentation has not been provided; that claimed expenses are not documented, not valid per the budget, or not reasonable; or that the Sub-Recipient has not met other terms of the grant.

6) Final submission of invoice and request for payment shall be submitted to DAS no later than August 30, 2025.

I. PERFORMANCE

1) In order to receive grant funds, the sub-recipient must complete the following during the grant period:

   a) Have a dually registered apprenticeship program, with the California Division of Apprenticeship Standards and the Federal Office of Apprenticeship, by approximately December 31, 2022

   - New apprenticeship program must work with DAS to outline the structure and standards of the apprenticeship program.
   - Existing apprentice programs must work with the DAS to create a new apprenticeship program, dually registered by the California Division of Apprenticeship Standards (DAS) and the Federal Office of Apprenticeship, by approximately December 31, 2022

   b) Register the number of apprentices listed on the Apprenticeship Performance Goals Matrix (EXHIBIT D) of their grant proposal during the performance period of this grant. (Apprentices must have a 90-day retention of employment and have an apprenticeship start date after July 1, 2022, in the DAS California Apprenticeship System (CAS), CALJOBS, Department of Labor RAPIDS and the Workforce database (WIPs) system.

   c) Participate in the evaluation, technical assistance and outreach efforts hosted by DAS, which may include sharing data when requested and participating in cohort calls, online community of practice events, webinars, and Learning Labs to share effective practices and lessons learned.

   d) Develop and recruit members for the apprenticeship program's training committee. (Joint Apprenticeship Training Committees or Unilateral Training Committees only. Training committees are not required for single employer programs)

e) Create and maintain partnerships with other local support agencies such as community-based organizations (CBOs), higher education institutions/universities, community colleges, K-12 educational agencies, etc., in order to increase completion rates, promote the participation of under-represented populations, and contribute to the overall success of the program.

f) Create a sustainability plan that identifies potential funding sources and coordinate with other agencies (e.g., Employment Training Panel, California Workforce Development Board, Division of Apprenticeship Standards, etc.) in order to ensure that the apprenticeship program will continue to operate after the end of this grant.

g) Sub-Recipient is required to use the state and federal online reporting systems. Additionally, the Sub-Recipient must follow the instructions for, and provide all the reports listed in, (letter N) of this contract.

J. TERMINATION

a) DAS reserves the right to terminate this grant upon thirty days' written notice to the Sub-Recipient, if DAS determines that the project has not progressed satisfactorily during the previous six months, and the Sub-Recipient and DAS have been unable to agree on modifications. In the event of early termination, the Sub-Recipient will submit both a Financial and Performance Report covering activities up to, and including, the termination date.

b) In the event the Sub-Recipient commits fraud or makes any misrepresentation during the performance of the grant, DAS reserves the right to terminate the grant, accordingly, including the right to recapture all funds disbursed to the Sub-Recipient under the grant.

K. ADMINISTRATIVE REQUIREMENTS

Sub-Recipient must comply with all administrative and reporting requirements to remain eligible for awarded funds. If the sub-recipient does not comply, the sub-recipient may be suspended from participating further from the program, until the situation is remedy to the DAS satisfaction.

L. MONITORING AND AUDITS

1) During the performance period, the sub-recipient will be monitored and/or audited by the state in accordance with existing policies, procedures, and requirements governing the use of the SAEEI Grant funds. The Sub-Recipients are expected to be responsive to all reviewers' requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with reviewers in a timely and accurate manner as reference in the RFP.

2) Sub-Recipients that are units of Local Government or Non-Profit Organizations must ensure that audits required under OMB guidelines are performed and submitted when due. Organizations that are a grantee under the WIOA Title I and that expend more than the minimum level specified in OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards must have either an organization-wide audit conducted in accordance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards or a program-specific financial and compliance audit. https://www.grants.gov/learn-grants/grant-policies/omb-uniform-guidance-2014.html.

M. PROJECT RECORD RETENTION

Sub-Recipient and their subcontractors must follow Federal guidelines on record retention, which require that financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award (included documentation from any sub-recipient and subcontractors must be retained for a specific period of time). The Sub-Recipient is required to establish and maintain participant records. That required period is three years.

1) For the sub-recipient, the three-year period begins on the date of submission of its final financial expenditure report to the state.

2) The Sub-Recipient will be required to maintain project and fiscal records sufficient to allow federal, state, and local reviewers to evaluate the project's effectiveness and proper use of funds. The record keeping system must include both original and summary (computer generated) data sources.

N. REPORTING

The Sub-Recipient must use the required state and federal Online Reporting Systems: California Apprenticeship System (CAS) Web Registration, the DOL Rapids system, CALJOBS and WIPS.

1) Reporting Requirements

A Sub-Recipient will be required to submit the following reports to DAS on supplied templates.

2) Quarterly Data Submissions

Participant data must be entered by the 10th day after the end date of each quarter.

3) Quarterly Performance Reports (QPRs):

a) QPRs provide regular updates towards the grant program goals. QPRs are due no later than ten (10) days after the end date of each quarter.

b) In addition to the QPR, the grantee must submit a Quarterly Narrative Report (QNR) within 30 days after the end of each calendar year quarter, during which the grant is within the period of performance for the award.

c) The QNR includes quarterly information regarding accomplishments, including project success stories, upcoming grant activities, and promising approaches and processes, as well as progress toward performance outcomes, including updates on product, curricula, and training development. (As a guide, the report should be 10 pages, maximum.)

d) New Registrations retained for 90 days can be invoiced

e) Under 50% completion across all apprentices will be considered underperformance.

f) All documents must be submitted to DASGrantUnit@dir.ca.gov.

4) Ad-hoc Reports:

Ad hoc reports, as requested, by DAS to meet the potential need for timely information during the grant term as reference in the RFP.

O. CLOSEOUT

Upon completion of the grant project, the Sub-Recipient shall submit the final closeout reports to the DAS Grant Manager no later than the dates prescribed below:

1) A Final Performance Report must be submitted to DAS regarding the grant outcomes. The Final Performance Report is due no later than thirty (30) days after the grant end date. The Final Performance Report shall include, but is not limited to:

a) a description of the program

b) program goals outlined and achievements described

c) review of the activities accomplished

d) program obstacles encountered

e) key stakeholders with contact information

f) positive outcomes

g) best practices

h) areas needing improvement

i) lessons learned

j) sustainability strategy after the end of the program

k) any other activities provided by the grantee.

2) <u>Final Financial Report</u>
   Electronically submit a final financial report by e-mail to DAS at
   DASGrantUnit@dir.ca.gov on the 60th day after the grant end date. DAS
   reserves the right to require a final financial report at the end of the initial grant
   period, or another date specified by DAS.

3) A grant line-item closeout and narrative closeout report is required to be submitted
   within 60 days after the end of the grant term. Sub-Recipient should include costs
   associated with closeout activities in the budget plan. Additional reporting
   information, requirements, templates, and instructions will be provided to sub-
   recipients, once awarded.

P. COMPLIANCE

All funds are subject to their related state and federal statutory and regulatory
requirements. These requirements are detailed in governing documents that include,
but are not limited to, the WIOA and its associated federal regulations, OMB Circulars,
and Title 29 of the *Code of Federal Regulations*.

Q. INTELLECTUAL PROPERTY RIGHTS/CREATIVE COMMON ATTRIBUTION LICENSE

1) Creative Commons Attribution License. As required at 2 C.F.R. § 2900.13, any
   intellectual property developed under a competitive award process must be licensed
   under a Creative Commons Attribution 4.0 (CC BY) license, which allows
   subsequent users to copy, distribute, transmit and adapt the copyrighted work and
   attribute the work in the manner specified by the sub-recipient. For general
   information on CC BY see https://creativecommons.org/licenses/by/4.0.

2) The CC BY license is a requirement for work developed by the sub-recipient in
   whole or in part with grant funds. Pre-existing materials from third parties, including
   modifications of such materials, remain subject to the intellectual property rights the
   sub-recipient receives under the terms of the particular license or purchase. Works
   created by the sub-recipient without grant funds do not fall under the CC BY license
   requirement. When purchasing or licensing consumable or reusable materials, the
   sub-recipient is expected to respect all applicable federal laws and regulations,
   including those pertaining to the copyright and accessibility provisions of the Federal
   Rehabilitation Act.

3) The instructions for marking your work with CC BY can be found at
   https://wiki.creativecommons.org/wiki/Marking_your_work_with_a_CC_license. The
   federal government reserves a paid-up, nonexclusive, and irrevocable license to

reproduce, publish, or otherwise use, and to authorize others to apply for federal purposes: i) the copyright in all products developed under the grant, including a subaward or contract under the grant or subaward; and ii) any rights of copyright to which the recipient, subrecipient or a contractor purchases ownership under an award (including, but not limited to, curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise.

4) If applicable, the following needs to be provided on all products developed in whole or in part with grant funds:

5)

> "This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor (DOL) makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it."

R. INTELLECTUAL PROPERTY RIGHTS AND BAYH-DOLE ACT

1) All small business firms and non-profit organizations (including institutions of Higher Education) must adhere to the Bayh-Dole Act, which requirements are provided at 37 C.F.R. § 401.3 (a) and at: https://doleta.gov/grants/pdf/BayhDoleGrantTerm.pdf.

2) To summarize, these requirements describe the ownership of Intellectual Property rights and the government's nonexclusive, nontransferable, irrevocable, paid-up license to use any invention conceived or first actually reduced to practice in the performance of work under this grant. These requirements are in addition to those found in the Intellectual property Rights term provided in the DAS Grant Solicitation document.

S. EVALUATION

1) As a condition of grant award, sub-recipients are required to participate in an evaluation of the apprenticeship program, if undertaken by the DAS and/or DOL. As a result, the state may pursue a statewide evaluation of the projects awarded through this grant. If a statewide evaluation takes place, the sub-recipient will be required to participate in that evaluation by providing requested data and information. Therefore, the sub-recipients are expected to document lessons learned and effective practices ascertained through this project.

2) The evaluation may include an implementation assessment across sub-recipients, an impact and/or outcomes' analysis of all or selected sites within or across sub-recipients, and a benefit/cost analysis or assessment of return on investment. Conducting an impact analysis could involve random assignment (which involves the random assignment of eligible participants into a treatment group that would receive program services or enhanced program services, or into control group(s) that would receive no program services, or program services that are not enhanced). We may require Sub-Recipient to collect data elements to aid the evaluation.

3) As a part of the evaluation, as a condition of award, the sub-recipient must agree to:

   a) make records available to the evaluation contractor on participants, employers, and funding

   b) provide access to program operating personnel, participants, and operational and financial records, and any other relevant documents to calculate program costs and benefits

   c) in the case of an impact analysis, facilitate the assignment by lottery of participants to program services, including the possible increased recruitment of potential participants

   d) follow evaluation procedures as specified by the evaluation contractor under the direction of the state/DOL.

T. STANDARD PROVISIONS AND INTEGRATION

This Grant Agreement is complete and is the final Agreement between the parties. The following Exhibits are attached and made a part of this Grant Agreement by this reference:

Exhibit A: Scope of Work

Exhibit B: Budget Summary

Exhibit C: Project Work Plan

Exhibit D: Apprenticeship Performance Goals Matrix

Exhibit G: Project Abstract

Exhibit GI: Project Narrative

Exhibit GII: Budget Narrative

Exhibit H: Department of Labor Terms and Conditions

Exhibit I: General Terms and Conditions

Authority to Sign. Each of the persons signing below on behalf of any party hereby represents and warrants that s/he or it is signing with full and complete authority to bind the party on whose behalf of whom s/he or it is signing, to each and every term of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Grant Agreement.

State of California

Department of Industrial Relations

Laurie Oineza
_____

SSSMII, Contracts, Procurement & Business Services Branch

Date
____2/6/23_____

_____

County of Riverside, Workforce Development Division

_____

Inland Empire Designing

Equitable Apprenticeships

(IEDEA)

Name

[signature]

Title

Assistant Director

Date

12.27.2022

FORM APPROVED COUNTY COUNSEL
BY: *Lisa Sanchez*   11/15/2022
     LISA SANCHEZ   DATE

Exhibit A: Scope of Work   Page 25

DEC 1 3 2022 *3.14*

Applicant: Riverside County Workforce Development Division (RCWDD)

Project Name: Inland Empire Designing Equitable Apprenticeships (IEDEA)

Line Item	Expense Item	SAEEI Grant Percent Funds	Amount Leveraged (Optional)	Total Project Budget	Source of Leveraged Funds (Optional)	In-Kind/ Cash (Optional)
A.	Staff Salaries	3.3%	$43,478.00	$59,430.26	WIOA	☐In-Kind ☐Cash
B.	Number of full-time equivalents: .6					
C.	Staff Benefit Cost	1.4%	$6,522.00	$25,555.01	WIOA	☐In-Kind ☐Cash
D.	Staff Benefit Rate (percent): 43%					
E.	Staff Travel	0.5%	$0	$10,000.00		☐In-Kind ☐Cash
F.	Operating Expenses	4.6%	$0	$84,484.83		☐In-Kind ☐Cash
G.	**Furniture and Equipment**					
1.	Small Purchase (unit cost of under $5,000)	0.2%	$0	$2,929.90		☐In-Kind ☐Cash
2.	Large Purchase (unit cost of over $5,000)			$0.00		☐In-Kind ☐Cash
3.	Equipment Lease			$0.00		☐In-Kind ☐Cash
H.	Consumable Testing and Instructional Materials			$0.00		☐In-Kind ☐Cash
I.	Tuition Payments/Vouchers	54.8%	$0	$1,000,000.00		☐In-Kind ☐Cash
J.	On-The-Job Training	9.4%	$0	$170,850.00		☐In-Kind ☐Cash

Line Item	Expense Item	SAEEI Grant Percent Funds	Amount Leveraged (Optional)	Total Project Budget	Source of Leveraged Funds (Optional)	In-Kind/ Cash (Optional)
K.	Participant Support Services	1.1%	$0	$20,000.00		☒In-Kind ☒Cash
L.	Contractual Services (Exhibit G, complete if applicable)	5.5%	$0	$100,000.00		☒In-Kind ☒Cash
M.	Indirect Costs*(complete items 1 and 2 below – Administrative Costs and Program Costs)	7.3%	$0	$133,400.00		☒In-Kind ☒Cash
N.	Other (describe):	11.9%	$50,000	$217,350.00	WIOA	☒In-Kind ☒Cash
O.	**TOTAL FUNDING****	$1,824,000.00	$100,000.00	$1,924,000.00		
					Total Award	$ 1,824,000.00
					Administrative Costs	$182,400.00
					Program Costs	$1,641,600.00

* A maximum of 10% of the total project budget will be allowed for administrative costs.
The definition of administrative costs is provided in Appendix B of the SFP.

STATE USE ONLY	EXHIBIT F
Subgrant Number	
Grant Code	
Initial Plan	
Modification Date	
Subrecipient Code	

Inland Empire Designing Equitable Apprenticeships (IEDEA)
PROJECT WORK PLAN

GOAL #1	**Successfully launch the IEDEA program.**		
Activity: Project Launch and Ramp-Up	*Description:* Activities and milestones related to a successful project launch and ramp-up (also see strategies under Partnership and Alignment to Support Workforce System Integration in Project Narrative)	*Lead/Support Implementer (s)*	Lead: RCWDD Support: SBCWDB, LAUNCH
Deliverable(s):	• Revised work plan for program • Finalized contracts/subawards/agreements • Community kickoff		
Milestones	**Timeframe**	**Deliverable Dates**	
Convening grant partners to review this work plan and final grant documentation	Aug 2022	*Start:*	July 1, 2022
Clarifying roles and responsibilities	Aug 2022	*End:*	Dec 31, 2022
Issuing RFPs for contracted services, as needed	Aug – Sept 2022	*Annual Costs*	
Finalizing new contracts / subawards / agreements	Oct 2022 – Mar 2023	*Year 1*	$ 456,000
Developing and executing community kickoff activities designed by the partners, including **National Apprenticeship Week (Nov 14-20, 2022)**	Nov – Dec 2022	*Year 2*	$ 0
		Year 3	$ 0
		TOTAL	$ 456,000

GOAL #2	Developing and implementing systems to collect, track and report on all necessary data and outcomes.		
Activity: Development and implementation of data tracking and reporting systems.	**Description:** Ensuring that systems and processes are in place to collect and track data to successfully achieve outcomes (also see RAP Development, Modernization, and Diversification Strategies in Project Narrative)	**Lead/Support Implementer (s)**	Lead: RCWDD Support: SBCWDB, LAUNCH
Deliverable(s):	• Regular meetings of IEDEA established • New data systems/processes established (where needed) • Meeting all outcome targets by the end of the grant period		

Milestones	Timeframe	Deliverable Dates	
Set up regular meetings of IEDEA using data-driven decision making	July 2022	**Start:**	July 1, 2022
Establish individual organization responsibility for outcome metrics	Sept 2022	**End:**	June 30, 2025
Determine needs for data tracking and reporting	Oct-Nov 2022	**Annual Costs**	
Develop or secure new systems and processes for data tracking and reporting, where needed	Dec – Feb 2023	**Year 1**	$ 114,000
Use data and reporting to determine where strategies need to be adjusted	Ongoing	**Year 2**	$ 114,000
		Year 3	$ 114,000
		TOTAL	$ 342,000

GOAL #3	Ensuring underserved and underrepresented populations are successful in apprenticeship programs.		
Activity: Development and execution of strategies to ensure equity in apprenticeship.	**Description:** With key CBO partners, develop, implement and build upon strategies that provide better access to and support during apprenticeship programs for underserved and underrepresented populations. (also see strategies under Increasing the Number of Apprentices Enrolled in RAPs in Project Narrative	**Lead/Support Implementer (s)**	Lead: RCWDD Support: ISCUW, CBO Partners
Deliverable(s):	• Establish regular meetings with CBO partners • Determine strategies for ensuring success of underserved and underrepresented populations • Implement strategies and adjust as needed		
Milestones	**Timeframe**	**Deliverable Dates**	
Convene CBO partners to discuss needs for target populations	Aug 2022	**Start:**	Aug 1, 2022
Gather data on apprenticeship participation and success rates for underserved populations	Aug 2022, ongoing tracking	**End:**	June 30, 2025
Determine and implement strategies for engaging target populations and supporting them to be successful in apprenticeships	Sept 2022	**Annual Costs**	
Regularly meet with CBO partners and apprenticeship training providers to review	Ongoing	**Year 1**	$ 114,000

data on underserved populations and adjust strategies as needed			
		Year 2	$ 114,000
		Year 3	$ 114,000
		TOTAL	$ 342,000

GOAL #4	Strengthen career pathways from K-12 through apprenticeship and beyond in all five key sectors.		
Activity: Career pathway development and strengthening	**Description:** Build stronger connections between K-12 career and technical education, adult education and apprenticeship through career pathways (also see strategies under Innovation in Apprenticeship Expansion Efforts in Project Narrative)	**Lead/Support Implementer (s)**	Lead: LAUNCH Support: RCWDD, SBCWDB
Deliverable(s):	- Revised career pathway design for each industry (4) - List of strategies and goals for closing gaps, strengthening linkages between segments - Achieving goals for strengthening career pathways through new policies, procedures, services and/or agreements to facilitate seamless career pathways		

Milestones	Timeframe	Deliverable Dates	
Review current career pathway designs with LAUNCH partners	July 2023	**Start:**	July 1, 2023
Determine gaps, set goals to strengthen career pathways and develop strategies to meet goals.	July – Aug 2023	**End:**	June 30, 2025

Meet regularly with LAUNCH partners to review progress toward goals, adjusting strategies as needed	Sept 2023 – June 2025	*Annual Costs*	
Develop new policies, procedures, services and/or agreements as needed to achieve goals	Sept 2023 – June 2025	*Year 1*	*$ 114,000*
		Year 2	*$ 114,000*
		Year 3	*$ 114,000*
		TOTAL	*$ 342,000*

GOAL #5		Ensure sustainability of IEDEA through leveraged funding, mutually reinforcing programs and strong partnership.	
Activity: Maximize leveraged resources, build new and strengthen existing partnerships and develop a sustainability plan	*Description:* Building sustainability as program is implemented and planning the for long-term (also see strategies under Sustainability in Project Narrative)	*Lead/Support Implementer (s)*	Lead: RCWDD Support: SBCWDB, LAUNCH
Deliverable(s):	• Take advantage of opportunities for leveraged funding, mutually reinforcing programs and strengthening partnerships • Changed policies and procedures to ensure sustainability • Develop a sustainability plan		

Milestones	Timeframe	Deliverable Dates	
Establish list of leveraged funding and supporting programs at IEDEA meetings	July 2023	*Start:*	July 1, 2023
Look for opportunities for new apprenticeship funding and supportive programming to access and build into IEDEA	Ongoing	*End:*	June 30, 2025

Develop a sustainability plan based on leveraged funding, mutually reinforcing programs and partnerships strengthened in the last year of the grant	Jan 2025 (implement 6 mo. before end of grant)	*Annual Costs*	
		Year 1	*$ 0*
		Year 2	*$ 100,000*
		Year 3	*$ 242,000*
		TOTAL	*$ 342,000*

Applicant:	Riverside County Workforce DevelopmentDivision (RCWDD)
Project Name:	Inland Empire Designing Equitable Apprenticeships (IEDEA)

Performance Goals Description	
1. Total number of Registered Apprentices to be served	380
2. Total number of Employers registered to participate in the apprenticeship program.	40
3. Number of Registered Apprentices scheduled for completion of the Apprenticeship program	185
4. Number of Registered Apprentices successfully completing the Apprenticeship program	167
5. Employment Rate of Apprentices for 2nd Quarter After Exit from program	150
6. Employment Rate of Apprentices for 4th Quarter After Exit from program	135
7. Median Earnings of Apprentices 2nd Quarter After Exit	$45,000/yr

Performance Metric	Year 1 7/22- 6/23	Year 2 7/23 - 6/24	Year 3 7/24 - 6/25	Total
A. Total Participants Served	90	165	195	450
B. Apprentices newly enrolled:New RAP and Occupation	50	90	105	245
C. Apprentices newly enrolled:New Occupation Only	25	50	60	135
D. Total by Year (Newly Enrolled)	75	140	165	380
E. Completed Apprenticeships Within Grant Period (including certificate or credential)	25	75	85	185

F. New RAPs	1	1	1	3
G. New Occupations in Existing RAPs	2	3	3	8

DAS Apprenticeship Expansion, Equity, and Innovation Grants	
Applicant / Organization Name:	Riverside County Workforce Development Division
Applicant Entity Type:	Workforce Development Board
Applicant City and State:	Riverside, CA

Project Title: Inland Empire Designing Equitable Apprenticeships (IEDEA)

Funding Amount Requested: $ 1,824,000

Total Number of new apprentices under the SAEEI grant enrolled in RAPs during the life of the grant: 380

Total Number of new RAPS approved under the SAEEI grant during the life of the grant: 3 new RAPs, 8 new occupations

Populations to be Served: Dislocated workers, women, veterans, BIPOC (black, indigenous, and people of color), people with disabilities, disconnected youth and justice-involved individuals.

List the name of the **Required Partners:**

Riverside County Workforce Development Division	Workforce Development Board / Lead Applicant for Region
Riverside Community College District	Local Education Agency
Inland SoCal United Way	Regional Community-Based Organization
CVS Health	Employer

List the name(s) of **Optional Partners**, as applicable:

San Bernardino Workforce Development Board	Workforce Development Board
County of Riverside	Public Sector Employer
LAUNCH	Apprenticeship Intermediary / Sponsor
Goodwill	Regional Community-Based Organization

Targeted Industry(ies) and/or Occupation(s):

IT and Cybersecurity: Computer User Support Specialists, Computer Network Support Specialists, Information Security Analysts
Healthcare: Registered Nurses, Pharmacy Technicians, Community Health Workers, EMT / Paramedics
Manufacturing: CNC Operators, Industrial Machinery Mechanics, Electrical Engineering Technicians
Transportation + Logistics: Automotive Technicians, Production, Planning and Expediting Clerks, Purchasing Agents
Public Sector: Human Resources Assistants, Bookkeeping, Accounting, and Auditing Clerks, Social and Human Service Assistants

Summary of **program activities:**

The Inland Empire Designing Equitable Apprenticeships (IEDEA) program will expand apprenticeships, provide opportunities for underserved populations and ensure workforce system alignment through strong career pathway development. The five target sectors of IT and Cybersecurity, Healthcare, Manufacturing, Transportation and Logistics and Public Sector represent an economic core and a significant opportunity to expand non-traditional apprenticeships. Working with regional apprenticeship schools and colleges that are partnered with LAUNCH, IEDEA will enroll 380 new apprentices during the grant period and expand access to apprenticeships for underserved populations such as women, veterans, BIPOC (black, indigenous, and people of color), people with disabilities, disconnected youth and justice-involved individuals.

List of **credential(s)** to be awarded:

Automotive/Transportation Technology Certificate	Cybersecurity Employment Concentration
Drafting Technology Certificate	Cybersecurity Specialist Certificate
Water Technology Certificate	Cybersecurity Analyst Certificate
Viticulture Enology Technology Employment Concentration	Cyber Defense Associate Degree
Industrial Maintenance Electrician	Information Technology Support Specialist
Industrial Maintenance Mechanic	Information Technology Systems Support and Sales Certificate
Mechatronics Technician	Information Security and Cyber Defense Certificate
Avionics/Electronics Technician	
Amatrol Certifications	Information Technology Certificate
Electromechanical Supply Chain Technician	Information Technology Specialist Certificate
Manufacturing Production Technician	Community Health Worker
Industrial Automation and Mechatronics	Pharmacy Technician Certificate
Numerical Control Machine (CNC) Operator	CA Emergency Medical Technician Certification
Machine Operator 1	CA Paramedic Certification
CNC Tool Programmer	Registered Nurse
Manufacturing Engineering Technician	

Targeted Regions: Inland Empire (Riverside and San Bernardino Counties)

Public Contact Information
Name: Carrie Harmon
Title: Director of Workforce Development
Address: 1325 Spruce Street, Suite 400, Riverside, CA 92507
Phone Number: (951) 955-3128
Email Address. CHarmon@rivco.org

Applicant Name: Riverside County Workforce Development Division (RCWDD)
Project Name: Inland Empire Designing Equitable Apprenticeships (IEDEA)

I.   Statement of Need

Apprenticeships programs are breaking new ground in multiple industries in California and the Inland Empire region is poised to make considerable progress here as well. Through the Inland Empire Designing Equitable Apprenticeships (IEDEA), Riverside County Workforce Development Division (RCWDD), on behalf of the Inland Empire Regional Planning Unit (IERPU) and regional partners, will expand apprenticeships, provide opportunities for underserved populations, and ensure workforce system alignment through strong career pathway development. The five target sectors of IT and Cybersecurity, Healthcare, Manufacturing, Transportation and Logistics, and the Public Sector represent an economic core for the region and a unique opportunity to expand non-traditional apprenticeships.

IT and Cybersecurity underpin the infrastructure of the regional economy, making the other four sectors more efficient and safer from intrusions and costly losses. Increasing the talent in this sector through apprenticeship will build all of the local sectors and modernize the workforce. Hospitals, clinics and doctor's offices were overburdened helping those who became sick from COVID-19 in the last two years. Developing qualified talent in healthcare is now a top priority, more than ever, as we aim to take care of an aging population and become better equipped for future pandemics. Simultaneously, the United States has a supply chain crisis, which has impacted the bottom line of nearly every industry and has threatened the careers of millions. In order for the country and the state to fully recover, significant investments are needed to grow our manufacturing sector, optimize transportation and logistics and build a stronger healthcare system.

There is no better place to make this happen than in the Inland Empire, a critical national logistics hub.

Given the current unemployment rate of 5.7% for the region, successful solutions to generate employment such as apprenticeship are necessary in order to return to pre-pandemic levels. As described in this narrative, the region's counties of San Bernardino and Riverside already have multiple apprenticeship programs in the targeted sectors described below that they intend to expand by enrolling 380 new apprentices during the grant period. This includes strengthening career pathways for participants from K-12 through apprenticeship. In addition, the region is committed to expanding access to apprenticeships for underserved populations such as women, veterans, BIPOC (black, indigenous, and people of color), people with disabilities, disconnected youth and justice-involved individuals.

(1) Targeted Industry and Employer Demand

Based on employer demand, the region is targeting **IT and Cybersecurity, Healthcare, Manufacturing, Transportation and Logistics, and Public Sector**. All five of these sectors were impacted by COVID-19 in various ways – IT and Cybersecurity were impacted by an increase in the number of remote workers but had less of an overall decrease in employment (-1.2% working in the industry from Feb – June 2020); Healthcare stayed steady early in the pandemic yet saw a number of workers leave the workforce (-2.8%); Manufacturing was forced to lay off and furlough workers temporarily (-6.3%); Transportation and Logistics saw growth in the same timeframe in which most industries were losing jobs, due to an increase in shipping and online orders (+0.5%); and

the public sector also saw a decline in jobs (-2.5%).[1] As the pandemic recedes, all of these sectors will be in need of workers. The labor market information below in Table A demonstrates the potential in these sectors and IEDEA has both existing and planned apprenticeship programs aligning with these occupations.

Table A: Regional Employer Demand from Labor Market Information

Industry / Occupation	2021 Employment	Expected Growth (2028)	% Change	Avg. Hourly Wage
IT and Cybersecurity				
Computer User Support Specialists	2,800	3,430	+22.5%	$30.30
Computer Network Support Specialists	770	1,040	+35%	$31.49
Information Security Analysts	360	290	-19.4%*	$60.08
Database Administrators	520	560	+7.7%	$49.74
Healthcare				
Registered Nurses	30,200	35,940	+19.0%	$53.87
Pharmacy Technicians	4,440	4,210	-5.2%	$19.88
Community Health Workers	330	520	+57.6%	$26.34
EMT / Paramedics	3,180	3,130	-1.6%*	$21.13
Manufacturing				
CNC Operators	940	880	-6.4%*	$19.95
Industrial Machinery Mechanics	2,630	2,820	+7.2%	$31.95
Electrical Engineering Technicians	840	1,090	+29.8%	$36.87
Transportation + Logistics				
Automotive Technicians	8,370	9,730	+16.3%	$24.62
Production, Planning and Expediting Clerks	4,760	4,500	-5.5%*	$25.06
Purchasing Agents	3,130	3,660	+16.9%	$30.52
Public Sector				

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[1] Source: Bureau of Labor Statistics, Regional Employment Change Feb – June 2020:
https://www.bls.gov/opub/mlr/2020/article/geographic-impact-of-covid-19-in-bls-surveys-by-industry.htm

Human Resources Assistants	1,150	1,410	+22.6%	$22.54
Bookkeeping, Accounting, and Auditing Clerks	13,320	15,360	+15.3%	$22.96
Social and Human Service Assistants	4,520	3,920	-13.3%*	$21.70

Source: Employment Development Department (EDD)

* EDD regional long-term estimates (2021-2028) are updated every 2 years (next in 2023) but the annual state projections show growth in all of these occupations from 2021-23: 10.1% for Information Security Analysts, 3.6% for Pharmacy Techs, 4.3% for EMT/Paramedics, 0.7% for CNC Operators, 6.3% for Production, Planning and Expediting Clerks, and 10.6% for Social and Human Service Assistants. In addition, the Information Security Analyst projection does not fully capture the opportunities in Cybersecurity. Cyber Seek estimates the total cybersecurity openings in the region to currently be 1,635.[2]

The programs and occupations proposed to meet the demand in these sectors are all in non-traditional apprenticeships and designed in a way to meet the education/training needs of individuals to be served as described below in Section II.

(2)   Gaps in Expanding Registered Apprenticeship

There are a few gaps that IEDEA is looking to fill to meet the needs of the Inland Empire's workforce. The first is access to apprenticeships for underserved populations, including women, veterans, BIPOC, people with disabilities, disconnected youth and justice-involved individuals. In San Bernardino County (SBC), Black individuals make up nearly 25% of the unemployed and 55% of the total population are Hispanic or Latino.[3] Non-

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[2] Cyber Seek Supply/Demand Heat Map for Inland Empire: https://www.cyberseek.org/heatmap.html
[3] Emsi / Burning Glass Analysis 2022

traditional apprenticeship programs such as those proposed through IEDEA offer an opportunity to partner with nonprofit agencies that specialize in serving each of these populations as described in Section II.(2) to help them become gainfully employed.

Another gap filled by the program is strengthening career pathways from K-12 and adult education through apprenticeship, with multiple onramps and offramps for youth and adults. Stronger career pathways include employers providing jobs and work-based learning, and nonprofit partners providing support services and bridge programming.

Finally, the IEDEA program will also improve the state's economy in two ways – through addressing the talent gap that currently exists for IT and Cybersecurity as noted above, and developing sorely-needed talent in Transportation and Logistics. Given the region's importance as a logistics hub for California and the nation, well-trained staff in this industry is vital. Improving the training and access for underserved populations to key occupations in all of the target sectors for the region will help the economy thrive with well-trained healers, makers, movers, cyber defenders and public servants.

II. Expected Outcomes and Outputs

(1) Participant Outcomes and Outputs

Over the course of the three-year grant period, IEDEA proposes to place 380 apprentices into new Registered Apprenticeship Programs (RAPs) registered after July 1, 2021, and new occupations in an existing RAP that were registered since July 1, 2021. In addition, three new apprenticeship programs will be created and dually registered by the California Division of Apprenticeship Standards (DAS) and the Federal Office of Apprenticeship by Sept 30, 2022 and eight new occupations will be registered in new and existing RAPs. A breakdown of outcomes can be found in Exhibit D.

The proposed outcomes were developed jointly with the partner colleges and school districts of key partner LAUNCH (Local Apprenticeships Uniting a Network of Colleges and High Schools). A survey was administered to LAUNCH members to collect proposed IEDEA outcomes for their apprenticeship programs based on current outcomes and intended new program development. RCWDB, SBCWDB and LAUNCH leadership used the responses from the survey along with historical data to develop the proposed outcomes for the IEDEA program.

LAUNCH was established in 2018 and has been successful in coordinating the growth of apprenticeships across the region to include over 15 apprenticeship programs, along with building supportive programs such as pre-apprenticeship. Given this progress and the input from LAUNCH partners in the process, RCWDB believes the target outcomes to be both feasible and achievable.

In Exhibit D, the first table has the seven key performance goals requested in the SFP and a brief explanation of each is provided here: (1) the total number of registered apprentices to be served includes participants who are newly enrolled in an apprenticeship program and work for at least 90 days within the grant period; (2) the total number of employers was calculated as a minimum number of employers that will be engaged across the target sectors; (3) the number of registered apprentices scheduled for completion of the Apprenticeship program includes programs that are from 6 months to 2 years, thus longer apprenticeship programs will inherently have less completers in Years 2 and 3; (4) 90% of those scheduled for completion are anticipated to successfully complete the program; (5) 90% of those who are anticipated to successfully complete during the grant period are expected to be employed the 2nd quarter after exit; (6) 90% of

those who are employed the 2nd quarter after exit are expected to be employed the 4th quarter after exit; and (7) the median earnings of all apprentices the 2nd quarter after exit is above a living wage in the region.[4]

The second table in Exhibit D provides the additional metrics requested in the SFP, broken down by program year. Row A includes all individuals who are provided services by year, including those who are assessed for an apprenticeship program or are provided a related service, such as a pre-apprenticeship program. Rows B and C provide the breakdown of apprentices newly enrolled in both a new program and occupation and those enrolled in a new occupation only. Row D provides the total for each category by year and Row E provides the total from Row D that are scheduled to complete by year. The totals for Rows D and E are shaded to show their correlation with Rows 1 and 3 of the first chart.

(2)   Expanding Registered Apprenticeship Programs Outputs

There are several program outputs that will be achieved. IEDEA intends to add at least three new RAPs with at least one new occupation and eight new occupations during the grant period. They will be dually registered with the U.S. Department of Labor and DAS. One of the new RAPs is anticipated to be registered by September 30, 2022. Table C contains a list of the apprenticeship programs and occupations that are currently in development.

Table C: Apprenticeship Programs and Occupations in Development

Healthcare	• Psychiatric Technician
Manufacturing	• Youth Manufacturing Technician • Tool & Die Maker

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[4] According to the MIT Living Wage Calculator, a living wage is $19.03/hr., or $39,582/yr. for two working adults with one child in the Inland Empire region https://livingwage.mit.edu/metros/40140

	• Aircraft Mechanic • Mechatronics Technician
IT and Cybersecurity	• Information Security Professional • Database Technician • Software and Applications Developer
Public Sector	• Human Resources Assistants • Bookkeeping, Accounting, and Auditing Clerks • Social and Human Service Assistants • Application Developer • IT Communications Analyst • Database Administrator

Given the need for talent in IT and particularly for Cybersecurity, there are three new apprenticeship occupations in development as noted above. The Information Security Professional apprenticeship will provide a pathway into cybersecurity that doesn't require a bachelor's degree as is normally the case. Meeting the threat of cyber attacks that have increasing regularity will require talent at a diversity of skill levels in order to monitor, mitigate and stop attacks from critical infrastructure, hospitals, businesses and schools.

In addition, it is a priority for IEDEA to explore new RAPs and/or occupations in the Transportation and Logistics sector. There is increasing demand in the region for operational roles in the field such as Transportation, Storage and Distribution Managers (also includes Logistics Managers), and Logisticians, both of which are living wage occupations and could be developed in partnership with local training providers. While Logisticians normally require a bachelor's degree, the Occupational Outlook Handbook notes that job seekers may be able to qualify with an associate's degree instead. Apprenticeship programs for these could be developed in partnership with colleges and training programs in business administration, such as California State University, San

Bernardino's Supply Chain Management program. Finally, the County of Riverside is developing public sector apprenticeships with LAUNCH and other regional partners.
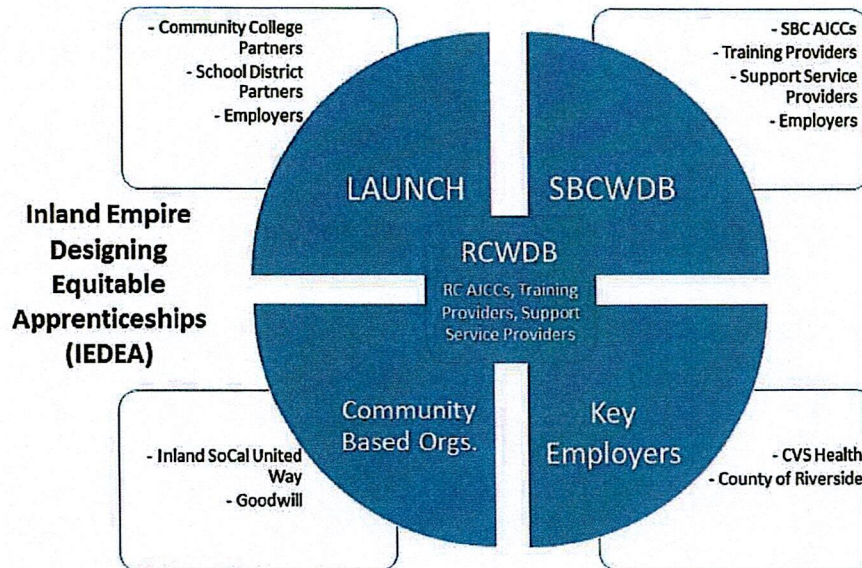
As noted in Exhibit D, another output of IEDEA will be to engage at least 40 employers that adopt apprenticeship as a result of the program. The employers will be spread across all five target sectors and employer engagement activities will be shared across the partners – college partners of LAUNCH will actively engage employers as a collaborative, enhanced by the business services teams of RCWDB and SBCWDB. Finally, many nonprofit service providers engaged in IEDEA will also conduct employer engagement activities, such as Inland SoCal United Way.

Another output of the IEDEA program is to develop and recruit members for the region's apprenticeship training committees, including the LAUNCH Apprenticeship Network Information Technologies Committee, the Inland/Desert Employers Apprenticeship Committee, LAUNCH Manufacturing Committee, LAUNCH Healthcare Committee, and the LAUNCH Automotive Committee.

III.   **Project Design**

The IEDEA program is a partnership of the four required partners: two workforce development boards (RCWDD and SBCWDB); multiple colleges and school districts through LAUNCH and the Riverside Community College District (RCCD), a Local Education Agency; multiple community-based organizations with expertise in disadvantaged populations including Inland SoCal United Way (ISCUW) and Goodwill; and multiple employers including CVS Health, and the County of Riverside among others. See Figure 1 and Partnership Commitment Letters attached to this proposal.

Figure 1: IEDEA Overview

RCWDD will provide grant oversight, coordination, fiscal management, data tracking and reporting for IEDEA. LAUNCH will provide coordination and support for the community college and school district partners identifying potential apprentices, providing pre-apprenticeship and apprenticeship programs, also serving as the apprenticeship program sponsor, where needed. SBCWDB is RCWDB's regional workforce development partner for the Inland Empire. Both SBCWDB and RCWDB will leverage the services of their American Job Centers of California (AJCCs) to recruit and support participants, along with contracted training providers and employer partners that are onboarded by the business services teams in each county. The two boards are currently establishing a relationship with the Inland Empire Human Resources Networking Group to expand employer engagement. In order to ensure that underserved populations are provided apprenticeship opportunities, community-based organizations (CBOs) such as Inland

SoCal United Way (ISCUW) and Goodwill will support the program also. ISCUW has experience serving homeless individuals, justice-system involved individuals and BIPOC. Goodwill also has extensive experience serving these underserved populations and both organizations can help ensure they have equitable access to apprenticeship through IEDEA. Finally, IEDEA has secured several key employer partners including CVS Health and the County of Riverside. As noted above, all of the other key partners have employer relationships to leverage and collectively conduct employer engagement efforts through LAUNCH.

(1) RAP Development, Modernization, and Diversification Strategies

IEDEA has three key strategies for RAP development, modernization and diversification:

1. Use the DOL's Scaling Apprenticeship Success Factors to Develop and Expand IEDEA Apprenticeship Programs.

The U.S. Department of Labor's (DOL) Scaling Apprenticeship program developed a set of six key indicators to ensure apprenticeships are high-quality: (1) Strong Organizational Management, (2) Strong Operational Systems, (3) Sustainability Principles, (4) Effective Apprenticeship Design, (5) Effective Partner Engagement, and (6) Effective Participant Engagement in an Apprenticeship Experience.[5] The associated sub-indicators will be used to guide the development of new programs as well as to expand and improve upon existing ones. Utilizing these proven practices developed by the DOL can also help the state strengthen compliance with 29 CFR Part 29 (Subpart A) and 29 CFR Part 30.

2. Diversify RAP Opportunities Through Collaborative Employer Engagement.

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[5] H-1B Scaling Apprenticeship Success Indicators
https://h1bsa.workforcegps.org/resources/2020/02/05/17/25/Success-Indicators-for-Scaling-Apprenticeship-Grantees

The IEDEA partners will work through LAUNCH, which has developed a collaborative employer engagement approach for apprenticeships across the region. The LAUNCH partners meet regularly to discuss the development of employer partners across the apprenticeship programs and offer a web-based interface for businesses to learn about the programs and apprentices available for hire. In addition to tailor-made solutions for talent development, employers are incentivized to work with LAUNCH through tax credits, such as California's Homeless Hiring Tax Credit, on-the-job training (OJT) funding and Employment Training Panel (ETP) funds for incumbent workers.

3. Develop a System and Processes for Managing Data and Reporting in RAPIDS, WIPS, CAS, CalJOBS and to DAS.

RCWDD will work with LAUNCH and other IEDEA partners to identify solutions that will allow for efficient tracking of data and reporting in the state's systems: the DAS California Apprenticeship System (CAS) and CalJOBS, as well as the federal systems: Registered Apprenticeship Partners Information Database System (RAPIDS) and the Workforce Integrated Performance System (WIPS) system. This includes assigning a Data Entry Operator II to coordinate data management and may also include technology solutions, paired with processes for all partners to report to RCWDB on a regular basis to ensure timely monthly and quarterly reporting to the DAS Grant Unit. Currently, both RCWDD and SBCWDB have systems in place to track participants in CalJOBS and LAUNCH colleges are familiar with entering apprentice data into the RAPIDS system.

(2) Partnership and Alignment to Support Workforce System Integration

The partners of IEDEA are working together to expand apprenticeships, provide opportunities for underserved populations and to ensure workforce system alignment.

Specific roles and responsibilities of the key partners are noted above and in Exhibit E.

The two goals in this area below reflect IEDEA priorities:

1. Build Regional Capacity for Scaling High-Quality RAPs Through Coordination and

    Implementing Apprenticeship Best Practices.

IEDEA will build the regional capacity to increase both the number and quality of RAPs in

the region by using the established LAUNCH network to coordinate a system of high-

quality RAPs, which includes developing a career pathway design like Figure B and

leveraging best practices like the Apprenticeship Success Factors. IEDEA partners will

participate in statewide and national communities of practice in apprenticeship, utilize any

technical assistance that is available and track learning and development of staff.

2. Leverage Resources, Related Programs and Funding Streams.

There are multiple existing opportunities to leverage resources and funding streams to

build apprenticeship programs under IEDEA. The LAUNCH Network includes colleges

that have received grants from the California Apprenticeship Initiative (CAI) that can help

offset costs such as marketing and outreach for apprenticeships or certification exam

costs. Additionally, IEDEA will be able to leverage funds and services from WIOA Title I,

ETP, the State of California Regional Planning and Implementation funding, the California

High Road Training Partnership (HRTP), and the California Community College

Chancellor's Office Strong Workforce Program (SWP). IEDEA partners will also regularly

discuss new opportunities for leveraged resources during regularly scheduled meetings.

(3) Increasing the Number of Apprentices Enrolled in RAPs

Exhibit D provides a specific breakdown of the total number of registered apprentices who will enroll in RAPs during the grant period (380). In order to reach the target numbers described there and above, these two strategies will be employed:

1. Recruit, Enroll and Retain Apprentices from Underserved and Underrepresented Populations.

A priority of IEDEA is to ensure that underserved and underrepresented populations such as women, veterans, BIPOC, people with disabilities, disconnected youth and justice-involved individuals have equitable access to and a successful experience in apprenticeships. Current programs in the region are working to level the playing field, such as Prison to Employment (P2E), which connects justice-involved individuals to high-demand employment, and the Uniquely Abled Project, which trains people with autism to be CNC Operators.

Working with ISCUW, Goodwill and other CBO partners, IEDEA will have regular discussions about outreach, enrollment and retention strategies using current data to ensure target numbers are being reached and that underrepresented populations are being included to the greatest extent possible. Periodic course corrections to strategy and programs will likely be necessary in order to achieve these goals.

2. Expand the Number of Employers Participating in Apprenticeship.

An expansion of apprenticeships will necessitate an increase in the number of employers who participate in them. IEDEA will leverage the collaborative employer engagement strategies used by LAUNCH (see above) to reach new employers in the target sectors, which all represent non-traditional spaces for apprenticeship. This is an opportunity to help many new employers unfamiliar with the model meet their talent needs. Both

SBCWDB and RCWDD are exploring the establishment of an apprenticeship classification within their respective counties, which will facilitate the creation of apprenticeships in county IT departments, county health agencies and even possibly in county transportation departments.

(4) Innovation in Apprenticeship Expansion Efforts

There are multiple ways that IEDEA will modernize and innovate the apprenticeship model in the region as described above, such as creating apprenticeships within county employment and collaborating on regional apprenticeship marketing through LAUNCH. Another important way that apprenticeships can be modernized is to better incorporate them into a full high school-through-living-wage job career pathway.
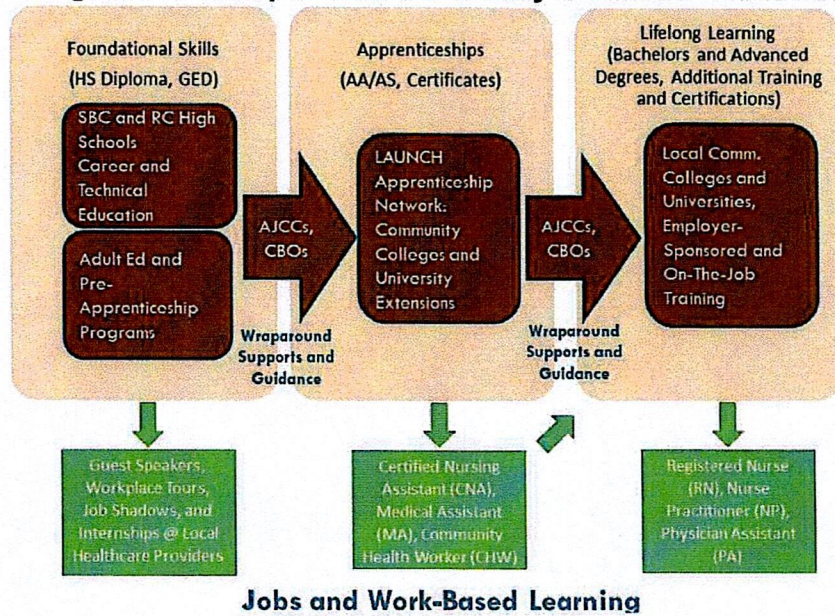
1. <u>Modernize Apprenticeships Through Career Pathway Development.</u>

Apprenticeships to date have not been clearly aligned with a full career pathway that allows for multiple entry and exit points, and connections to advanced education. In essence, there has not been a strong connection between K-12 schools, colleges and apprenticeship programs, or options for participants to choose from multiple industries when considering apprenticeships. IEDEA intends to build stronger connections between K-12 career and technical education, adult education and apprenticeship through career pathways like the one depicted in Figure B.

Career pathways developed in all five key sectors will follow a model similar to the one in Figure B that strengthen linkages across segments of education, in order to better develop talent for the region. Students are first exposed to the industry in high school, usually through career and technical education programs in either county. Some schools

offer pre-apprenticeship programs to prepare students for particular industries and

careers as well.

Figure B: Example Career Pathway Model in Healthcare

Jobs and Work-Based Learning

After graduating high school, students will be introduced to apprenticeship programs as a middle-skill-building opportunity. Linkages to continue education and move into advanced careers within their industry will be strengthened as well (titled "Lifelong Learning" on the graphic). Throughout the career pathway, participants will have options for work-based learning (WBL) experiences and access to jobs, as noted at the bottom of Figure B.

We know that relationship-based career and technical education for young adults, which includes mentorship, leads to higher job quality as adults based on research by the

Brookings Institute.[6] Thus, strengthening the linkages between K-12 systems with relationship-based WBL and apprenticeships, with relationship-based mentorship, can lead to better-prepared apprentices with a higher chance of success.

(5) Project Work Plan

The IEDEA program has developed a complete project work plan, which can be found in Exhibit C. There are five goals, each with specific activities, deliverables and milestones. Each goal also includes the lead and supporting organizations, timeframe for milestones and deliverables, along with annual costs associated with each goal. Below is a brief narrative description of each goal.

Goal #1: Successfully launch the IEDEA program. This goal relates to the start-up activities in launching IEDEA, including the milestones and activities that will be required to begin execution of the work plan, such as reviewing roles and responsibilities and securing all necessary IEDEA partners This will be completed in the first six months.

Goal #2: Developing and implementing systems to collect, track and report on all necessary data and outcomes. It is a key priority for IEDEA to meet all of its proposed outcomes and we outline steps here to achieve this, including setting up the appropriate data systems and using data to drive strategy. While ensuring that outcomes are met is ongoing, most of the milestones here will be met in the first year.

Goal #3: Ensuring underserved and underrepresented populations are successful in apprenticeship programs. Achieving more equitable outcomes for underserved and underrepresented populations in apprenticeship is a top priority for IEDEA. This part of

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[6] Brookings Institute (2018), Pathways to High-Quality Jobs for Young Adults
https://www.brookings.edu/research/pathways-to-high-quality-jobs-for-young-adults/

the work plan details how CBO partners will be engaged to ensure these populations are successful in apprenticeship programs utilizing data on a regular basis.

Goal #4: Strengthen career pathways from K-12 through apprenticeship and beyond in all five key sectors. As noted above, a key apprenticeship innovation in IEDEA is to strengthen linkages for career pathways across K-12, college and workforce programs. This goal breaks down the milestones for achieving this, including an analysis of current career pathways and setting goals to close gaps and make improvements.

Goal #5: Ensure sustainability of IEDEA through leveraged funding, mutually reinforcing programs and strong partnership. Sustainability planning will begin in the 2nd year of the grant and a final sustainability plan will be developed six months before the end of the grant. Additional details about sustainability planning are noted in Section IV.

IV.   Organizational, Administrative, and Fiscal Capacity

(1) Capacity of Applicant, Partnership Structure, and Administrative Controls and Systems

Riverside County's Workforce Development Division currently serves in a lead capacity for several state and federal grants, including administering all Workforce Investment and Opportunity Act (WIOA) activities on behalf of RCWDB and successful administration of over $331,000,000 in WIOA and other grant funding. Other examples of large grant oversight include TANF funds under an MOU with the County's Department of Public Social Services to place CalWorks recipients into subsidized employment, and $3.2 million for the state's Prison to Employment Grant providing innovative partnerships and services to reduce recidivism. Riverside County has also partnered with San Bernardino County in the implementation of four regional Slingshot state grants. Riverside County

employs effective procurement processes, systems, and procedures for these initiatives

that will also be applied.

Project management plan: RCWDD will lead the implementation, coordination,

data management and reporting for IEDEA and will utilize the work plan in Exhibit C as a

guide for project management. Internally, the RCWDD team will take advantage

of team meetings to discuss planning for IEDEA, agendas for IEDEA meetings,

communication and data collection with individual partners, and other pressing issues

for the program. RCWDD will schedule regular individual meetings with all key

IEDEA partners to track progress and ensure accountability for agreed-upon

services and outcomes. County leadership will be kept appraised of grant progress

with regular reports and will be included in high-profile events and strategic

partnership-building activities with IEDEA partners. SBCWDB will also play a key

role in supporting project management with feedback and support, particularly with

partners and activities in San Bernardino County. *Communications plan:* RCWDD will

establish regular communication channels with all IEDEA partners and the larger

community via email lists, website postings and community events. For the community,

there will likely be monthly newsletters and as-needed special announcements. For

IEDEA partners, current grant outcomes, minutes from meetings, action items and

other necessary information will be shared on a more frequent schedule. *Staffing plan:*

RCWDD leadership includes Carrie Harmon, Director, who has seven years of

experience in workforce development and Leslie Trainor, Deputy Director, with four

years of experience. Project coordination will be managed by Stephanie Adams

and Tammy Mathis, each with four years of experience each in workforce

development. In addition, a Program Coordinator, a Data Entry Operator, and a

will be responsible for coordination of IEDEA meetings, data collection, updating of related documentation and drafting communications.

(2) Financial, Data Collection, and Performance Reporting Systems

The County of Riverside's Workforce Development Division and fiscal administrative offices have the necessary experience to manage and oversee large collaborative projects such as IEDEA and can meet all DAS and DOL reporting requirements. The principal accountant overseeing this project has worked for the county in an administrative capacity for twenty years. We have a Data Entry Operator that is well versed in CalJOBS, the premier participant data tracking system for the state, and will become an expert in the other three system databases. The County of Riverside has demonstrated the organizational experience and capability to support and conduct work on the scope and scale required by SAEEI as a longtime direct grantee under the Community Development Block Grant (CDBG) and HOME Investment Partnership Act programs, overseeing millions of dollars annually to implement projects in disadvantaged communities.

(3) Sustainability

As noted above and in Exhibit C (Goal #5), RCWDD and its IEDEA partners have made sustainability a priority that will be developed throughout the grant period. Initially, the team will establish a list of leveraged funding such as WIOA Title I, ETP funding, CAI and HRTP (See Section III). It is also crucial to identify mutually reinforcing programs that can help participants access apprenticeships and support them to be successful, such as housing and childcare services. New opportunities and services that can be leveraged will be identified throughout the grant period and included where possible.

Formal agreements will be used to establish partnerships and regular meetings will be

held with each partner of IEDEA for accountability and long-term relationship-building.

Finally, IEDEA will draft a sustainability plan in the last year of the grant, implemented six

months before the end of the grant per the work plan in Exhibit C.

V.   <u>Budget Summary, Budget Narrative, and Expenditure Plan</u>

Please see Exhibits F, G and G1 for a full description of the budget and expenditures.

Applicant: Riverside County Workforce Development Division (RCWDD)

Project Name: Inland Empire Designing Equitable Apprenticeships (IEDEA)

A. (A-D) Staff Salaries: Total Salaries Paid + Benefits (WIOA 15%) $ 84,985.27

Position	FTE x Monthly Salary x Time	Benefits	Total (FTE X Salary X Time) + Benefits
Development Specialist I	.2 X 3054.20 X 36 = $21,990.26	$9,455.81	$31,446.07
Data Entry Operator (Office Assistant II)	.4 X 2600 X 36 = $37,440.00	$16,099.20	$53,539.20

E. Staff Travel $10,000.00

The Data Entry Operator II will be travelling throughout the Inland Empire on a regular basis to aid apprenticeship training providers in ensuring accurate data entry and enrollments into the four required database systems. The Program Coordinator will also be travelling on a regular basis to various community-based organizations to market the program.

F. Operating Expenses $ 84,484.83

The following are some of the major line items included:

Expense	Cost
Rent*	$18,231.13
Insurance	$13,669.80
Accounting (payroll services) and Audits	$17,271.06
Consumable office supplies*	$10,503.13
Printing	$3,000.00

Communications (phones, web services, etc.)*	$10,503.12
Mailing and Delivery	$1,000.00
Dues and Memberships*	$1,000.00
Outreach	$9,306.59

*(based on FTE for program staff)

G. Furniture and Equipment* $ 2929.90

1. Small Amount of Equipment and Furniture $2929.90

- iPhone SE - $1047.34 - 2
- Lenovo ThinkPad L13 (20VH0063US) - $1882.56 - 2

2. Large Amount of Equipment and Furniture $ 0

3. Equipment Lease $ 0

H. Consumable Testing and Instructional Materials $ 0

I. Apprenticeship RSI Tuition, Payments/Vouchers $ 1,000,000.00

Sector specific training in IT/Cybersecurity, healthcare, advanced manufacturing, logistics and transportation, and public sector positions will be funded from these training dollars.

Program	Organization
Psychiatric Technician	Community College partners through LAUNCH
Youth Manufacturing Technician	Community College partners through LAUNCH
Tool & Die Maker	Community College partners through LAUNCH
Aircraft Mechanic	Community College partners through LAUNCH
Information Security Professional	Community College partners through LAUNCH
Database Technician	Community College partners through LAUNCH
Software and Applications Developer	Community College partners through LAUNCH

J. On-The-Job Training $ 170,850

These funds are for apprenticeship positions that are being developed within the County of Riverside and their human resources department. Anticipated apprenticeship programs include Application Developer, IT Communications Analyst, Database Administrator, Human Resources Assistants, Bookkeeping, Accounting and Auditing Clerks, and Social and Human Service Assistants.

K. Participant Supportive Services $ 20,000.00

Supportive services will be used to address the transportation needs of apprentices as well as help with supplies and books associated with program costs.

L. Contractual Services $ 100,000.00

We will select two service providers that will engage with residents throughout the Inland Empire, educating them on the apprenticeship programs associated with this grant and will assist in making direct referrals to the Program Coordinator.

M. Indirect Costs $ 133,400.00

We are using these funds for indirect costs that are involved in administering this grant. For example, facilities rent, utilities, equipment depreciation, county counsel fees, human resources costs, fiscal costs, security, and other costs that may occur over the grant period.

N. Other $ 217,350.00

We will be using monies to fund the Program Coordinator (Development Specialist II) position. This individual will provide extensive case management services to participants in the apprenticeship programs. Case management will include providing wrap around services when needed, determining eligibility for various programs, and provide ongoing support throughout the duration of their apprenticeship.

EXHIBIT H

Department of Labor Terms and Conditions

1) Administrative Program Requirements

All grantees will be subject to all applicable federal laws and regulations, including the OMB Uniform Guidance, and the terms and conditions of the award. The grant(s) awarded under this FOA will be subject to the following administrative standards and provisions.

i. Non-Profit Organizations, Educational Institutions, For-profit entities and State, Local, and Indian Tribal Governments – 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 2 CFR Part 2900 (DOL's Supplement to 2 CFR Part 200).

ii. All entities must comply with 29 CFR Part 93 (New Restrictions on Lobbying), 29 CFR Part 94 (Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)), 2 CFR Part 180 (OMB Guidance to Agencies on Government-wide Debarment and Suspension (Non-procurement)), and, where applicable, 2 CFR Part 200 (Audit Requirements).

iii. 29 CFR Part 2, subpart D—Equal Treatment in Department of Labor Programs for Religious Organizations; Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.

iv. 29 CFR Part 31—Nondiscrimination in Federally Assisted Programs of the Department of Labor—Effectuation of Title VI of the Civil Rights Act of 1964.

v. 29 CFR Part 32—Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.

vi. 29 CFR Part 35—Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.

vii. 29 CFR Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.

viii. 29 CFR Part 38 – Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and

Opportunity Act.

ix. 29 CFR Parts 29 and 30—Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.

x. The Department of Labor will follow the procedures outlined in the Department's Freedom of Information Act (FOIA) regulations (29 CFR Part 70). If DOL receives a FOIA request for your application, the procedures in DOL's FOIA regulations for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. See generally 5 U.S.C. § 552; 29 CFR Part 70.

xi. Standard Grant Terms and Conditions of Award—see the following link: https://www.doleta.gov/grants/resources.cfm.

2) Other Legal Requirements

a) Religious Activities
The Department notes that the Religious Freedom Restoration Act (RFRA), 42 U.S.C. § 2000bb, applies to all federal law and its implementation but this FOA is only open to States; therefore, this clause is not applicable.

b) Lobbying or fundraising the U.S. Government with Federal Funds

In accordance with Section 18 of the Lobbying Disclosure Act of 1995 (Public Law 104-65) (2 U.S.C. § 1611), non-profit entities incorporated under Internal Revenue Service Code section 501(c)(4) that engage in lobbying activities are not eligible to receive federal funds and grants. No activity, including awareness-raising and advocacy activities, may include fundraising for, or lobbying of, U.S. federal, state, or local governments (see 2 CFR 200.450 for more information).

c) Transparency Act Requirements
You must ensure that you have the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by the Government Funding Transparency Act of 2008, Pub. Law 110-252, Title VI, Chap. 2, Sec. 6202), as follows:

- Except for those excepted from the Transparency Act under sub-paragraphs 1, 2, and 3 below, you must ensure that you have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements of the Transparency Act, should you receive funding.
- Upon award, you will receive detailed information on the reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A, which can be found at

  https://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf.

The following types of awards are not subject to the Federal Funding Accountability and Transparency Act.

- Federal awards to individuals who apply for or receive federal awards as natural persons (e.g., unrelated to any business or non-profit organization he or she may own or operate in his or her name).

- Federal awards to entities that had a gross income, from all sources, of less than$300,000 in the entities' previous tax year; and

-
- Federal awards, if the required reporting would disclose classified information.

d)   Safeguarding Data Including Personally Identifiable Information (PII)
Applicants submitting applications in response to this FOA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the Department of Labor and must be observed except where disclosure is allowed by the prior written approval of the Grant Officer or by court order. By submitting an application, you are assuring that all data exchanges conducted through or during the course of performance of this grant will be conducted in a manner consistent with applicable federal law and TEGL 39-11 (issued June 28, 2012). All such activity conducted by ETA and/or recipient(s) will be performed in a manner consistent with applicable state and federal laws.

By submitting a grant application, you agree to take all necessary steps to protect such confidentiality by complying with the following provisions that are applicable in governing the handling of confidential information:

i. You must ensure that PII and sensitive data developed, obtained, or otherwise associated with DOL/ETA funded grants is securely transmitted.

ii. To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, etc., must be encrypted using a Federal Information Processing Standards (FIPS) 140-2 compliant and National Institute of Standards and Technology (NIST) validated cryptographic module. You must not e-mail unencrypted sensitive PII to any entity, including ETA or contractors.

iii. You must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure. You must maintain such PII in accordance with the ETA standards for information security described in TEGL NO. 39-11 and any updates to such standards we provide to you. Grantees who wish to obtain more information on data security should contact their Federal Project Officer.

iv. You must ensure that any PII used during the performance of your grant has been obtained in conformity with applicable federal and state laws governing the confidentiality of information.

v. You further acknowledge that all PII data obtained through your ETA grant must be stored in an area that is physically safe from access by unauthorized persons at all times and the data will be processed using recipient-issued equipment, managed information technology (IT) services, and designated locations approved by ETA. Accessing, processing, and storing of ETA grant PII data on personally owned equipment, at off-site locations, (e.g., employee's home), and non-recipient managed IT services, (e.g., Yahoo mail), is strictly prohibited unless approved by ETA.

vi. Your employees and other personnel who will have access to sensitive/confidential/proprietary/private data must be advised of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in federal and state laws.

vii. You must have policies and procedures in place under which your employees and other personnel, before being granted access to PII, acknowledge their understanding of the confidential nature of the data and the safeguards with which they must comply in their handling of such data, as well as the fact that they may be liable to civil and criminal sanctions for improper disclosure.

viii. You must not extract information from data supplied by ETA for any purpose not stated in the grant agreement.

ix. Access to any PII created by the ETA grant must be restricted to only those employees of the grant recipient who need it in their official capacity to perform duties in connection with the scope of work in the grant agreement.

x. All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal, or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted using NIST validated software products based on FIPS 140-2 encryption. In addition, wage data may be accessed only from secure locations.

xi. PII data obtained by the recipient through a request from ETA must not be disclosed to anyone but the individual requestor, except as permitted by the Grant Officer or by court order.

xii. You must permit ETA to make onsite inspections during regular business hours for the purpose of conducting audits and/or conducting other investigations to assure that you are complying with the confidentiality requirements described above. In accordance with this responsibility, you must make records applicable to this Agreement available to authorized persons for the purpose of inspection, review, and/or audit.

xiii. You must retain data received from ETA only for the period of time required to use it for assessment and other purposes, or to satisfy applicable federal records retention requirements, if any. Thereafter, you agree that all data will be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.

EXHIBIT I

General Terms and Conditions

1. <u>APPROVAL</u>: This Grant Agreement is of no force or effect until signed by both parties. The Sub-Recipient may not invoice for activities performed prior to the commencement date or completed after the termination date of this Grant Agreement.

2. <u>AMENDMENT</u>: No amendment or variation of the terms of this Grant Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or agreement not incorporated in the Grant Agreement is binding on any of the parties.

3. <u>ASSIGNMENT</u>: This Grant Agreement is not assignable by the Sub-Recipient, either in whole or in part, without the consent of the Department of Industrial Relations (DIR) Director, Division of Apprenticeship Standards (DAS) Chief, or authorized designee in the form of a formal written amendment.

4. <u>AUDIT</u>: The Sub-Recipient agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Grant Agreement. The Sub-Recipient agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. The Sub-Recipient agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Sub-Recipient agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code, § 8546.7, Pub. Contract Code, § 10115 et seq., CCR Title 2, Section 1896).

5. <u>INDEMNIFICATION</u>: The Sub-Recipient agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Grant Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Sub-Recipient in the performance of this Grant Agreement.

6. <u>DISPUTES</u>: The Sub-Recipient must continue with the responsibilities under this Grant Agreement during any dispute. In the event of a dispute, the Sub-Recipient must file a "Notice of Dispute" with the DAS Chief, DAS Liaison, or designee within ten (10) calendar days of discovery of the problem. The Notice of Dispute must contain the

Agreement number. Within ten (10) calendar days of receipt of the Notice of Dispute, the DAS Chief, DAS Liaison, or designee must meet with the Sub-Recipient for the purpose of resolving the dispute.

7. <u>SUSPENSION OF PAYMENTS</u>: Grant fund payments under this Grant Agreement may be suspended or terminated if DIR/DAS determines that the Sub-Recipient has not complied with the terms of the Grant Agreement.

8. <u>TERMINATION FOR CAUSE</u>: DIR/DAS may terminate this Grant Agreement and be relieved of any payments should the Sub-Recipient fail to perform the requirements of this Grant Agreement at the time and in the manner herein provided. The Sub-Recipient will have ten (10) calendar days after receipt of the termination notice to cure the breach. If the breach is not cured within ten (10) calendar days of receipt of notice, DAS shall reimburse the Sub-Recipient for all documented costs incurred up to the date of termination.

   DIR/DAS may take any termination for cause into consideration during evaluation of any grant proposal submitted by the Sub-Recipient in the future. Furthermore, any termination for cause may be considered a basis for imposing additional conditions on a grant awarded by DIR/DAS in the future.

9. <u>INDEPENDENT CONTRACTOR</u>: The Sub-Recipient, and the agents and employees of the Sub-Recipient, in the performance of this Grant Agreement, shall act in an independent capacity and not as officers or employees or agents of DIR/DAS. The Sub-Recipient's obligation to pay its Contractors/Consultants is an independent obligation from DIR/DAS's obligation to make payments to the Sub-Recipient. Sub-Recipient agrees to comply with all applicable State and local laws and regulations during the term of this Grant Agreement. All of the Sub-Recipient's Contractors/Consultants shall have the proper licenses/certificates required in their respective disciplines. The Contractors/Consultants shall not affect the Sub-Recipient's overall responsibility for the management of the project, and the Sub-Recipient shall reserve sufficient rights and control to enable it to fulfill its responsibilities under this Grant Agreement.

10. <u>NON-DISCRIMINATION CLAUSE</u>: During the performance of this Grant Agreement, the Sub-Recipient and its subrecipients shall not deny the Grant Agreement's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age,

sexual orientation, or military and veteran status.

The Sub-Recipient must ensure sure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. The Sub-Recipient and subrecipients shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article.

The Sub-Recipient must permit access by representatives of the Civil Rights Department and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause.

The Sub-Recipient and its subrecipients shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)

The Sub-Recipient shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Grant Agreement.

11. PUBLICITY AND ACKNOWLEDGMENT: The Sub-Recipient agrees that it will acknowledge DIR/DAS's support whenever projects funded, in whole or in part, by this Grant Agreement are publicized in any news media, brochures, publications, audiovisuals, presentations or other types of promotional material.

The Sub-Recipient agrees to notify DIR's External Affairs Office in writing at least two (2) business days before any news releases or public conferences are initiated by the Sub-Recipient or its Contractors/Consultants regarding the project described in the Grant Agreement Scope of Work, Budget, or other exhibits. The Sub-Recipient further agrees it will collaborate with DIR's External Affairs Office with respect to publicity in any news media. Use of DIR's or DAS's logo must be approved by DIR/DAS and comply with DIR's Branding Guide, a copy of which is available upon request from DIR's External Affairs Office.

12. REPORTING REQUIREMENTS: The Sub-Recipient agrees to comply with all reporting requirements specified in Scope of Work or other exhibits, if applicable.

13. CLOSEOUT: The Grant Agreement will be closed out after the completion of the project or project term, receipt and approval of the final invoice and final report, and resolution of any performance or compliance issues.

14. CLOSEOUT: The Grant Agreement will be closed out after the completion of the project or project term, receipt and approval of the final invoice and final report, and

resolution of any performance or compliance issues.

15. <u>CLOSEOUT:</u> The Grant Agreement will be closed out after the completion of the project or project term, receipt and approval of the final invoice and final report, and resolution of any performance or compliance issues.

16. <u>GOVERNING LAW:</u> This Grant Agreement is governed by and shall be interpreted in accordance with the laws of the State of California.

17. <u>STATE AND FEDERAL LAW:</u> It is the responsibility of the Sub-Recipient to know and understand which state, federal, and local laws regulations, and ordinances are applicable to this Grant Agreement and the project. Sub-Recipient shall be responsible for observing and complying with all applicable state and federal laws and regulations, and failure to comply may constitute a material breach.

18. <u>UNENFORCEABLE PROVISION:</u> In the event that any provision of this Grant Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Grant Agreement have force and effect and shall not be affected thereby.

PAYEE DATA RECORD
(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)
STD 204 (Rev. 03/2021)

Print Form	Reset Form

Section 1 – Payee Information

NAME (This is required. Do not leave this line blank. Must match the payee's federal tax return)
County of Riverside

BUSINESS NAME, DBA NAME or DISREGARDED SINGLE MEMBER LLC NAME (If different from above)
Workforce Development Center

MAILING ADDRESS (number, street, apt. or suite no.) (See instructions on Page 2)
1325 Spruce Street

CITY, STATE, ZIP CODE	**E-MAIL ADDRESS**
Riverside, CA 92507	esoviedo@rivco.org

Section 2 – Entity Type

Check one (1) box only that matches the entity type of the Payee listed in Section 1 above. (See instructions on page 2)

☐ SOLE PROPRIETOR / INDIVIDUAL	CORPORATION (see instructions on page 2)
☐ SINGLE MEMBER LLC *Disregarded Entity owned by an individual*	☐ MEDICAL (e.g., dentistry, chiropractic, etc.)
☐ PARTNERSHIP	☐ LEGAL (e.g., attorney services)
☐ ESTATE OR TRUST	☐ EXEMPT (e.g., nonprofit)
	☒ ALL OTHERS

Section 3 – Tax Identification Number

Enter your Tax Identification Number (TIN) in the appropriate box. The TIN must **match** the name given in Section 1 of this form. Do not provide more than one (1) TIN. The TIN is a 9-digit number. **Note:** Payment will not be processed without a TIN.

- For **Individuals**, enter SSN.
- If you are a **Resident Alien**, and you do not have and are not eligible to get an SSN, enter your ITIN.
- Grantor Trusts (such as a Revocable Living Trust while the grantors are alive) may not have a separate FEIN. Those trusts must enter the individual grantor's SSN.
- For **Sole Proprietor or Single Member LLC (disregarded entity), in which the sole member is an individual,** enter SSN (ITIN if applicable) or FEIN (FTB prefers SSN).
- For **Single Member LLC (disregarded entity), in which the sole member is a business entity,** enter the owner entity's FEIN. Do not use the disregarded entity's FEIN.
- For all other entities including LLC that is taxed as a corporation or partnership, estates/trusts (with FEINs), enter the entity's FEIN.

Social Security Number (SSN) or Individual Tax Identification Number (ITIN)

___ ___ ___ - ___ ___ - ___ ___ ___ ___

OR

Federal Employer Identification Number (FEIN)

9 5 - 6 0 0 0 9 3 0

Section 4 – Payee Residency Status (See instructions)

☐ **CALIFORNIA RESIDENT** – Qualified to do business in California or maintains a permanent place of business in California.

☐ **CALIFORNIA NONRESIDENT** – Payments to nonresidents for services may be subject to state income tax withholding.

    ☐ No services performed in California
    ☐ Copy of Franchise Tax Board waiver of state withholding is attached.

Section 5 – Certification

I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the state agency below.
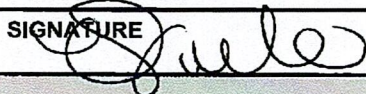
NAME OF AUTHORIZED PAYEE REPRESENTATIVE	**TITLE**	**E-MAIL ADDRESS**
Esmeralda Oviedo	Deputy Director of Accounting	esoviedo@rivco.org
SIGNATURE *(signed)*	**DATE** 11 9 2022	**TELEPHONE** (include area code) (951)955-9843

Section 6 – Paying State Agency

Please return completed form to:

STATE AGENCY/DEPARTMENT OFFICE		**UNIT/SECTION**	
MAILING ADDRESS		**FAX**	**TELEPHONE** (include area code)
CITY	**STATE**	**ZIP CODE**	**E-MAIL ADDRESS**

STATE OF CALIFORNIA – DEPARTMENT OF FINANCE
PAYEE DATA RECORD
(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)
STD 204 (Rev. 03/2021)

GENERAL INSTRUCTIONS

Type or print the information on the Payee Data Record, STD 204 form. Sign, date, and return to the state agency/department office address shown in Section 6. Prompt return of this fully completed form will prevent delays when processing payments.

Information provided in this form will be used by California state agencies/departments to prepare Information Returns (Form1099).
NOTE: Completion of this form is optional for Government entities, i.e. federal, state, local, and special districts.

A completed Payee Data Record, STD 204 form, is required for all payees (non-governmental entities or individuals) entering into a transaction that may lead to a payment from the state. Each state agency requires a completed, signed, and dated STD 204 on file; therefore, it is possible for you to receive this form from multiple state agencies with which you do business.

Payees who do not wish to complete the STD 204 may elect not to do business with the state. If the payee does not complete the STD 204 and the required payee data is not otherwise provided, payment may be reduced for federal and state backup withholding. Amounts reported on Information Returns (Form 1099) are in accordance with the Internal Revenue Code (IRC) and the California Revenue and Taxation Code (R&TC).

Section 1 – Payee Information

Name – Enter the name that appears on the payee's federal tax return. The name provided shall be the tax liable party and is subject to IRS TIN matching (when applicable).
- Sole Proprietor/Individual/Revocable Trusts – enter the name shown on your federal tax return.
- Single Member Limited Liability Companies (LLCs) that is disregarded as an entity separate from its owner for federal tax purposes - enter the name of the individual or business entity that is tax liable for the business in section 1. Enter the DBA, LLC name, trade, or fictitious name under Business Name.
- Note: for the State of California tax purposes, a Single Member LLC is not disregarded from its owner, even if they may be disregarded at the Federal level.
- Partnerships, Estates/Trusts, or Corporations – enter the entity name as shown on the entity's federal tax return. The name provided in Section 1 must match to the TIN provided in section 3. Enter any DBA, trade, or fictitious business names under Business Name.

Business Name – Enter the business name, DBA name, trade or fictitious name, or disregarded LLC name.
Mailing Address – The mailing address is the address where the payee will receive information returns. Use form STD 205, Payee Data Record Supplement to provide a remittance address if different from the mailing address for information returns, or make subsequent changes to the remittance address.

Section 2 – Entity Type

If the Payee in Section 1 is a(n)...	THEN Select the Box for...
Individual • Sole Proprietorship • Grantor (Revocable Living) Trust disregarded for federal tax purposes	Sole Proprietor/Individual
Limited Liability Company (LLC) owned by an individual and is disregarded for federal tax purposes	Single Member LLC-owned by an individual
Partnerships • Limited Liability Partnerships (LLP) • and, LLC treated as a Partnership	Partnerships
Estate • Trust (other than disregarded Grantor Trust)	Estate or Trust
Corporation that is medical in nature (e.g., medical and healthcare services, physician care, nursery care, dentistry, etc. • LLC that is to be taxed like a Corporation and is medical in nature	Corporation-Medical
Corporation that is legal in nature (e.g., services of attorneys, arbitrators, notary publics involving legal or law related matters, etc.) • LLC that is to be taxed like a Corporation and is legal in nature	Corporation-Legal
Corporation that qualifies for an Exempt status, including 501(c) 3 and domestic non-profit corporations.	Corporation-Exempt
Corporation that does not meet the qualifications of any of the other corporation types listed above • LLC that is to be taxed as a Corporation and does not meet any of the other corporation types listed above	Corporation-All Other

Section 3 – Tax Identification Number

The State of California requires that all parties entering into business transactions that may lead to payment(s) from the state provide their Taxpayer Identification Number (TIN). The TIN is required by R&TC sections 18646 and 18661 to facilitate tax compliance enforcement activities and preparation of Form 1099 and other information returns as required by the IRC section 6109(a) and R&TC section 18662 and its regulations.

Section 4 – Payee Residency Status

Are you a California resident or nonresident?
- A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.
- A partnership is considered a resident partnership if it has a permanent place of business in California.
- An estate is a resident if the decedent was a California resident at time of death.
- A trust is a resident if at least one trustee is a California resident.
  - For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.

For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below:
Withholding Services and Compliance Section: 1-888-792-4900   E-mail address: wscs.gen@ftb.ca.gov
For hearing impaired with TDD, call: 1-800-822-6268   Website: www.ftb.ca.gov

Section 5 – Certification

Provide the name, title, email address, signature, and telephone number of individual completing this form and date completed. In the event that a SSN or ITIN is provided, the individual identified as the tax liable party must certify the form. Note: the signee may differ from the tax liable party in this situation if the signee can provide a power of attorney documented for the individual.

Section 6 – Paying State Agency

This section must be completed by the state agency/department requesting the STD 204.

Privacy Statement

Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, state, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it. It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and state law imposes noncompliance penalties of up to $20,000. You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the state agency(ies) with which you transact that business.

All questions should be referred to the requesting state agency listed on the bottom front of this form.

STATE OF CALIFORNIA – STATE CONTROLLERS OFFICE
PAYEE DATA RECORD SUPPLEMENT
(This form is optional. Form is used to provide remittance address information if different than the mailing address on the STD 204 – Payee Data Record.
Use this form to provide additional remittance addresses and additional Authorized Representatives of the Payee not identified on the STD 204.)
STD 205 (New 03/2021)

Payee Information (must match the STD 204)

NAME (Required. Do not leave blank.)
County of Riverside

TAX ID NUMBER (Required)
SSN, ITIN, or FEIN that matches Tax ID number provided on STD 204

BUSINESS NAME, DBA NAME or DISREGARDED SINGLE MEMBER LLC NAME
(If different from above)
Workforce Development Center

95-6000930

Additional Remittance Address Information

- Use the fields below to provide remittance addresses for payee if different from the mailing address on the STD 204.
- *The addresses provided below are for remittance purposes only. 1099 information returns will be sent to the mailing address specified on the STD 204.*

1	**REMITTANCE ADDRESS** (number, street, apt or suite no.) 1325 Spruce Street		
	CITY Riverside	**STATE** CA	**ZIP CODE** 92507
2	**REMITTANCE ADDRESS**		
	CITY	**STATE**	**ZIP CODE**
3	**REMITTANCE ADDRESS**		
	CITY	**STATE**	**ZIP CODE**
4	**REMITTANCE ADDRESS**		
	CITY	**STATE**	**ZIP CODE**
5	**REMITTANCE ADDRESS**		
	CITY	**STATE**	**ZIP CODE**

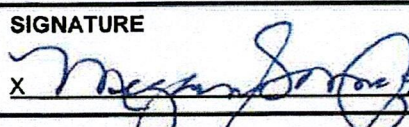## Additional Contact Information

Use the fields below to provide additional Authorized Representatives for the Payee if applicable.

1	**CONTACT NAME**	
	TELEPHONE (Include area code)	**EMAIL**
2	**CONTACT NAME**	
	TELEPHONE	**EMAIL**
3	**CONTACT NAME**	
	TELEPHONE	**EMAIL**

Certification

I hereby certify under penalty of perjury that the information provided on this supplemental document is true and correct.

By signing this document, I authorize the State of California to remit payment to the addresses specified on this supplemental form (STD 205) and certify that all persons identified on this form are authorized representatives of this payee. Payments remitted to any of the listed addresses may be reported on 1099 information returns to the tax liable entity identified on the accompanying Payee Data Record - STD 204.

NAME OF AUTHORIZED PAYEE REPRESENTATIVE (Print or Type name) Megan Gomez	**TITLE** Deputy Director	**E-MAIL ADDRESS** MeGomez@rivco.org
SIGNATURE X *(signature)*	**DATE** 12/22/2022	**TELEPHONE** (Include area code) 951-343-5474

Department of Industrial Relations (DIR) Division of Apprenticeship Standards (DAS)

RISK ASSESSMENT SURVEY TOOL (to be completed by senior management personnel)

Type of Organization (select one)	Government	Nonprofit	Other:
Federal Unique Entity ID (UEI) #	TXNNBFKQ6NY5		
Contractor's Name:	County of Riverside Workforce Development Division		
Contact Person:	Stephanie Adams		
Contact Email:	Sjadams@rivco.org		
Other Information			

Responses to the following are required to ensure compliance with 2 C.F.R. § 200 et seq.	Yes	No	Comments
Operational Effectiveness and Efficiency Assessment			
Length of operation, entity — How long has this entity been in operation? *(Mark one)*			
Less than 3 Years			
More that 3 Years	x		
Length of operation, program — How long has this program been in operation? *(Mark one)*			
Less than 3 Years			
More that 3 Years	x		
Employee vacancy — What is your employee vacancy rate? *(Mark one)*			
10% or less			
11% to 19%			
Over 19%	x		
Changes in management — Have there been any significant changes in top management in the past three years? If yes, please explain.	x		
Legal Assessment			
Legal Assessment — Currently or within the last three years, has your organization had a lawsuit(s) filed against it? If yes, please explain.		x	
Is your organization currently or previously suspended or debarred from receiving Federal awards? If yes, please explain.		x	
Have any organization staff been jailed, convicted of a felony or are currently under criminal investigation? If yes, please explain.		x	
Policy, Procedures and Internal Control Assessment			
Written Policies, Procedures & Manuals — Does your organization have current written fiscal policies, procedures and desk manuals for all critical duties? If no, please explain.	x		.
Internal Control — Does your organization have written internal control procedures in place? If no, please explain.	x		
Audit Assessment			
External and internal audits — Has the organization been audited by an independent auditor? If no, please explain.	x		
Has an external or internal auditor indicated significant deficiencies or concerns? If yes, please explain.		x	
Within the past three years has your entity been required to complete any corrective action plan? If yes, please explain.		x	
Were there audit findings/violations in the prior visits? If yes, please explain.		x	
Commingling of funds — Have there been any audit findings in the past three years regarding commingling of funds? If yes, please explain.		x	
Financial Assessment			
Cost allocation plan — Does your organization have a cost allocation plan, policy, or procedures in place? If no, please explain.	x		
Recording program expenditures — Does your entity have an accounting system in place to separately track and record the program expenditures? If no, please explain.	x		
Does your entity have a time accounting system to track time worked by employee by project or cost center? If no, please explain.	x		
Program magnitude — Is this program large in terms of percentage of overall funding for your organization (greater than 20%)? If yes, please explain.		x	

Financial stability	Wtihin the last three years, has any regulatory body, control agency, or creditor placed your entity into a special status (i.e., financial watch, fiscal emergency, high risk, credit denial, etc.)? If yes, please explain.		x	
Financial stability	At any point in time now and into the foreseeable future, does your entity have sufficient cash levels to fund ongoing operations for six months? If no, please explain.		x	Per State directives, we can only request cash, as expenses incurre ⊞

Please provide the following:

1	Applicable organization policy, procedures and manuals			
2	Applicable internal control policy and procedures			
3	IRS Determination Letter			
4	Single Audit or other audited reports prepared by independent auditors, most recent three years			
5	Indirect Cost Rate Agreement if any			
6	Organization chart(s) including top management			

Applicant's Certification and Authorization

I hereby certify by my signature that the information in this questionnaire is true and accurate.

Authorized Signature:	_Stephanie Aaron_
Title:	Deputy Director
Date:	1/6/23

Form W-9
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer
Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

County of Riverside

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC   ☐ C Corporation   ☐ S Corporation   ☐ Partnership   ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☒ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

3403 10th Street Avenue

6 City, state, and ZIP code

Riverside, CA 92501

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I — Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

[ ][ ][ ] – [ ][ ] – [ ][ ][ ][ ]

or

Employer identification number

9 5 – 6 0 0 0 9 3 0

Part II — Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶ *Esmeralda Oviedo*

Digitally signed by Esmeralda Oviedo
DN: cn=Esmeralda Oviedo, o, ou, email=esoviedo@rivco.org, c=US
Date: 2022.01.21 11:05:51 -08'00'

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

• Form 1099-INT (interest earned or paid)

• Form 1099-DIV (dividends, including those from stocks or mutual funds)

• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)

• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)

• Form 1099-S (proceeds from real estate transactions)

• Form 1099-K (merchant card and third party network transactions)

• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)

• Form 1099-C (canceled debt)

• Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Cat. No. 10231X

Form **W-9** (Rev. 10-2018)

America's**Job**Center
of California

**WORK
FORCE**
RIVERSIDE COUNTY
DEVELOPMENT CENTERS

Lisa Allen Executive Assistant	Heidi Marshall Department Head	VACANT OA III	

Carrie Harmon
Director of Workforce
Development

Ricardo Garavito TAP - OA III	Cheryl Mahayni Secretary II	Stephanie Adams Deputy Director

Esmeralda Oviedo
Deputy Director

Riverside Administration

Kimberly Reis DS II	Denise Kirkendall DS III	VACANT PDS	Jason Tang PDS	Kin Tat Natalis Ng PDS / EOO

Community Career Services	Riverside	Riverside & Moreno Valley	Hemet	Indio	Employer Services	IERPU Coor.	Admin. Unit	Data & Analytics/MIS Admin	Youth Program	WDC Fiscal
Sylvia Walker SUPV DS	Charlene Henderson SUPV DS	Marian Singer SUPV DS	Joseph Campbell SUPV DS	Yvonne Villalobos SUPV DS	VACANT SUPV DS	Tammy Mathis SUPV DS	Adriana Escobedo SUPV DS	Meta Berkebile SUPV DS	Carolina Garcia SUPV DS	VACANT Principal

Community Career Services — Sylvia Walker SUPV DS
- VACANT DS III
- Thomasinia Marshall DS I
- VACANT DS II

Riverside — Charlene Henderson SUPV DS
- VACANT DS II
- Shaneka Gordon DS II
- Erick Lomeli DS II
- Fernando Garcia DS I
- Malynda Upchurch-Schuler OA II
- Paula Snow Sers Staff

Riverside & Moreno Valley — Marian Singer SUPV DS
- VACANT DS III
- VACANT DS III
- VACANT DS II
- VACANT DS II
- Jorge Cardenas DS II
- Erica Aguirre TAP DS I
- VACANT OA III

- Maria Islas DS I
- VACANT OA III
- VACANT Sers Staff
- VACANT Sers Staff

Hemet — Joseph Campbell SUPV DS
- Lelay Galloway DS III
- VACANT DS III
- VACANT DS II
- Rebecca Gonzalez DS II
- Katarina Adams TAP - DS II
- Rashay Hill TAP - DS I
- Ana Noris OA II
- VACANT OA II
- Ashley Gonzalez TAP - OA II
- Cathy Coleman Sers Staff

Indio — Yvonne Villalobos SUPV DS
- VACANT DS III
- Anna Zepeda DS II
- VACANT DS II
- VACANT DS II
- VACANT DS II
- VACANT DS I
- Rosita Hernandez TAP - DS I

- VACANT Supp. Serv. Tech.
- Monica Mendez OA III
- Connie Muñoz OA III
- Cristian Aguilar OA II
- VACANT OA II

Employer Services — VACANT SUPV DS
- VACANT DS III
- Vivian Bynum DS III
- Joe Matthews DS III
- VACANT DS III
- Anthony Shaw DS II
- Alexia Nevens DS III
- Mario Perales TAP - DS II
- Sean Rand TAP - DS II
- Mercedes Tyler DS I
- Carmen Quiros TAP - DS I
- Arlis Perez TAP - DS I
- Roselynne Martinez OA III

IERPU Coor. — Tammy Mathis SUPV DS
- Karsyn Moore DS I
- Cheryl Hicks TAP - DS II

Admin. Unit — Adriana Escobedo SUPV DS
- Lyanne Mendoza TAP - DS III
- VACANT DS III
- VACANT DS I
- Kimberely Reid TAP - DS I
- Abraham Bahena TAP - DS I
- VACANT DS I
- Valeria Lopez OA III

Data & Analytics/MIS Admin — Meta Berkebile SUPV DS
- VACANT DS III
- Sharell Malveaux DS I
- Nancy Summers TAP - DS II
- Shonna Minnifield TAP - DSI
- VACANT OA III

Youth Program — Carolina Garcia SUPV DS
- Jasmine Guerrero DS II
- Kayla Carter TAP - OA II

WDC Fiscal — VACANT Principal
- Jennifer Grefaldeo Sr. Accountant
- Ulisses Reynoso Sr. Accountant
- Heidi Ta-Van Accountant II
- Thuy Tran Accountant I
- Hamza Karim Accountant I
- Mayra Ramirez Accounting Tech II
- Angelica Lule Accounting Tech I

Department of the Treasury
Internal Revenue Service
Ogden, UT 84201

In reply refer to: 0441570542
Jul 23, 2015   LTR 147C
95-6000930

COUNTY OF RIVERSIDE
AUDITOR-CONTROLLER
% PAYROLL
PO BOX 1326
RIVERSIDE   CA 92502-1326 262

Taxpayer Identification Number: 95-6000930

Form(s):

Dear Taxpayer:

Thank you for your telephone inquiry of May 12th, 2015.

Your Employer Identification Number (EIN) is 95-6000930. Please keep this letter in your permanent records. Enter your name and your EIN on all business federal tax forms and on related correspondence.

If you have any questions regarding this letter, please call our Customer Service Department at 1-800-829-0115 between the hours of 7:00 AM and 7:00 PM. If you prefer, you may write to us at the address shown at the top of the first page of this letter. When you write, please include a telephone number where you may be reached and the best time to call.

Sincerely,

/s/ Mrs. Walker
1000145161
Customer Service Representative

Control Objectives

To provide reasonable assurance that Federal awards are expended only for allowable activities and that the costs of goods and services charged to Federal awards are allowable and in accordance with the applicable cost principles.

Control Environment

- Management sets reasonable budgets for Federal and non-Federal programs so that no incentive exists to miscode expenditures.
  o *Client Response:*
- *Management provides staff members with appropriate training, including chart of account usage. Financial systems established restrict a single employee from entering and approving transactions. Employees are also aware of disciplinary policies for violation of county procedures.*

- Management enforces appropriate penalties for misappropriation or misuse of funds.
  o *Client Response:*
- *Employees are provided with job descriptions and expectations, as well as with feedback regarding performance. Existing Policies provide management with guidance regarding the disciplinary process for violation of county procedures*

- Organization-wide cognizance of need for separate identification of allowable Federal costs.
  o *Client Response:*
- *Transactions are reviewed and approved by staff knowledgeable in applicable allowable Federal Costs*

- Management provides personnel approving and pre-auditing expenditures with a list of allowable and unallowable expenditures.
  o *Client Response:*
- *Staff Members responsible for pre-auditing or approving expenditures are provided with applicable resources regarding allowable and unallowable. These documents include Office of Management and Budget (OMB) Circular A-133, State Directives, One-Stop Comprehensive Financial Management Technical Assistance Guide (TAG). These documents are provided at the inception of training, and re-enforced in staff meetings, etc*

Risk Assessment

- Process for assessing risks resulting from changes to cost accounting systems.
  o *Client Response:*
- *Management is committed to reviewing existing practices to assess and address potential risks associated with changes in accounting systems.*

- Key manager has a sufficient understanding of staff, processes, and controls to identify where unallowable activities or costs could be charged to a Federal program and not be detected.
  o *Client Response:*
- *Training programs, both formal and informal are provided throughout the year to enforce cost principles.*

Control Activities

- Accountability provided for charges and costs between Federal and non-Federal activities.
    - *Client Response:*
- *Allowable cost allocation methodologies are employed when allocating costs between Federal and Non-Federal resources.*
- Process in place for timely updating of procedures for changes in activities allowed and cost principles.
    - *Client Response:*
- *Existing practices and procedures are monitored periodically to ensure compliance with existing policies and procedures. Staff members involved are provided with applicable information.*
- Computations checked for accuracy.
    - *Client Response:*
- *Source documentation is reviewed accordingly to ensure validity of figures.*
- Supporting documentation compared to list of allowable and unallowable expenditures.
    - *Client Response:*
- *Supporting documentation is reviewed to ensure costs are allowable and within applicable limitations.*
- Adjustments to unallowable costs made where appropriate and follow-up action taken to determine the cause.
    - *Client Response:*
- *Supportive documentation is reviewed to ensure costs are allowable and within applicable limitations. Costs that do not meet these criteria are disallowed.*
- Adequate segregation of duties in review and authorization of costs.
    - *Client Response:*
- *Only staff members with approval authority are assigned authorization of costs. Existing procedures and systems restrict users to limited roles.*
- Accountability for authorization is fixed in an individual who is knowledgeable of the requirements for determining activities allowed and allowable costs.
    - *Client Response:*
- *Only personnel with adequate experience and demonstrated knowledge is assigned duties of authorization.*

Information and Communication

- Reports, such as a comparison of budget to actual provided to appropriate management for review on a timely basis.
    - *Client Response:*
- *Management reviews financial reports to monitor program requirements and expectations.*
- Establishment of internal and external communication channels on activities and costs allowed.
    - *Client Response:*
- *Communication across all channels is encouraged. This includes communication between management, grantors, staff and other agency stakeholder.*
- Training programs, both formal and informal, provide knowledge and skills necessary to determine activities and costs allowed.
    - *Client Response:*
- *Training programs, both formal and informal are provided throughout the year to enforce cost principles.*
- Interaction between management and staff regarding questionable costs.
    - *Client Response:*

- *Management is committed to an "open door" policy. Staff are welcomed to communicate concerns freely to management. Governing documents are reviewed to provide guidance to staff and to resolve concerns.*
  - Grant agreements (including referenced program laws, regulations, handbooks, etc.) and cost principles circulars available to staff responsible for determining activities allowed and allowable costs under Federal awards.
    - *Client Response:*
- *All staff members assigned responsibility for determining activities allowed and allowable under Federal Awards, are provided with governing documentation regarding the program.*

Monitoring
- Management reviews supporting documentation of allowable cost information.
  - *Client Response:*
- *Yes, supporting documentation is reviewed, ensured and adhere to allowable cost information.*
  - Flow of information from Federal agency to appropriate management personnel.
    - *Client Response:*
- *The Department of Labor through the State of California, communicates necessary information to Management via e-mail correspondence, their website or via mail.*
  - Comparisons made with budget and expectations of allowable costs.
    - *Client Response:*
- *Management monitors and acts on expectations of allowable costs.*
  - Analytic reviews (e.g., comparison of budget to actual or prior year to current year) and audits performed.
    - *Client Response:*
- *In addition to budget reviews, management monitors outcome of audits, and works towards addressing any concerns.*

Control Objectives

To provide reasonable assurance that only eligible individuals and organizations receive assistance under Federal award programs, that subawards are made only to eligible subrecipients, and that amounts provided to or on behalf of eligible individuals or groups of individuals were calculated in accordance with program requirements.

Control Environment

- Staff size and competence provides for proper making of eligibility determinations.
  - *Client Response:*
- *Staff size is evaluated annually and based on the projected customer base.*
- Realistic caseload/performance targets established for eligibility determinations.
  - *Client Response:*
- *N/A*
- Lines of authority clear for determining eligibility.
  - *Client Response:*
- *All staff is trained in regards to eligibility per the Technical Assistance Guide and Client Forms Handbook*
- Adequate knowledge of and access to computer system and/or database used for eligibility assessment and recording.
  - *Client Response:*
- *Staff attends training regarding eligibility and input into our electronic system.*

Risk Assessment

- Identification of risk that eligibility information prepared internally or received from external sources could be incorrect.
  - *Client Response:*
- *We follow the guidelines set out by the State of California's Eligibility Technical Assistance Guide.*
- Conflict-of-interest statements are maintained for individuals who determine and review eligibility.
  - *Client Response:*
- *N/A****
- Process for assessing risks resulting from changes to eligibility determination systems.

  - *Client Response:*
- *Changes to eligibility determination disseminated through local policies are updated by our policy unit.*

Control Activities

- Written policies provide direction for making and documenting eligibility determinations.
  - *Client Response:*
  - *Eligibility policies are in place for all Youth, Adult and Dislocated Workers.*

- Procedures to calculate eligibility amounts consistent with program requirements.
  - *Client Response:*
  - *Based on the circumstances various policies are used to determine eligibility.*

- Eligibility objectives and procedures clearly communicated to employees.
  - *Client Response:*
  - *Staff is provided with training based on the Technical Assistance Guide and Client Forms Handbook issued by the State of California and local policies.*

- Authorized signatures (manual or electronic) on eligibility documents periodically reviewed.
  - *Client Response:*
  - *Senior staff reviews eligibility per all State and Local guidelines.*

- Adequate safeguards in place to ensure access to eligibility records (manual or electronic) limited to appropriate persons.
  - *Client Response:*
  - *Our electronic system is password protected and all files are stored in a locked area.*
- Manual criteria checklists or automated process used in making eligibility determinations.
  - *Client Response:*
  - ** We use an electronic system that verifies appropriate documents. It is utilized to determine eligibility for the Adult and Dislocated Worker programs. A manual checklist is used for the Youth programs.*

- Process for periodic eligibility re-determinations in accordance with program requirements.
  - *Client Response:*
  - *No re-determination is required for our programs. If the customer has been exited from our program, then they would need to be found eligible and enrolled at that time.*

- Verification of accuracy of information used in eligibility determinations.
  - *Client Response:*
  - *We use due diligence, per the Eligibility Technical Assistance Guide, to assure that documents provided meet the regulations.*

- Procedures to ensure the accuracy and completeness of data used to determine eligibility requirements.
  - *Client Response:*
  - *Senior staff reviews eligibility per all State and Local guidelines. Our electronic system also assists in this procedure by verifying appropriate documents that can be used to determine eligibility for the Adult and Dislocated Worker programs.*

- Process in place to ensure benefits were discontinued when eligibility requirements no longer met or period of eligibility expired.
  - *Client Response:*
  - *N/A*

Information and Communication

- Information system meets needs of eligibility decision-makers and program management.
  - *Client Response:*
    - *Our electronic system verifies appropriate documents that can be used to determine eligibility for the Adult and Dislocated Worker programs.*

- Processing of eligibility information subject to edit checks and balancing procedures.
  - *Client Response:*
    - *Our electronic system does provide for edit checks.*

- Training programs inform employees of eligibility requirements.
  - *Client Response:*
    - *Staff attends a five to six hour training regarding eligibility and input into our electronic system.*

- Channels of communication exist for people to report suspected eligibility improprieties.
  - *Client Response:*
    - *The County has a system to report fraud and abuse.*

- Management receptive to suggestions to strengthen eligibility determination process.
  - *Client Response:*
    - *As part of our Continuous Quality Improvement, we have a team that is chartered to review all center process and make recommendations for changes.*

- Documentation of eligibility determinations in accordance with program requirements.

  - *Client Response:*
    - *Eligibility determination and required documents are disseminated through local policies and are updated by our policy unity as needed. It is also reviewed with staff during staff meetings.*

Monitoring

- Periodic analytical reviews of eligibility determinations performed by management.
  - *Client Response:*
    - *Internal audits are conducted annually*

- Monitoring by reviewers of changes in eligibility determinations to ensure that overrides in determination process are appropriate.
  - *Client Response:*
    - *N/A****

- Program quality control procedures performed for eligibility determination process.
  - *Client Response:*
    - *Senior staff reviews eligibility per all State and Local guidelines.*

- Periodic audits of detailed transactions.
  - *Client Response:*

- *N/A****

Control Objectives

To provide reasonable assurance that matching, level of effort, or earmarking requirements are met using only allowable funds or costs which are properly calculated and valued.

Control Environment

- Commitment from management to meet matching, level of effort, and earmarking requirements (e.g., adequate budget resources to meet a specified matching requirement or maintain a required level of effort).
  - *Client Response:*
- *Yes, Management communicates earmarking requirements to staff members. These requirements are monitored closely.*
- Budgeting process addresses/provides adequate resources to meet matching, level of effort, or earmarking goals.
  - *Client Response:*
- *Yes, these are monitored during the budget status review process.*
- Official written policy exists outlining:
  - Responsibilities for determining required amounts or limits for matching, level of effort, or earmarking..
  - Methods of valuing matching requirements, e.g., "in-kind" contributions of property and services, calculations of levels of effort.
  - Allowable costs that may be claimed for matching, level of effort, or earmarking.
  - Methods of accounting for and documenting amounts used to calculate amounts claimed for matching, level of effort, or earmarking.
  - *Client Response:*
- *Yes, these requirements are outlined within the grant statue and also on the One-Stop Comprehensive Financial Management Technical Assistance Guide (TAG)*

Risk Assessment

- Identification of areas where estimated values will be used for matching, level of effort, or earmarking.
  - *Client Response:*
- *Yes, Management determines necessary resources during the planning/budgeting stages.*
- Management has sufficient understanding of the accounting system to identify potential recording problems.
  - *Client Response:*
- *Yes, Management has invested in professional training of the accounting system.*

Control Activities

- Evidence obtained such as a certification from the donor, or other procedures performed to identify whether matching contributions:
  - Are from non-Federal sources.
  - Involve Federal funding, directly or indirectly.
  - Were used for another federally-assisted program.

Note: Generally, matching contributions must be from a non-Federal source and may not involve Federal funding or be used for another federally assisted program.

- o *Client Response:*
- *Adult, Dislocated Worker and Youth do not require match.*
- Adequate review of monthly cost reports and adjusting entries.
  - o *Client Response:*
- *Management reviews monthly reports and closing entries.*

Information and Communication

- Accounting system capable of:
  - Separately accounting for data used to support matching, level of effort, or earmarking amounts or limits or calculations.
  - Ensuring that expenditures or expenses, refunds, and cash receipts or revenues are properly classified and recorded only once as to their effect on matching, level of effort, or earmarking.
  - Documenting the value of "in-kind" contributions of property or services, including:
    - -- Basis for local labor market rates for valuing volunteer services.
    - -- Payroll records or confirmation from other organizations for services provided by their employees.
    - -- Quotes, published prices, or independent appraisals used as the basis for donated equipment, supplies, land, buildings, or use of space.
  - o *Client Response:*
- *The accounting system allows for separated tracking of cost segments such as administrative costs, in-school and out-of-school youth.*

Monitoring

- Supervisory review of matching, level of effort, or earmarking activities performed to assess the accuracy and allowability of transactions and determinations, e.g., at the time reports on Federal awards are prepared.
  - o *Client Response:*
- *Supervisory staff reviews earmarking activities performed to assess the accuracy and allowability of transactions.*

Control Objectives

To provide reasonable assurance that Federal funds are used only during the authorized period of availability.

Control Environment

- Management understands and is committed to complying with period of availability requirements.
  - o *Client Response:*
- *Management understands and monitors the period of availability for cost incurred during the period.*
- Entity's operations are such that it is unlikely there will be Federal funds remaining at the end of the period of availability.
  - o *Client Response:*
- *Planning and monitoring techniques are employed to ensure Federal Funds are properly utilized before the end of period.*

Risk Assessment

- The budgetary process considers period of availability of Federal funds as to both obligation and disbursement.
  - o *Client Response:*
- *Yes, the budgetary process is consistent with the period of availability.*
- Identification and communication of period of availability cut-off requirements as to both obligation and disbursement.
  - o *Client Response:*
- *Staff members are provided with grant information that includes the period of availability. They also receive periodic updates when funds have been exhausted or period of performance ended.*

Control Activities

- Accounting system prevents obligation or expenditure of Federal funds outside of the period of availability.
  - o *Client Response:*
- *The accounting system has the capability to restrict transactions within specific periods.*
- Review of disbursements by person knowledgeable of period of availability of funds.
  - o *Client Response:*
- *Staff member assigned the review of claims, has the necessary knowledge and information to determine the adequate period of availability.*
- End of grant period cut-offs are met by such mechanisms as advising program managers of impending cut-off dates and review of expenditures just before and after cut-off date.
  - o *Client Response:*
- *Staff members are provided with updates as funding is near depletion. Transactions are also reviewed before processing grant close-outs.*
- Cancellation of unliquidated commitments at the end of the period of availability.

- o   *Client Response:*
  - *Unliquidated commitments are materialized before the period of availability ends.*

Information and Communication
- Timely communication of period of availability requirements and expenditure deadlines to individuals responsible for program expenditure, including automated notifications of pending deadlines.
  - o   *Client Response:*
  - *Staff members are provided with updates regarding the period of availability; outstanding commitments are evaluated.*
- Periodic reporting of unliquidated balances to appropriate levels of management and follow up.
  - o   *Client Response:*
  - *Management is provided with updates regarding the period of availability; outstanding commitments are evaluated.*

Monitoring
- Periodic review of expenditures before and after cut-off date to ensure compliance with period of availability requirements.
  - o   *Client Response:*
  - *Transactions are reviewed prior to submission of grant close-outs.*
- Review by management of reports showing budget and actual for period.
  - o   *Client Response:*
  - *Management is provided with reports to evaluate budget and actual performance.*

Control Objectives

To provide reasonable assurance that reports of Federal awards submitted to the Federal awarding agency or pass-through entity include all activity of the reporting period, are supported by underlying accounting or performance records, and are fairly presented in accordance with program requirements.

Control Environment

- Persons preparing, reviewing, and approving the reports possess the required knowledge, skills, and abilities.
  - *Client Response:*
    - *Accountant Personnel with adequate education and demonstrated knowledge are assigned reporting duties.*
- Management's attitude toward reporting promotes accurate and fair presentation.
  - *Client Response:*
    - *Management is committed to following applicable guidelines for reporting.*
- Appropriate assignment of responsibility and delegation of authority for reporting decisions.
  - *Client Response:*
    - *Reporting decisions are established and reviewed by management personnel.*

Risk Management

- Mechanisms exist to identify risks of faulty reporting caused by such items as lack of current knowledge of, inconsistent application of, or carelessness or disregard for standards and reporting requirements of Federal awards.
  - *Client Response:*
    - *Reporting process includes quality check of work produced.*
- Identification of underlying source data or analysis for performance or special reporting that may not be reliable.
  - *Client Response:*
    - *Staff are trained in researching variances and proper utilization of the accounting system. Data reported is reviewed by management personnel.*

Control Activities

- Written policy exists that establishes responsibility and provides the procedures for periodic monitoring, verification, and reporting of program progress and accomplishments.
  - *Client Response:*
    - *Policies and Desk guides exist to provide guidance regarding the reporting process.*
- Tracking system which reminds staff when reports are due.
  - *Client Response:*
    - *The reporting calendar is provided to staff and monitored closely by supervisory personnel.*
- The general ledger or other reliable records are the basis for the reports.
  - *Client Response:*
    - *Reports generated from the accounting system are used to prepare the reports.*

- Supervisory review of reports performed to assure accuracy and completeness of data and information included in the reports.
  - *Client Response:*
    - *Supervisory staff are responsible for the review of the financial reports.*
- The required accounting method is used (e.g., cash or accrual).
  - *Client Response:*
    - *The required accounting method is utilized for the Federal Program.*

Information and Communication

- An accounting or information system that provides for the reliable processing of financial and performance information for Federal awards.
  - *Client Response:*
    - *The department utilizes an adequate and reliable accounting system to account and monitor financial transactions.*

Monitoring

- Communications from external parties corroborate information included in the reports for Federal awards.
  - *Client Response:*
    - *Applicable information or guidance received from external parties such as the grantor is incorporated into the report.*
- Periodic comparison of reports to supporting records.
  - *Client Response:*
    - *Reports are reviewed along with supporting records during the review process.*

WIOA Cluster (CFDA #17.258/17.259/17.278)
M. Subrecipient Monitoring
June 30, 2021**Year-End**

Control Objectives

To provide reasonable assurance that Federal award information and compliance requirements are identified to subrecipients, subrecipient activities are monitored, subrecipient audit findings are resolved, and the impact of any subrecipient noncompliance on the pass-through entity is evaluated. Also, the pass-through entity should perform procedures to provide reasonable assurance that the subrecipient obtained required audits and takes appropriate corrective action on audit findings.

Control Environment

- Establishment of "tone at the top" of management's commitment to monitoring subrecipients.
  - *Client Response:*
- *The commitment to monitoring subrecipients is delineated in the Local's Program Compliance Policy and Procedures, Number 17-01.*
- Management's intolerance of overriding established procedures to monitor subrecipients.
  - *Client Response:*
- *The Workforce Administration Manager ensures monitoring is completed on an annual basis in accordance with policy and procedures.*

- Entity's organizational structure and its ability to provide the necessary information flow to monitor subrecipients are adequate.
  - *Client Response:*
- *The monitoring process follows a structured flow from the notification of the monitoring visit to corrective action plans necessary. Both the subrecipient and designated monitoring staff is aware of the overall process by way of the Monitoring Policy.*

- Sufficient resources dedicated to subrecipient monitoring.
  - *Client Response:*
- *Resources are available as needed.*

- Knowledge, skills, and abilities needed to accomplish subrecipient monitoring tasks defined.
  - *Client Response:*
- *The Administration Unit updates policies as Federal and State Guidelines Change.*

- Individuals performing subrecipient monitoring possess knowledge, skills, and abilities required.
  - *Client Response:*
- *Individuals performing this task are in the third tier of the Development Specialist series.*

- Subrecipients demonstrate that:
    - They are willing and able to comply with the requirements of the award, and
    - They have accounting systems, including the use of applicable cost principles, and internal control systems adequate to administer the award.
    - *Client Response:*
- *Subrecipients are notified in their contract and with the receipt of the Monitoring Policy of the annual monitoring requirement. Monitoring tools were created specifically to accomplish this task.*
- Appropriate sanctions taken for subrecipient noncompliance.
    - *Client Response:*
- *A Debt Collection Policy is in place for monetary sanctions. All other contractual sanctions are enforced as Management approves them.*

Risk Assessment

- Key managers understand the subrecipient's environment, systems, and controls sufficient to identify the level and methods of monitoring required.
    - *Client Response:*
- *Yes. They approve final monitoring policy, procedures, and reports.*
- Mechanisms exist to identify risks arising from external sources affecting subrecipients, such as risks related to:
    - Economic conditions.
    - Political conditions.
    - Regulatory changes.
    - Unreliable information.
    - *Client Response:*
- *Program Compliance Manager and staff are aware of these external influences, and they are considered when monitoring subrecipients and writing final reports. Monitoring Tools, research, observations, and interviews allow for the identification of these conditions.*

- Mechanisms exist to identify and react to changes in subrecipients, such as:
    - Financial problems that could lead to diversion of grant funds.
    - Loss of essential personnel.
    - Loss of license or accreditation to operate program.
    - Rapid growth.
    - New activities, products, or services.
    - Organizational restructuring.

    - *Client Response:*
- *On site monitoring visits and tools are in place. Interviews with subrecipient's staff and participants are also conducted on site annually at minimum.*

Control Activities

- Identify to subrecipients the Federal award information (e.g., CFDA title and number, award name, name of Federal agency, amount of award) and applicable compliance requirements.
    - *Client Response:*
- *This is communicated through the contract*

- Include in agreements with subrecipients the requirement to comply with the compliance requirements applicable to the Federal program, including the audit requirements of OMB Super Circular.
  - *Client Response:*
    - *This is communicated through the contract*

- Subrecipients' compliance with audit requirements monitored using techniques such as the following:
  - Determining by inquiry and discussions whether subrecipient met thresholds requiring an audit under OMB Super Circular.
  - If an audit is required, assuring that the subrecipient submits the report, report package or the documents required by OMB circulars and/or recipient's requirements.
  - If a subrecipient was required to obtain an audit in accordance with OMB Super Circular but did not do so, following up with the subrecipient until the audit is completed. Taking appropriate actions such as withholding further funding until the subrecipient meets the audit requirements.
  - *Client Response:*
    - *Policy is in place regarding these requirements.*

- Subrecipient's compliance with Federal program requirements monitored using such techniques as the following:
  - Issuing timely management decisions for audit and monitoring findings to inform the subrecipient whether the corrective action planned is acceptable.
  - Maintain a system to track and following-up on reported deficiencies related to programs funded by the recipient and ensure that timely corrective action is taken.
  - Regular contacts with subrecipients and appropriate inquiries concerning the Federal program
  - Reviewing subrecipient reports and following-up on areas of concern.
  - Monitoring subrecipient budgets.
  - Performing site visits to subrecipient to review financial and programmatic records and observe operations.
  - Offering subrecipients technical assistance where needed.
  - *Client Response:*
    - *System (policy and procedures) is in place to perform all aspects of monitoring and technical assistance of subrecipients as required. Timelines are included in the monitoring process*

- Official written policies and procedures exist establishing:
  - Communication of Federal award requirements to subrecipients.
  - Responsibilities for monitoring subrecipients.
  - Process and procedures for monitoring.
  - Methodology for resolving findings of subrecipient noncompliance or weaknesses in internal control.
  - Requirements for and processing of subrecipient audits, including appropriate adjustment of pass-through entity's accounts.

  - *Client Response:*
    - *System (policy and procedures) is in place to perform all aspects of monitoring and technical assistance of subrecipients as required. Timelines are included in the monitoring process.*

Information and Communication

- Standard award documents used by the non-Federal entity contain:
  - A listing of Federal requirements that the subrecipient must follow. Items can be specifically listed in the award document, attached as an exhibit to the document, or incorporated by reference to specific criteria.
  - The description and program number for each program as stated in the CFDA. If the program funds include pass-through funds from another recipient, the pass-through program information should also be identified.
  - A statement signed by an official of the subrecipient, stating that the subrecipient was informed of, understands, and agrees to comply with the applicable compliance requirements.
  - *Client Response:*
  - *This is listed in the contract. Signatory is noted on contract verifying same*
- A recordkeeping system is in place to assure that documentation is retained for the time period required by the recipient.
  - *Client Response:*
  - *A policy is in place to ensure that recordkeeping timeframes are adhered to by all contractors*
- Procedures are in place to provide channels for subrecipients to communicate concerns to the pass-through entity.
  - *Client Response:*
- *Intranet has been improved to act as a resource to our contractors in the event of needed resource. Liaisons have also been assigned to work with contractors which make it easier and improve in the work relationship. Surveys are also a requirement of contractors servicing participants.*

Monitoring

- Establish a tracking system to assure timely submission of required reporting, such as: financial reports, performance reports, audit reports, onsite monitoring reviews of subrecipients, and timely resolution of audit findings.
  - *Client Response:*
  - *A monitoring schedule is created in order to track and manage contractor progress.*

- Supervisory reviews performed to determine the adequacy of subrecipient monitoring.
  - *Client Response:*
  - *Management reviews and signs off on all reports prior to mailing.*

Division of Apprenticeship Standards Grant Agreement

(Pursuant to Labor Code section 3073.2)

This Grant Agreement is entered into by and between the Department of Industrial Relations, Division of Apprenticeship Standards (hereinafter referred to as "DAS" and "Grantee") and Riverside County, in the State of California, duly organized, existing, and acting pursuant to the laws thereof, herein referred to as the "Sub-Recipient," which parties do hereby agree as follows.

As the grantee, DAS shall provide funding from the State Apprenticeship Expansion, Equity, and Innovation Grant (SAEEI) to Workforce Development Apprenticeship Program (WDP), the sub-recipient, as a subaward to assist in funding the Inland Empire Designing Equitable Apprenticeships (IEDEA). The parties agree to comply with all the requirements and conditions stated herein as well as all commitments identified in the Grant Solicitation for the State Apprenticeship Expansion, Equity, and Innovation Grant (SAEEI) for program period July 1, 2022-June 30, 2025.

This grant is designed to provide start-up funding for creating new apprenticeship programs, or for creating new occupations within an existing registered apprenticeship program.

A. GRANT SUMMARY

Project Title: Inland Empire Designing Equitable Apprenticeships (IEDEA)
Grant Title: State Apprenticeship Expansion, Equity, and Innovation Grant (SAEEI)
Federal System for Award Management Assistance Listing Number: 17.285
Total Grant Amount: $1,824,000
Total Match (if applicable):
Total Grant Funded: $1,824,000

B. GRANT PARTIES

Fiscal Agent: Riverside County Workforce Development Division

Authorized Official: Carrie Harmon

Correspondence regarding this project shall be directed to:

DAS Grant Manager: Raul Galvan
Title: Staff Service Manager II
Address: 1515 Clay Street, suite 1902, Oakland, CA 94612 Phone:
415-730-4344
Email: DASgrantsunit@dir.ca.gov

DEC 1 3 2022 3.14

Correspondence regarding this project shall be directed to:

Sub-Recipient Liaison Name: Carrie Harmon
Title: Director of Workforce Development
Address: 1325 Spruce Street, Suite 400, Riverside, CA 92507
Phone: 951-955-3128
Email: CHarmon@rivco.org

If the DAS Grant Manager identified above changes, DAS will notify the Sub-Recipient Liaison of said change and provide the new contact information. If the Sub-Recipient Liaison identified above changes, the Sub-Recipient will notify the DAS Grant Manager of said change and provide the new contact information.

C. TIME PERIOD

The grant performance period will be from July 1, 2022, through June 30, 2025.

Performance of work or other expenses billable to DAS under this grant may commence after full execution of this Grant Agreement by both parties. Performance of this grant ends once the Sub-Recipient has submitted the Closeout Reports (Refer to Letter O), or when this grant is terminated, whichever is earlier.

The Chief of DAS retains the authority to terminate or reduce the grant amount at his/her sole discretion.

D. DUTIES AND REQUIREMENTS

This section defines the respective duties and requirements of DAS and the Sub-Recipient in implementing: Inland Empire Designing Equitable Apprenticeships (IEDEA).

1) DAS Role

DAS is responsible for the following:

a) Participating in regular meetings with the Sub-Recipient to discuss program refinements and guiding program implementation
b) Reviewing and approving the Payee Data Record (STD 204) Form, invoices for request of payment, and disbursing grant funds to the Sub-Recipient
c) Reviewing and approving the data collection plan
d) Providing program oversight and accountability (in conjunction with the Sub-Recipient)
e) As a non-Federal entity, ensuring compliance with 2 C.F.R. § 200 et seq. as a recipient and pass-through entity

2) The Sub-Recipient's Tasks

The Sub-Recipient's duties and requirements include, but are not limited to, the following tasks:

a) The Sub-Recipient's key project personnel will participate in meetings with DAS staff. The Sub-Recipient may be asked to schedule additional meetings at the sole discretion of the DAS Grant Manager.

b) Initial Project Kick-off Meeting: The Sub-Recipient's key project personnel, in collaboration with DAS, will plan, conduct, and attend an initial meeting with DAS staff following execution of the Grant Agreement. Meetings may be conducted by phone or an agreed upon video conferencing platform. Topics for discussion may include, but not be limited to, the following:

   - Agenda, with meeting access information, provided prior to the meeting
   - Project tasks, timelines, and milestones
   - Project design and outreach activities
   - Content and format for quarterly reports and final reports
   - Schedule for ongoing coordination of meetings
   - Other items as necessary

c) Ongoing Project Coordination: Sub-Recipient will hold coordination and review meetings, on at least a quarterly basis, with DAS staff to discuss project status, as well as a final meeting, at the conclusion of the project. Additional meetings may be scheduled by DAS staff or Sub-Recipient, as needed. Meetings may be conducted by phone or an agreed upon video conferencing platform if deemed appropriate. Project coordination and review meetings should contain:

   - An Agenda, with meeting access information, provided prior to the meeting
   - Discussion of project activities, deliverables, schedules, and milestones
   - Discussion of any difficulties encountered since the last project update
   - Concerns or questions requiring resolution from DAS
   - Notification of any pending disbursement requests
   - Scheduling of the next project coordination meeting

d) The Sub-Recipient will coordinate project plans with all project partners, including Sub-contractors and Community Partners. This must include:

- Regular communication with all Sub-contractors, such as check-ins to keep track of progress made and troubleshoot issues encountered. The Sub-Recipient is responsible for keeping DAS informed of progress on all projects, including those that are being led by one of the Sub-contractors.

- Regular communication with employers and community partners, in a mutually agreed-upon format, to share progress and receive feedback on project implementation and design.

e) As a non-Federal entity, ensuring compliance with 2 C.F.R. § 200 et seq. as a sub-recipient

E. Expected Outcomes and Outputs provided by the Sub-Recipient in Exhibit B (II) of the SAEEI Solicitation For Proposals (SFP}:

(1) Participant Outcomes and Outputs

Over the course of the three-year grant period, IEDEA proposes to place 380 apprentices into new Registered Apprenticeship Programs (RAPs) registered after July 1, 2021, and new occupations in an existing RAP that were registered since July 1, 2021. In addition, three new apprenticeship programs will be created and dually registered by the California Division of Apprenticeship Standards (DAS) and the Federal Office of Apprenticeship by Sept 30, 2022, and eight new occupations will be registered in new and existing RAPs. A breakdown of outcomes can be found in Exhibit D.

The proposed outcomes were developed jointly with the partner colleges and school districts of key partner LAUNCH (Local Apprenticeships Uniting a Network of Colleges and High Schools). A survey was administered to LAUNCH members to collect proposed IEDEA outcomes for their apprenticeship programs based on current outcomes and intended new program development. RCWDB, SBCWDB and LAUNCH leadership used the responses from the survey along with historical data to develop the proposed outcomes for the IEDEA program.

LAUNCH was established in 2018 and has been successful in coordinating the growth of apprenticeships across the region to include over 15 apprenticeship programs, along with building supportive programs such as pre-apprenticeship. Given this progress and the input from LAUNCH partners in the process, RCWDB believes the target outcomes to be both feasible and achievable.

On Exhibit D, the first table has the seven key performance goals requested in the SFP and a brief explanation of each is provided here: (1) the total number of registered apprentices to be served includes participants who are newly enrolled in an

apprenticeship program and work for at least 90 days within the grant period; (2) the total number of employers was calculated as a minimum number of employers that will be engaged across the target sectors; (3) the number of registered apprentices scheduled for completion of the Apprenticeship program includes programs that are from 6 months to 2 years, thus longer apprenticeship programs will inherently have less completers in Years 2 and 3; (4) 90% of those scheduled for completion are anticipated to successfully complete the program; (5) 90% of those who are anticipated to successfully complete during the grant period are expected to be employed the 2nd quarter after exit; (6) 90% of those who are employed the 2nd quarter after exit are expected to be employed the 4th quarter after exit; and (7) the median earnings of all apprentices the 2nd quarter after exit is above a living wage in the region.[1]

The second table in Exhibit D provides the additional metrics requested in the SFP, broken down by program year. Row A includes all individuals who are provided services by year, including those who are assessed for an apprenticeship program or are provided a related service, such as a pre-apprenticeship program. Rows B and C provide the breakdown of apprentices newly enrolled in both a new program and occupation and those enrolled in a new occupation only. Row D provides the total for each category by year and Row E provides the total from Row D that are scheduled to complete by year. The totals for Rows D and E are shaded to show their correlation with Rows 1 and 3 of the first chart.

Expanding Registered Apprenticeship Programs Outputs

There are several program outputs that will be achieved. IEDEA intends to add at least three new RAPs with at least one new occupation and eight new occupations during the grant period. They will be dually registered with the U.S. Department of Labor and DAS. One of the new RAPs is anticipated to be registered by Sept 30, 2022. Table C contains a list of the apprenticeship programs and occupations that are currently in development.

Table C: Apprenticeship Programs and Occupations in Development

Healthcare	Psychiatric Technician
Manufacturing	Youth Manufacturing Technician Tool & Die Maker Aircraft Mechanic Mechatronics Technician
IT and Cybersecurity	Information Security Professional Database Technician Software and Applications Developer
Public Sector	Human Resources Assistants Bookkeeping, Accounting, and Auditing Clerks Social and Human Service Assistants

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[1] According to the MIT Living Wage Calculator, a living wage is $19.03/hr., or $39,582/yr. for two working adults with one child in the Inland Empire region https://livingwage.mit.edu/metros/40140

	Application Developer
	IT Communications Analyst
	Database Administrator

Given the need for talent in IT and particularly for Cybersecurity, there are three new apprenticeship occupations in development as noted above. The Information Security Professional apprenticeship will provide a pathway into cybersecurity that doesn't require a bachelor's degree as is normally the case. Meeting the threat of cyber attacks that have increasing regularity will require talent at a diversity of skill levels in order to monitor, mitigate and stop attacks from critical infrastructure, hospitals, businesses and schools.

In addition, it is a priority for IEDEA to explore new RAPs and/or occupations in the Transportation and Logistics sector. There is increasing demand in the region for operational roles in the field such as Transportation, Storage and Distribution Managers (also includes Logistics Managers), and Logisticians, both of which are living wage occupations and could be developed in partnership with local training providers. While Logisticians normally require a bachelor's degree, the Occupational Outlook Handbook notes that job seekers may be able to qualify with an associate's degree instead. Apprenticeship programs for these could be developed in partnership with colleges and training programs in business administration, such as California State University, San Bernardino's Supply Chain Management program. Finally, the County of Riverside is developing public sector apprenticeships with LAUNCH and other regional partners.

As noted in Exhibit D, another output of IEDEA will be to engage at least 40 employers that adopt apprenticeship as a result of the program. The employers will be spread across all five target sectors and employer engagement activities will be shared across the partners – college partners of LAUNCH will actively engage employers as a collaborative, enhanced by the business services teams of RCWDB and SBCWDB. Finally, many nonprofit service providers engaged in IEDEA will also conduct employer engagement activities, such as Inland SoCal United Way.
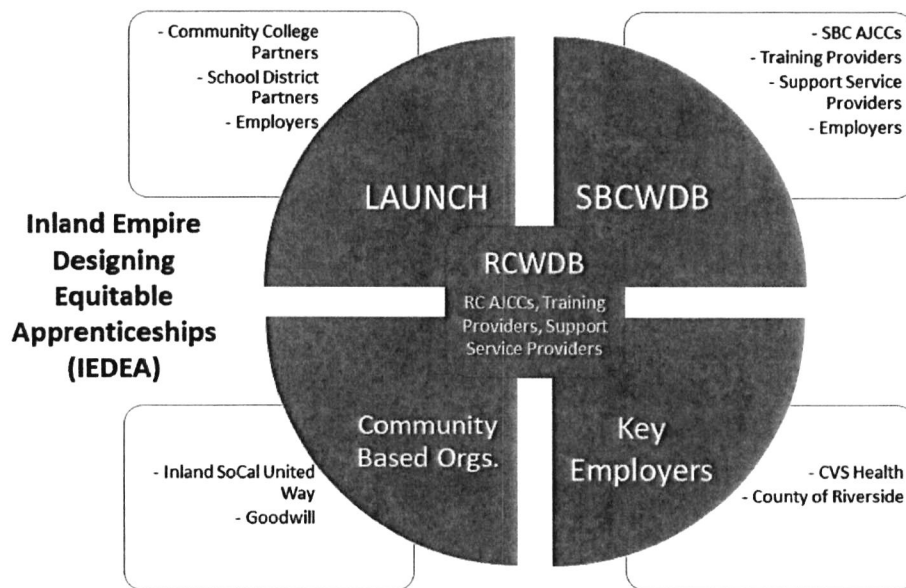
Another output of the IEDEA program is to develop and recruit members for the region's apprenticeship training committees, including the LAUNCH Apprenticeship Network Information Technologies Committee, the Inland/Desert Employers Apprenticeship Committee, LAUNCH Manufacturing Committee, LAUNCH Healthcare Committee, and the LAUNCH Automotive Committee.

F. Project Work Plan provided by the Sub-Recipient in Exhibit B (III) of the SAEEI Solicitation For Proposals (SFP)

III. Project Work Plan

The IEDEA program is a partnership of the four required partners: two workforce development boards (RCWDD and SBCWDB); multiple colleges and school districts through LAUNCH and the Riverside Community College District (RCCD), a Local Education Agency; multiple community-based organizations with expertise in disadvantaged populations including Inland SoCal United Way (ISCUW) and Goodwill; and multiple employers including CVS Health, and the County of Riverside among others. See Figure 1 and Partnership Commitment Letters attached to this proposal.

Figure 1: IEDEA Overview

RCWDD will provide grant oversight, coordination, fiscal management, data tracking and reporting for IEDEA. LAUNCH will provide coordination and support for the community college and school district partners identifying potential apprentices, providing pre-apprenticeship and apprenticeship programs, also serving as the apprenticeship program sponsor, where needed. SBCWDB is RCWDB's regional workforce development partner for the Inland Empire. Both SBCWDB and RCWDB will leverage the services of their American Job Centers of California (AJCCs) to recruit and support participants, along with contracted training providers and employer partners that are onboarded by the business services teams in each county. The two boards are

currently establishing a relationship with the Inland Empire Human Resources Networking Group to expand employer engagement. In order to ensure that underserved populations are provided apprenticeship opportunities, community-based organizations (CBOs) such as Inland SoCal United Way (ISCUW) and Goodwill will support the program also. ISCUW has experience serving homeless individuals, justice-system involved individuals and BIPOC. Goodwill also has extensive experience serving these underserved populations and both organizations can help ensure they have equitable access to apprenticeship through IEDEA. Finally, IEDEA has secured several key employer partners including CVS Health and the County of Riverside. As noted above, all of the other key partners have employer relationships to leverage and collectively conduct employer engagement efforts through LAUNCH.

RAP Development, Modernization, and Diversification Strategies

IEDEA has three key strategies for RAP development, modernization and diversification:

Use the DOL's Scaling Apprenticeship Success Factors to Develop and Expand IEDEA Apprenticeship Programs.

The U.S. Department of Labor's (DOL) Scaling Apprenticeship program developed a set of six key indicators to ensure apprenticeships are high-quality: (1) Strong Organizational Management, (2) Strong Operational Systems, (3) Sustainability Principles, (4) Effective Apprenticeship Design, (5) Effective Partner Engagement, and (6) Effective Participant Engagement in an Apprenticeship Experience.[2] The associated sub-indicators will be used to guide the development of new programs as well as to expand and improve upon existing ones. Utilizing these proven practices developed by the DOL can also help the state strengthen compliance with 29 CFR Part 29 (Subpart A) and 29 CFR Part 30.

Diversify RAP Opportunities Through Collaborative Employer Engagement.

The IEDEA partners will work through LAUNCH, which has developed a collaborative employer engagement approach for apprenticeships across the region. The LAUNCH partners meet regularly to discuss the development of employer partners across the apprenticeship programs and offer a web-based interface for businesses to learn about the programs and apprentices available for hire. In addition to tailor-made solutions for talent development, employers are incentivized to work with LAUNCH through tax credits, such as California's Homeless Hiring Tax Credit, on-the-job training (OJT) funding and Employment Training Panel (ETP) funds for incumbent workers.

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[2] H-1B Scaling Apprenticeship Success Indicators
https://h1bsa.workforcegps.org/resources/2020/02/05/17/25/Success-Indicators-for-Scaling-Apprenticeship-Grantees

<u>Develop a System and Processes for Managing Data and Reporting in RAPIDS, WIPS, CAS, CalJOBS and to DAS.</u>

RCWDB will work with LAUNCH and other IEDEA partners to identify solutions that will allow for efficient tracking of data and reporting in the state's systems: the DAS California Apprenticeship System (CAS) and CalJOBS, as well as the federal systems: Registered Apprenticeship Partners Information Database System (RAPIDS) and the Workforce Integrated Performance System (WIPS) system. This includes assigning a Data Entry Operator II to coordinate data management and may also include technology solutions, paired with processes for all partners to report to RCWDB on a regular basis to ensure timely monthly and quarterly reporting to the DAS Grant Unit. Currently, both RCWDB and SBCWDB have systems in place to track participants in CalJOBS and LAUNCH colleges are familiar with entering apprentice data into the RAPIDS system.

Partnership and Alignment to Support Workforce System Integration

The partners of IEDEA are working together to expand apprenticeships, provide opportunities for underserved populations and to ensure workforce system alignment. Specific roles and responsibilities of the key partners are noted above and in Exhibit E. The two goals in this area below reflect IEDEA priorities:

<u>Build Regional Capacity for Scaling High-Quality RAPs Through Coordination and Implementing Apprenticeship Best Practices.</u>

IEDEA will build the regional capacity to increase both the number and quality of RAPs in the region by using the established LAUNCH network to coordinate a system of high-quality RAPs, which includes developing a career pathway design like Figure B and leveraging best practices like the Apprenticeship Success Factors. IEDEA partners will participate in statewide and national communities of practice in apprenticeship, utilize any technical assistance that is available and track learning and development of staff.

<u>Leverage Resources, Related Programs and Funding Streams.</u>

There are multiple existing opportunities to leverage resources and funding streams to build apprenticeship programs under IEDEA. The LAUNCH Network includes colleges that have received grants from the California Apprenticeship Initiative (CAI) that can help offset costs such as marketing and outreach for apprenticeships or certification exam costs. Additionally, IEDEA will be able to leverage funds and services from WIOA Title I, ETP, the State of California Regional Planning and Implementation funding, the California High Road Training Partnership (HRTP), and the California Community College Chancellor's Office Strong Workforce Program (SWP). IEDEA partners will also regularly discuss new opportunities for leveraged resources during regularly scheduled meetings.

Increasing the Number of Apprentices Enrolled in RAPs

Exhibit D provides a specific breakdown of the total number of registered apprentices who will enroll in RAPs during the grant period (380). In order to reach the target numbers described there and above, these two strategies will be employed:

Recruit, Enroll and Retain Apprentices from Underserved and Underrepresented Populations.

A priority of IEDEA is to ensure that underserved and underrepresented populations such as women, veterans, BIPOC, people with disabilities, disconnected youth and justice-involved individuals have equitable access to and a successful experience in apprenticeships. Current programs in the region are working to level the playing field, such as Prison to Employment (P2E), which connects justice-involved individuals to high-demand employment, and the Uniquely Abled Project, which trains people with autism to be CNC Operators.

Working with ISCUW, Goodwill and other CBO partners, IEDEA will have regular discussions about outreach, enrollment and retention strategies using current data to ensure target numbers are being reached and that underrepresented populations are being included to the greatest extent possible. Periodic course corrections to strategy and programs will likely be necessary in order to achieve these goals.

Expand the Number of Employers Participating in Apprenticeship.

An expansion of apprenticeships will necessitate an increase in the number of employers who participate in them. IEDEA will leverage the collaborative employer engagement strategies used by LAUNCH (see above) to reach new employers in the target sectors, which all represent non-traditional spaces for apprenticeship. This is an opportunity to help many new employers unfamiliar with the model meet their talent needs. Both SBCWDB and RCWDB are exploring the establishment of an apprenticeship classification within their respective counties, which will facilitate the creation of apprenticeships in county IT departments, county health agencies and even possibly in county transportation departments.

Innovation in Apprenticeship Expansion Efforts

There are multiple ways that IEDEA will modernize and innovate the apprenticeship model in the region as described above, such as creating apprenticeships within county employment and collaborating on regional apprenticeship marketing through LAUNCH. Another important way that apprenticeships can be modernized is to better incorporate them into a full high school-through-living-wage job career pathway.
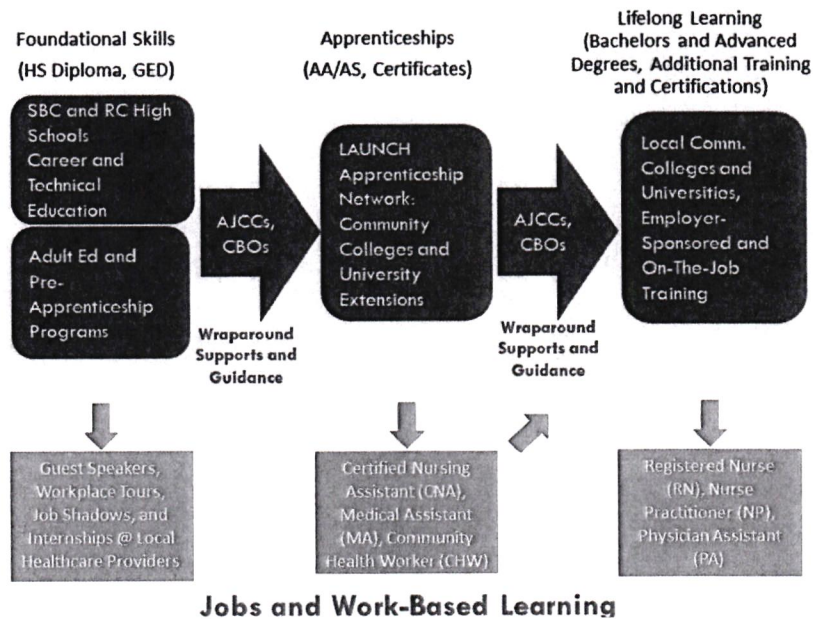
Modernize Apprenticeships Through Career Pathway Development.

Apprenticeships to date have not been clearly aligned with a full career pathway that allows for multiple entry and exit points, and connections to advanced education. In essence, there has not been a strong connection between K-12 schools, colleges and apprenticeship programs, or options for participants to choose from multiple industries

when considering apprenticeships. IEDEA intends to build stronger connections between K-12 career and technical education, adult education and apprenticeship through career pathways like the one depicted in Figure B.

Career pathways developed in all five key sectors will follow a model similar to the one in Figure B that strengthen linkages across segments of education, in order to better develop talent for the region. Students are first exposed to the industry in high school, usually through career and technical education programs in either county. Some schools offer pre-apprenticeship programs to prepare students for particular industries and careers as well.

Figure B: Example Career Pathway Model in Healthcare

Jobs and Work-Based Learning

After graduating high school, students will be introduced to apprenticeship programs as a middle-skill-building opportunity. Linkages to continue education and move into advanced careers within their industry will be strengthened as well (titled "Lifelong Learning" on the graphic). Throughout the career pathway, participants will have options for work-based learning (WBL) experiences and access to jobs, as noted at the bottom of Figure B.

We know that relationship-based career and technical education for young adults, which includes mentorship, leads to higher job quality as adults based on research by the Brookings Institute.[3] Thus, strengthening the linkages between K-12 systems with relationship-based WBL and apprenticeships, with relationship-based mentorship, can lead to better-prepared apprentices with a higher chance of success.

Project Work Plan

The IEDEA program has developed a complete project work plan, which can be found in Exhibit C. There are five goals, each with specific activities, deliverables and milestones. Each goal also includes the lead and supporting organizations, timeframe for milestones and deliverables, along with annual costs associated with each goal. Below is a brief narrative description of each goal.

Goal #1: Successfully launch the IEDEA program. This goal relates to the start-up activities in launching IEDEA, including the milestones and activities that will be required to begin execution of the work plan, such as reviewing roles and responsibilities and securing all necessary IEDEA partners This will be completed in the first six months.

Goal #2: Developing and implementing systems to collect, track and report on all necessary data and outcomes. It is a key priority for IEDEA to meet all of its proposed outcomes and we outline steps here to achieve this, including setting up the appropriate data systems and using data to drive strategy. While ensuring that outcomes are met is ongoing, most of the milestones here will be met in the first year.

Goal #3: Ensuring underserved and underrepresented populations are successful in apprenticeship programs. Achieving more equitable outcomes for underserved and underrepresented populations in apprenticeship is a top priority for IEDEA. This part of the work plan details how CBO partners will be engaged to ensure these populations are successful in apprenticeship programs utilizing data on a regular basis.

Goal #4: Strengthen career pathways from K-12 through apprenticeship and beyond in all five key sectors. As noted above, a key apprenticeship innovation in IEDEA is to strengthen linkages for career pathways across K-12, college and workforce programs. This goal breaks down the milestones for achieving this, including an analysis of current career pathways and setting goals to close gaps and make improvements.

Goal #5: Ensure sustainability of IEDEA through leveraged funding, mutually reinforcing programs and strong partnership. Sustainability planning will begin in the 2nd year of the grant and a final sustainability plan will be developed six months before the end of the grant. Additional details about sustainability planning are noted in Section IV.

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[3] Brookings Institute (2018), Pathways to High-Quality Jobs for Young Adults
https://www.brookings.edu/research/pathways-to-high-quality-jobs-for-young-adults/

G. FISCAL ADMINISTRATION

Budget

1) The grant performance period for participating projects will be from July 1, 2022, through June 30, 2025. The maximum amount of this Grant is $1,824,000. No obligation or commitment of funds will be allowed beyond the grant period of performance.

2) The budget for the sub-recipient is provided in their submission of Exhibit B (SFP). Grant disbursement requests for funds shall not exceed the grant amount.

3) During the first six months of the project, the sub-recipient organization is allowed to use the funds for administrative costs, start-up costs, and appointing grant-specific staff.

4) Grant sub-recipients will receive a reimbursement of up to 25% of the Grant award, or $456,000, to be used for start-up costs and is allowable including the period from July 1, 2022, until the contract is fully executed. This includes costs associated with developing an administrative infrastructure to report into the DAS California Apprenticeship System (CAS), CALJOBS, Federal Apprentice System (RAPIDS) and the Workforce database (WIPs) system, track apprenticeship progression, and provide monthly and quarterly reporting to DAS.

    Allowable expenses include:
    - Costs of setting up the program
    - Cost associated with convening partners and sponsors for planning
    - Curriculum costs
    - Costs related to design and start-up of RAPs
    - Train-the-trainer costs or activities

5) The remaining 75% of the Grant award, $1,368,000 will be disbursed to grantees through a pay-for-performance model, after a 90-day retention period of apprentices registered in CAS, RAPIDS and CALJOBS are met, the sub-recipient are permitted to submit allowable grant line-item expenditure requests for:
    - Classroom education or online training for apprentices

- Books and training materials
- Initial proficiency testing
- Project management
- Case management
- Funding costs associated with Related Instruction
- Supportive services offered through Local Workforce Development Boards
- The creation and registration of non-traditional RAPs
- Creating a pathway for adult learners, including English Language Learners, to Registered Apprenticeship
- Creating RAPs that attract apprentices who fall into California's Workforce Innovation and Opportunity Act (WIOA) target populations
- Registering a Group Joint or Group Non-Joint Registered Apprenticeship
- Registering a youth Apprenticeship, and/or a justice involved Apprenticeship
- The Related & Supplemental Instruction reimbursement for newly Registered Apprentices. (Employers may not request reimbursement for previously registered Apprentices.)
- Related Instruction costs such as for tuition, fees, and books.
- The Related & Supplemental Instruction Reimbursement only covers the employer's actual costs for Related Instruction (and does not include costs paid by other grant funding streams, by the Registered Apprentice, etc.).
- Conferences funded in whole or in part by the award are allowable if the conference is necessary and reasonable for the successful performance of the grant. Sub-recipients are urged to use discretion and good judgment to ensure that all conference costs charged to the grant are appropriate and allowable. For more information in the requirements and the allowability of costs associated with conferences, refer to 2 C.F.R. §200.432. Sub-recipients will be held accountable to the requirements in 2 C.F.R. §200.432. Therefore, costs that do not comply with 2 C.F.R. §200.432 will be questioned and may be disallowed.
- Pursuant to Public Law 116-94, Division A, Title 1, Section 105, recipients and subrecipients shall not use funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. The Executive Level II salary may change yearly and is located on the OPM.gov website (https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2020/executive-senior-level). The salary and bonus limitation does not apply to contractors (vendors) providing goods and services as defined in 2 C.F.R. 200.330.

6) Indirect costs
   - Unless the sub-recipient, IEDEA, provides the grantee, DAS, with a bona fide copy of a Federally approved indirect cost rate, indirect costs are limited to the de minimis indirect cost rate as defined by 2 C.F.R. § 200.332, or ten percent (10%) of the grant amount, ($182,400).

7) Unallowable Expenses
   - SAEEI Projects are prohibited from directly paying participant wages
   - Food and beverage costs are not allowable expenses under this award
   - alcoholic beverages
   - entertainment
   - goods or services for personal use
   - capital expenditures for construction, purchases, additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to buildings, capital assets or real property (an alteration or other change that materially increase the useful life or value of the property or asset is a capital expenditure)
   - pre-award costs
   - stipends to participants
   - participant wages
   - door prizes, and other giveaways
   - foreign travel
   - out-of-state travel
   - vehicles
   - supplanting existing federal, state, or local funds available to the proposed program
   - Federal funds may not be used to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work
   - any costs that are unallowable under Office of Management and Budget (OMB) Uniform Guidance (2 C.F.R. Part 200), the state's Uniform Grants Management Standards

8) Use of Funds for Incentives to Employers

   Sub-Recipient may use the grant funds to provide one-time "incentive" funds to new employers, joint labor management organizations, or industry associations (or other partners included in a multi-employer partnership) to directly fund new RAPs In targeted industries in which they are serving.

Allowable uses of incentive funding to support RAP development, launch, and sustainability, include:

- Registration of RAPs with the Department or a federally recognized State Apprenticeship Agency

- Costs related to design and start-up of RAPs

- Classroom education or online training for apprentices

- Extraordinary costs related to on-the-job learning (excluding wages). These extraordinary costs to the employer can be calculated based on an apprentice's wages, as well as based on a professional worker's time as mentor for an apprentice in OJT.

- Train-the-trainer costs or activities

- Training supplies for apprentices (in consultation with the Department)

- Curricula development.

These incentive funds must be aligned to the goals of this Grant. Sub-Recipient must have written policies and procedures in place governing the awarding of incentive funds, and the incentives provided under this Grant must comply with these organizational policies. Policies and procedures should include detailed processes for identification of recipients, distribution, and management of the incentive funds to ensure employer commitments are met. Further, sub-recipients shall also provide, in monthly reports to the DAS, all recipients of incentive funding, status of activities related to the use of incentive funding, and when feasible, itemized costs related to the use of incentive funding.

H. GRANT DISBURSEMENTS & INVOICING

1) The Sub-Recipient must complete and sign the Payee Data Record (STD 204 and/or STD 205) Form and send to the DAS email address DASGrantUnit@dir.ca.gov by the designated date provided by the DAS.

2) An Invoice must be submitted no more often than quarterly with documentation of expenses as required, per DIR Accounting requirements, which may be subject to change.

3) Invoices should be submitted no later than 11:59 p.m. Pacific Time on the 20th day of each quarter by e-mail to DAS Grant Manager at DASGrantUnit@dir.ca.gov.

4) Payments shall be made only for reasonable costs incurred by the Sub-Recipient and submitted per the requirement of the DIR Accounting Office; after completion of the milestones stipulated in Exhibit B of this Grant Agreement. Documentation of accomplishment must have been provided to DAS in the form of the

Performance Report and any associated deliverables (if applicable) must have been provided to DAS. The DAS has the sole discretion to accelerate the timeline for allowable disbursements of funds (identified in Exhibit B, except for the final disbursement) necessary to ensure completion of the Sub-Recipient's goals.

5) Payments are subject to DAS approval of Performance Reports and any accompanying deliverables. A payment will not be made if DAS deems that a milestone has not been accomplished or documentation has not been provided; that claimed expenses are not documented, not valid per the budget, or not reasonable; or that the Sub-Recipient has not met other terms of the grant.

6) Final submission of invoice and request for payment shall be submitted to DAS no later than August 30, 2025.

I. PERFORMANCE

1) In order to receive grant funds, the sub-recipient must complete the following during the grant period:

a) Have a dually registered apprenticeship program, with the California Division of Apprenticeship Standards and the Federal Office of Apprenticeship, by approximately December 31, 2022

- New apprenticeship program must work with DAS to outline the structure and standards of the apprenticeship program.
- Existing apprentice programs must work with the DAS to create a new apprenticeship program, dually registered by the California Division of Apprenticeship Standards (DAS) and the Federal Office of Apprenticeship, by approximately December 31, 2022

b) Register the number of apprentices listed on the Apprenticeship Performance Goals Matrix (EXHIBIT D) of their grant proposal during the performance period of this grant. (Apprentices must have a 90-day retention of employment and have an apprenticeship start date after July 1, 2022, in the DAS California Apprenticeship System (CAS), CALJOBS, Department of Labor RAPIDS and the Workforce database (WIPs) system.

c) Participate in the evaluation, technical assistance and outreach efforts hosted by DAS, which may include sharing data when requested and participating in cohort calls, online community of practice events, webinars, and Learning Labs to share effective practices and lessons learned.

d) Develop and recruit members for the apprenticeship program's training committee. (Joint Apprenticeship Training Committees or Unilateral Training Committees only. Training committees are not required for single employer programs)

e) Create and maintain partnerships with other local support agencies such as community-based organizations (CBOs), higher education institutions/universities, community colleges, K-12 educational agencies, etc., in order to increase completion rates, promote the participation of under-represented populations, and contribute to the overall success of the program.

f) Create a sustainability plan that identifies potential funding sources and coordinate with other agencies (e.g., Employment Training Panel, California Workforce Development Board, Division of Apprenticeship Standards, etc.) in order to ensure that the apprenticeship program will continue to operate after the end of this grant.

g) Sub-Recipient is required to use the state and federal online reporting systems. Additionally, the Sub-Recipient must follow the instructions for, and provide all the reports listed in, (letter N) of this contract.

J. TERMINATION

a) DAS reserves the right to terminate this grant upon thirty days' written notice to the Sub-Recipient, if DAS determines that the project has not progressed satisfactorily during the previous six months, and the Sub-Recipient and DAS have been unable to agree on modifications. In the event of early termination, the Sub-Recipient will submit both a Financial and Performance Report covering activities up to, and including, the termination date.

b) In the event the Sub-Recipient commits fraud or makes any misrepresentation during the performance of the grant, DAS reserves the right to terminate the grant, accordingly, including the right to recapture all funds disbursed to the Sub-Recipient under the grant.

K. ADMINISTRATIVE REQUIREMENTS

Sub-Recipient must comply with all administrative and reporting requirements to remain eligible for awarded funds. If the sub-recipient does not comply, the sub-recipient may be suspended from participating further from the program, until the situation is remedy to the DAS satisfaction.

L. MONITORING AND AUDITS

1) During the performance period, the sub-recipient will be monitored and/or audited by the state in accordance with existing policies, procedures, and requirements governing the use of the SAEEI Grant funds. The Sub-Recipients are expected to be responsive to all reviewers' requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with reviewers in a timely and accurate manner as reference in the RFP.

2) Sub-Recipients that are units of <u>Local Government</u> or <u>Non-Profit Organizations</u> must ensure that audits required under OMB guidelines are performed and submitted when due. Organizations that are a grantee under the WIOA Title I and that expend more than the minimum level specified in OMB <u>Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards</u> must have either an organization-wide audit conducted in accordance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards or a program-specific financial and compliance audit. <u>https://www.grants.gov/learn-grants/grant-policies/omb-uniform-guidance-2014.html</u>.

M. PROJECT RECORD RETENTION

Sub-Recipient and their subcontractors must follow Federal guidelines on record retention, which require that financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award (included documentation from any sub-recipient and subcontractors must be retained for a specific period of time). The Sub-Recipient is required to establish and maintain participant records. That required period is three years.

1) For the sub-recipient, the three-year period begins on the date of submission of its final financial expenditure report to the state.

2) The Sub-Recipient will be required to maintain project and fiscal records sufficient to allow federal, state, and local reviewers to evaluate the project's effectiveness and proper use of funds. The record keeping system must include both original and summary (computer generated) data sources.

N. REPORTING

The Sub-Recipient must use the required state and federal Online Reporting Systems: California Apprenticeship System (CAS) Web Registration, the DOL Rapids system, CALJOBS and WIPS.

1) <u>Reporting Requirements</u>

A Sub-Recipient will be required to submit the following reports to DAS on supplied templates.

2) <u>Quarterly Data Submissions</u>

Participant data must be entered by the 10th day after the end date of each quarter.

3) <u>Quarterly Performance Reports (QPRs):</u>

a) QPRs provide regular updates towards the grant program goals. QPRs are due no later than ten (10) days after the end date of each quarter.

b) In addition to the QPR, the grantee must submit a Quarterly Narrative Report (QNR) within 30 days after the end of each calendar year quarter, during which the grant is within the period of performance for the award.

c) The QNR includes quarterly information regarding accomplishments, including project success stories, upcoming grant activities, and promising approaches and processes, as well as progress toward performance outcomes, including updates on product, curricula, and training development. (As a guide, the report should be 10 pages, maximum.)

d) New Registrations retained for 90 days can be invoiced

e) Under 50% completion across all apprentices will be considered underperformance.

f) All documents must be submitted to DASGrantUnit@dir.ca.gov.

4) Ad-hoc Reports:

Ad hoc reports, as requested, by DAS to meet the potential need for timely information during the grant term as reference in the RFP.

O. CLOSEOUT

Upon completion of the grant project, the Sub-Recipient shall submit the final closeout reports to the DAS Grant Manager no later than the dates prescribed below:

1) A Final Performance Report must be submitted to DAS regarding the grant outcomes. The Final Performance Report is due no later than thirty (30) days after the grant end date. The Final Performance Report shall include, but is not limited to:

a) a description of the program

b) program goals outlined and achievements described

c) review of the activities accomplished

d) program obstacles encountered

e) key stakeholders with contact information

f) positive outcomes

g) best practices

h) areas needing improvement

i) lessons learned

j) sustainability strategy after the end of the program

k) any other activities provided by the grantee.

2) <u>Final Financial Report</u>
    Electronically submit a final financial report by e-mail to DAS at
    DASGrantUnit@dir.ca.gov on the 60th day after the grant end date. DAS
    reserves the right to require a final financial report at the end of the initial grant
    period, or another date specified by DAS.

3) A grant line-item closeout and narrative closeout report is required to be submitted
    within 60 days after the end of the grant term. Sub-Recipient should include costs
    associated with closeout activities in the budget plan. Additional reporting
    information, requirements, templates, and instructions will be provided to sub-
    recipients, once awarded.

P. COMPLIANCE

All funds are subject to their related state and federal statutory and regulatory
requirements. These requirements are detailed in governing documents that include,
but are not limited to, the WIOA and its associated federal regulations, OMB Circulars,
and Title 29 of the *Code of Federal Regulations*.

Q. INTELLECTUAL PROPERTY RIGHTS/CREATIVE COMMON ATTRIBUTION LICENSE

1) Creative Commons Attribution License. As required at 2 C.F.R. § 2900.13, any
    intellectual property developed under a competitive award process must be licensed
    under a Creative Commons Attribution 4.0 (CC BY) license, which allows
    subsequent users to copy, distribute, transmit and adapt the copyrighted work and
    attribute the work in the manner specified by the sub-recipient. For general
    information on CC BY see https://creativecommons.org/licenses/by/4.0.

2) The CC BY license is a requirement for work developed by the sub-recipient in
    whole or in part with grant funds. Pre-existing materials from third parties, including
    modifications of such materials, remain subject to the intellectual property rights the
    sub-recipient receives under the terms of the particular license or purchase. Works
    created by the sub-recipient without grant funds do not fall under the CC BY license
    requirement. When purchasing or licensing consumable or reusable materials, the
    sub-recipient is expected to respect all applicable federal laws and regulations,
    including those pertaining to the copyright and accessibility provisions of the Federal
    Rehabilitation Act.

3) The instructions for marking your work with CC BY can be found at
    https://wiki.creativecommons.org/wiki/Marking_your_work_with_a_CC_license. The
    federal government reserves a paid-up, nonexclusive, and irrevocable license to

reproduce, publish, or otherwise use, and to authorize others to apply for federal purposes: i) the copyright in all products developed under the grant, including a subaward or contract under the grant or subaward; and ii) any rights of copyright to which the recipient, subrecipient or a contractor purchases ownership under an award (including, but not limited to, curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise.

4) If applicable, the following needs to be provided on all products developed in whole or in part with grant funds:

5)

> *"This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor (DOL) makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it."*

R. INTELLECTUAL PROPERTY RIGHTS AND BAYH-DOLE ACT

1) All small business firms and non-profit organizations (including institutions of Higher Education) must adhere to the Bayh-Dole Act, which requirements are provided at 37 C.F.R. § 401.3 (a) and at: https://doleta.gov/grants/pdf/BayhDoleGrantTerm.pdf.

2) To summarize, these requirements describe the ownership of Intellectual Property rights and the government's nonexclusive, nontransferable, irrevocable, paid-up license to use any invention conceived or first actually reduced to practice in the performance of work under this grant. These requirements are in addition to those found in the Intellectual property Rights term provided in the DAS Grant Solicitation document.

S. EVALUATION

1) As a condition of grant award, sub-recipients are required to participate in an evaluation of the apprenticeship program, if undertaken by the DAS and/or DOL. As a result, the state may pursue a statewide evaluation of the projects awarded through this grant. If a statewide evaluation takes place, the sub-recipient will be required to participate in that evaluation by providing requested data and information. Therefore, the sub-recipients are expected to document lessons learned and effective practices ascertained through this project.

2) The evaluation may include an implementation assessment across sub-recipients, an impact and/or outcomes' analysis of all or selected sites within or across sub-recipients, and a benefit/cost analysis or assessment of return on investment. Conducting an impact analysis could involve random assignment (which involves the random assignment of eligible participants into a treatment group that would receive program services or enhanced program services, or into control group(s) that would receive no program services, or program services that are not enhanced). We may require Sub-Recipient to collect data elements to aid the evaluation.

3) As a part of the evaluation, as a condition of award, the sub-recipient must agree to:

   a) make records available to the evaluation contractor on participants, employers, and funding

   b) provide access to program operating personnel, participants, and operational and financial records, and any other relevant documents to calculate program costs and benefits

   c) in the case of an impact analysis, facilitate the assignment by lottery of participants to program services, including the possible increased recruitment of potential participants

   d) follow evaluation procedures as specified by the evaluation contractor under the direction of the state/DOL.

T. STANDARD PROVISIONS AND INTEGRATION

This Grant Agreement is complete and is the final Agreement between the parties. The following Exhibits are attached and made a part of this Grant Agreement by this reference:

Exhibit A: Scope of Work

Exhibit B: Budget Summary

Exhibit C: Project Work Plan

Exhibit D: Apprenticeship Performance Goals Matrix

Exhibit G: Project Abstract

Exhibit GI: Project Narrative

Exhibit GII: Budget Narrative

Exhibit H: Department of Labor Terms and Conditions

Exhibit I: General Terms and Conditions

Authority to Sign. Each of the persons signing below on behalf of any party hereby represents and warrants that s/he or it is signing with full and complete authority to bind the party on whose behalf of whom s/he or it is signing, to each and every term of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Grant Agreement.

State of California

Department of Industrial Relations

County of Riverside, Workforce Development Division

_____

[Insert DAS Project Representative, Rep]

Title, and Division]

_____

Inland Empire Designing

Equitable Apprenticeships

(IEDEA)

Date _____

Approved as to Legal Form and Sufficiency

Name

_____

_____

[Insert Name and Title]

Office of the Director, Legal Unit

Title

Date _____

_____

Date

_____

FORM APPROVED COUNTY COUNSEL
BY: _____ 11/15/2022
    LISA SANCHEZ   DATE

DEC 1 3 2022 3./4

Applicant: Riverside County Workforce Development Division (RCWDD)
Project Name: Inland Empire Designing Equitable Apprenticeships (IEDEA)

Line Item	Expense Item	SAEEI Grant Percent Funds	Amount Leveraged (Optional)	Total Project Budget	Source of Leveraged Funds (Optional)	In-Kind/ Cash (Optional)
A.	Staff Salaries	3.3%	$43,478.00	$59,430.26	WIOA	☐In-Kind ☐Cash
B.	Number of full-time equivalents: .6					
C.	Staff Benefit Cost	1.4%	$6,522.00	$25,555.01	WIOA	☐In-Kind ☐Cash
D.	Staff Benefit Rate (percent): 43%					
E.	Staff Travel	0.5%	$0	$10,000.00		☐In-Kind ☐Cash
F.	Operating Expenses	4.6%	$0	$84,484.83		☐In-Kind ☐Cash
G.	**Furniture and Equipment**					
1.	Small Purchase (unit cost of under $5,000)	0.2%	$0	$2,929.90		☐In-Kind ☐Cash
2.	Large Purchase (unit cost of over $5,000)			$0.00		☐In-Kind ☐Cash
3.	Equipment Lease			$0.00		☐In-Kind ☐Cash
H.	Consumable Testing and Instructional Materials			$0.00		☐In-Kind ☐Cash
I.	Tuition Payments/Vouchers	54.8%	$0	$1,000,000.00		☐In-Kind ☐Cash
J.	On-The-Job Training	9.4%	$0	$170,850.00		☐In-Kind ☐Cash

Line Item	Expense Item	SAEEI Grant Percent Funds	Amount Leveraged (Optional)	Total Project Budget	Source of Leveraged Funds (Optional)	In-Kind/ Cash (Optional)
K.	Participant Support Services	1.1%	$0	$20,000.00		☐In-Kind ☐Cash
L.	Contractual Services (Exhibit G, complete if applicable)	5.5%	$0	$100,000.00		☐In-Kind ☐Cash
M.	Indirect Costs*(complete items 1 and 2 below – Administrative Costs and Program Costs)	7.3%	$0	$133,400.00		☑In-Kind ☐Cash
N.	Other (describe):	11.9%	$50,000	$217,350.00	WIOA	☐In-Kind ☐Cash
O.	**TOTAL FUNDING****	$1,824,000.00	$100,000.00	$1,924,000.00		
					Total Award	$ 1,824,000.00
					Administrative Costs	$182,400.00
					Program Costs	$1,641,600.00

* A maximum of 10% of the total project budget will be allowed for administrative costs.
The definition of administrative costs is provided in Appendix B of the SFP.

STATE USE ONLY	EXHIBIT F
Subgrant Number	
Grant Code	
Initial Plan	
Modification Date	
Subrecipient Code	

**Inland Empire Designing Equitable Apprenticeships (IEDEA)
PROJECT WORK PLAN**

GOAL #1	Successfully launch the IEDEA program.		
Activity: Project Launch and Ramp-Up	*Description:* Activities and milestones related to a successful project launch and ramp-up (also see strategies under Partnership and Alignment to Support Workforce System Integration in Project Narrative)	*Lead/Support Implementer (s)*	Lead: RCWDD Support: SBCWDB, LAUNCH
Deliverable(s):	- Revised work plan for program - Finalized contracts/subawards/agreements - Community kickoff		
Milestones	**Timeframe**	**Deliverable Dates**	
Convening grant partners to review this work plan and final grant documentation	Aug 2022	*Start:*	July 1, 2022
Clarifying roles and responsibilities	Aug 2022	*End:*	Dec 31, 2022
Issuing RFPs for contracted services, as needed	Aug – Sept 2022	*Annual Costs*	
Finalizing new contracts / subawards / agreements	Oct 2022 – Mar 2023	*Year 1*	*$ 456,000*
Developing and executing community kickoff activities designed by the partners, including **National Apprenticeship Week (Nov 14-20, 2022)**	Nov – Dec 2022	*Year 2*	*$ 0*
		Year 3	*$ 0*
		TOTAL	*$ 456,000*

GOAL #2	Developing and implementing systems to collect, track and report on all necessary data and outcomes.		
Activity: Development and implementation of data tracking and reporting systems.	*Description:* Ensuring that systems and processes are in place to collect and track data to successfully achieve outcomes (also see RAP Development, Modernization, and Diversification Strategies in Project Narrative)	*Lead/Support Implementer (s)*	Lead: RCWDD Support: SBCWDB, LAUNCH
Deliverable(s):	• Regular meetings of IEDEA established • New data systems/processes established (where needed) • Meeting all outcome targets by the end of the grant period		

Milestones	Timeframe	Deliverable Dates	
Set up regular meetings of IEDEA using data-driven decision making	July 2022	*Start:*	July 1, 2022
Establish individual organization responsibility for outcome metrics	Sept 2022	*End:*	June 30, 2025
Determine needs for data tracking and reporting	Oct-Nov 2022	*Annual Costs*	
Develop or secure new systems and processes for data tracking and reporting, where needed	Dec – Feb 2023	*Year 1*	$ 114,000
Use data and reporting to determine where strategies need to be adjusted	Ongoing	*Year 2*	$ 114,000
		Year 3	$ 114,000
		TOTAL	$ 342,000

GOAL #3	Ensuring underserved and underrepresented populations are successful in apprenticeship programs.		
Activity: Development and execution of strategies to ensure equity in apprenticeship.	**Description:** With key CBO partners, develop, implement and build upon strategies that provide better access to and support during apprenticeship programs for underserved and underrepresented populations. (also see strategies under Increasing the Number of Apprentices Enrolled in RAPs in Project Narrative	**Lead/Support Implementer (s)**	Lead: RCWDD Support: ISCUW, CBO Partners
Deliverable(s):	• Establish regular meetings with CBO partners • Determine strategies for ensuring success of underserved and underrepresented populations • Implement strategies and adjust as needed		
Milestones	**Timeframe**	**Deliverable Dates**	
Convene CBO partners to discuss needs for target populations	Aug 2022	**Start:**	Aug 1, 2022
Gather data on apprenticeship participation and success rates for underserved populations	Aug 2022, ongoing tracking	**End:**	June 30, 2025
Determine and implement strategies for engaging target populations and supporting them to be successful in apprenticeships	Sept 2022	**Annual Costs**	
Regularly meet with CBO partners and apprenticeship training providers to review	Ongoing	**Year 1**	$ 114,000

data on underserved populations and adjust strategies as needed			
		Year 2	*$ 114,000*
		Year 3	*$ 114,000*
		TOTAL	*$ 342,000*

GOAL #4		**Strengthen career pathways from K-12 through apprenticeship and beyond in all five key sectors.**	
Activity: Career pathway development and strengthening	**Description:** Build stronger connections between K-12 career and technical education, adult education and apprenticeship through career pathways (also see strategies under Innovation in Apprenticeship Expansion Efforts in Project Narrative)	**Lead/Support Implementer (s)**	Lead: LAUNCH Support: RCWDD, SBCWDB
Deliverable(s):	• Revised career pathway design for each industry (4) • List of strategies and goals for closing gaps, strengthening linkages between segments • Achieving goals for strengthening career pathways through new policies, procedures, services and/or agreements to facilitate seamless career pathways		
Milestones	**Timeframe**	**Deliverable Dates**	
Review current career pathway designs with LAUNCH partners	July 2023	**Start:**	July 1, 2023
Determine gaps, set goals to strengthen career pathways and develop strategies to meet goals.	July – Aug 2023	**End:**	June 30, 2025

Meet regularly with LAUNCH partners to review progress toward goals, adjusting strategies as needed	Sept 2023 – June 2025	*Annual Costs*	
Develop new policies, procedures, services and/or agreements as needed to achieve goals	Sept 2023 – June 2025	*Year 1*	*$ 114,000*
		Year 2	*$ 114,000*
		Year 3	*$ 114,000*
		TOTAL	*$ 342,000*

GOAL #5	**Ensure sustainability of IEDEA through leveraged funding, mutually reinforcing programs and strong partnership.**		
Activity: Maximize leveraged resources, build new and strengthen existing partnerships and develop a sustainability plan	*Description:* Building sustainability as program is implemented and planning the for long-term (also see strategies under Sustainability in Project Narrative)	*Lead/Support Implementer (s)*	Lead: RCWDD Support: SBCWDB, LAUNCH
Deliverable(s):	• Take advantage of opportunities for leveraged funding, mutually reinforcing programs and strengthening partnerships • Changed policies and procedures to ensure sustainability • Develop a sustainability plan		

Milestones	*Timeframe*	*Deliverable Dates*	
Establish list of leveraged funding and supporting programs at IEDEA meetings	July 2023	*Start:*	July 1, 2023
Look for opportunities for new apprenticeship funding and supportive programming to access and build into IEDEA	Ongoing	*End:*	June 30, 2025

Develop a sustainability plan based on leveraged funding, mutually reinforcing programs and partnerships strengthened in the last year of the grant	Jan 2025 (implement 6 mo. before end of grant)	*Annual Costs*	
		Year 1	*$ 0*
		Year 2	*$ 100,000*
		Year 3	*$ 242,000*
		TOTAL	*$ 342,000*

Applicant:	Riverside County Workforce DevelopmentDivision (RCWDD)
Project Name:	Inland Empire Designing Equitable Apprenticeships (IEDEA)

Performance Goals Description	
1. Total number of Registered Apprentices to be served	380
2. Total number of Employers registered to participate in the apprenticeship program.	40
3. Number of Registered Apprentices scheduled for completion of the Apprenticeship program	185
4. Number of Registered Apprentices successfully completing the Apprenticeship program	167
5. Employment Rate of Apprentices for 2nd Quarter After Exit from program	150
6. Employment Rate of Apprentices for 4th Quarter After Exit from program	135
7. Median Earnings of Apprentices 2nd Quarter After Exit	$45,000/yr

Performance Metric	Year 1 7/22- 6/23	Year 2 7/23 - 6/24	Year 3 7/24 - 6/25	Total
A. Total Participants Served	90	165	195	450
B. Apprentices newly enrolled:New RAP and Occupation	50	90	105	245
C. Apprentices newly enrolled:New Occupation Only	25	50	60	135
D. Total by Year (Newly Enrolled)	75	140	165	380
E. Completed Apprenticeships Within Grant Period (including certificate or credential)	25	75	85	185

F. New RAPs	1	1	1	3
G. New Occupations in Existing RAPs	2	3	3	8

<table>
<tr><td colspan="2" align="center">DAS Apprenticeship Expansion, Equity, and Innovation Grants</td></tr>
<tr><td>Applicant / Organization Name:</td><td>Riverside County Workforce Development Division</td></tr>
<tr><td>Applicant Entity Type:</td><td>Workforce Development Board</td></tr>
<tr><td>Applicant City and State:</td><td>Riverside, CA</td></tr>
<tr><td colspan="2">Project Title: Inland Empire Designing Equitable Apprenticeships (IEDEA)</td></tr>
<tr><td colspan="2">Funding Amount Requested: $ 1,824,000</td></tr>
<tr><td colspan="2">Total Number of new apprentices under the SAEEI grant enrolled in RAPs during the life of the grant: 380</td></tr>
<tr><td colspan="2">Total Number of new RAPS approved under the SAEEI grant during the life of the grant:
3 new RAPs, 8 new occupations</td></tr>
<tr><td colspan="2">Populations to be Served: Dislocated workers, women, veterans, BIPOC (black, indigenous, and people of color), people with disabilities, disconnected youth and justice-involved individuals.</td></tr>
<tr><td colspan="2">List the name of the Required Partners:</td></tr>
<tr><td>Riverside County Workforce Development Division</td><td>Workforce Development Board / Lead Applicant for Region</td></tr>
<tr><td>Riverside Community College District</td><td>Local Education Agency</td></tr>
<tr><td>Inland SoCal United Way</td><td>Regional Community-Based Organization</td></tr>
<tr><td>CVS Health</td><td>Employer</td></tr>
<tr><td colspan="2">List the name(s) of Optional Partners, as applicable:</td></tr>
<tr><td>San Bernardino Workforce Development Board</td><td>Workforce Development Board</td></tr>
<tr><td>County of Riverside</td><td>Public Sector Employer</td></tr>
<tr><td>LAUNCH</td><td>Apprenticeship Intermediary / Sponsor</td></tr>
<tr><td>Goodwill</td><td>Regional Community-Based Organization</td></tr>
</table>

Targeted Industry(ies) and/or Occupation(s):

IT and Cybersecurity: Computer User Support Specialists, Computer Network Support Specialists, Information Security Analysts
Healthcare: Registered Nurses, Pharmacy Technicians, Community Health Workers, EMT / Paramedics
Manufacturing: CNC Operators, Industrial Machinery Mechanics, Electrical Engineering Technicians
Transportation + Logistics: Automotive Technicians, Production, Planning and Expediting Clerks, Purchasing Agents
Public Sector: Human Resources Assistants, Bookkeeping, Accounting, and Auditing Clerks, Social and Human Service Assistants

California Division of Apprenticeship Standards

Summary of **program activities:**

The Inland Empire Designing Equitable Apprenticeships (IEDEA) program will expand apprenticeships, provide opportunities for underserved populations and ensure workforce system alignment through strong career pathway development. The five target sectors of IT and Cybersecurity, Healthcare, Manufacturing, Transportation and Logistics and Public Sector represent an economic core and a significant opportunity to expand non-traditional apprenticeships. Working with regional apprenticeship schools and colleges that are partnered with LAUNCH, IEDEA will enroll 380 new apprentices during the grant period and expand access to apprenticeships for underserved populations such as women, veterans, BIPOC (black, indigenous, and people of color), people with disabilities, disconnected youth and justice-involved individuals.

List of **credential(s)** to be awarded:

Automotive/Transportation Technology Certificate	Cybersecurity Employment Concentration
Drafting Technology Certificate	Cybersecurity Specialist Certificate
Water Technology Certificate	Cybersecurity Analyst Certificate
Viticulture Enology Technology Employment Concentration	Cyber Defense Associate Degree
Industrial Maintenance Electrician	Information Technology Support Specialist
Industrial Maintenance Mechanic	Information Technology Systems Support and Sales Certificate
Mechatronics Technician	Information Security and Cyber Defense Certificate
Avionics/Electronics Technician	Information Technology Certificate
Amatrol Certifications	Information Technology Specialist Certificate
Electromechanical Supply Chain Technician	Community Health Worker
Manufacturing Production Technician	Pharmacy Technician Certificate
Industrial Automation and Mechatronics	CA Emergency Medical Technician Certification
Numerical Control Machine (CNC) Operator	CA Paramedic Certification
Machine Operator 1	Registered Nurse
CNC Tool Programmer	
Manufacturing Engineering Technician	

Targeted Regions: Inland Empire (Riverside and San Bernardino Counties)

Public Contact Information
Name: Carrie Harmon
Title: Director of Workforce Development
Address: 1325 Spruce Street, Suite 400, Riverside, CA 92507
Phone Number: (951) 955-3128
Email Address. CHarmon@rivco.org

Applicant Name: Riverside County Workforce Development Division (RCWDD)

Project Name: Inland Empire Designing Equitable Apprenticeships (IEDEA)

I.   Statement of Need

Apprenticeships programs are breaking new ground in multiple industries in California and the Inland Empire region is poised to make considerable progress here as well. Through the Inland Empire Designing Equitable Apprenticeships (IEDEA), Riverside County Workforce Development Division (RCWDD), on behalf of the Inland Empire Regional Planning Unit (IERPU) and regional partners, will expand apprenticeships, provide opportunities for underserved populations, and ensure workforce system alignment through strong career pathway development. The five target sectors of IT and Cybersecurity, Healthcare, Manufacturing, Transportation and Logistics, and the Public Sector represent an economic core for the region and a unique opportunity to expand non-traditional apprenticeships.

IT and Cybersecurity underpin the infrastructure of the regional economy, making the other four sectors more efficient and safer from intrusions and costly losses. Increasing the talent in this sector through apprenticeship will build all of the local sectors and modernize the workforce. Hospitals, clinics and doctor's offices were overburdened helping those who became sick from COVID-19 in the last two years. Developing qualified talent in healthcare is now a top priority, more than ever, as we aim to take care of an aging population and become better equipped for future pandemics. Simultaneously, the United States has a supply chain crisis, which has impacted the bottom line of nearly every industry and has threatened the careers of millions. In order for the country and the state to fully recover, significant investments are needed to grow our manufacturing sector, optimize transportation and logistics and build a stronger healthcare system.

There is no better place to make this happen than in the Inland Empire, a critical national logistics hub.

Given the current unemployment rate of 5.7% for the region, successful solutions to generate employment such as apprenticeship are necessary in order to return to pre-pandemic levels. As described in this narrative, the region's counties of San Bernardino and Riverside already have multiple apprenticeship programs in the targeted sectors described below that they intend to expand by enrolling 380 new apprentices during the grant period. This includes strengthening career pathways for participants from K-12 through apprenticeship. In addition, the region is committed to expanding access to apprenticeships for underserved populations such as women, veterans, BIPOC (black, indigenous, and people of color), people with disabilities, disconnected youth and justice-involved individuals.

(1) Targeted Industry and Employer Demand

Based on employer demand, the region is targeting **IT and Cybersecurity, Healthcare, Manufacturing, Transportation and Logistics, and Public Sector**. All five of these sectors were impacted by COVID-19 in various ways – IT and Cybersecurity were impacted by an increase in the number of remote workers but had less of an overall decrease in employment (-1.2% working in the industry from Feb – June 2020); Healthcare stayed steady early in the pandemic yet saw a number of workers leave the workforce (-2.8%); Manufacturing was forced to lay off and furlough workers temporarily (-6.3%); Transportation and Logistics saw growth in the same timeframe in which most industries were losing jobs, due to an increase in shipping and online orders (+0.5%); and

the public sector also saw a decline in jobs (-2.5%).[1] As the pandemic recedes, all of these sectors will be in need of workers. The labor market information below in Table A demonstrates the potential in these sectors and IEDEA has both existing and planned apprenticeship programs aligning with these occupations.

Table A: Regional Employer Demand from Labor Market Information

Industry / Occupation	2021 Employment	Expected Growth (2028)	% Change	Avg. Hourly Wage
IT and Cybersecurity				
Computer User Support Specialists	2,800	3,430	+22.5%	$30.30
Computer Network Support Specialists	770	1,040	+35%	$31.49
Information Security Analysts	360	290	-19.4%*	$60.08
Database Administrators	520	560	+7.7%	$49.74
Healthcare				
Registered Nurses	30,200	35,940	+19.0%	$53.87
Pharmacy Technicians	4,440	4,210	-5.2%	$19.88
Community Health Workers	330	520	+57.6%	$26.34
EMT / Paramedics	3,180	3,130	-1.6%*	$21.13
Manufacturing				
CNC Operators	940	880	-6.4%*	$19.95
Industrial Machinery Mechanics	2,630	2,820	+7.2%	$31.95
Electrical Engineering Technicians	840	1,090	+29.8%	$36.87
Transportation + Logistics				
Automotive Technicians	8,370	9,730	+16.3%	$24.62
Production, Planning and Expediting Clerks	4,760	4,500	-5.5%*	$25.06
Purchasing Agents	3,130	3,660	+16.9%	$30.52
Public Sector				

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[1] Source: Bureau of Labor Statistics, Regional Employment Change Feb – June 2020:
https://www.bls.gov/opub/mlr/2020/article/geographic-impact-of-covid-19-in-bls-surveys-by-industry.htm

Human Resources Assistants	1,150	1,410	+22.6%	$22.54
Bookkeeping, Accounting, and Auditing Clerks	13,320	15,360	+15.3%	$22.96
Social and Human Service Assistants	4,520	3,920	-13.3%*	$21.70

Source: Employment Development Department (EDD)

* EDD regional long-term estimates (2021-2028) are updated every 2 years (next in 2023) but the annual state projections show growth in all of these occupations from 2021-23: 10.1% for Information Security Analysts, 3.6% for Pharmacy Techs, 4.3% for EMT/Paramedics, 0.7% for CNC Operators, 6.3% for Production, Planning and Expediting Clerks, and 10.6% for Social and Human Service Assistants. In addition, the Information Security Analyst projection does not fully capture the opportunities in Cybersecurity. Cyber Seek estimates the total cybersecurity openings in the region to currently be 1,635.[2]

The programs and occupations proposed to meet the demand in these sectors are all in non-traditional apprenticeships and designed in a way to meet the education/training needs of individuals to be served as described below in Section II.

(2) Gaps in Expanding Registered Apprenticeship

There are a few gaps that IEDEA is looking to fill to meet the needs of the Inland Empire's workforce. The first is access to apprenticeships for underserved populations, including women, veterans, BIPOC, people with disabilities, disconnected youth and justice-involved individuals. In San Bernardino County (SBC), Black individuals make up nearly 25% of the unemployed and 55% of the total population are Hispanic or Latino.[3] Non-

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[2] Cyber Seek Supply/Demand Heat Map for Inland Empire: https://www.cyberseek.org/heatmap.html
[3] Emsi / Burning Glass Analysis 2022

traditional apprenticeship programs such as those proposed through IEDEA offer an opportunity to partner with nonprofit agencies that specialize in serving each of these populations as described in Section II.(2) to help them become gainfully employed.

Another gap filled by the program is strengthening career pathways from K-12 and adult education through apprenticeship, with multiple onramps and offramps for youth and adults. Stronger career pathways include employers providing jobs and work-based learning, and nonprofit partners providing support services and bridge programming.

Finally, the IEDEA program will also improve the state's economy in two ways – through addressing the talent gap that currently exists for IT and Cybersecurity as noted above, and developing sorely-needed talent in Transportation and Logistics. Given the region's importance as a logistics hub for California and the nation, well-trained staff in this industry is vital. Improving the training and access for underserved populations to key occupations in all of the target sectors for the region will help the economy thrive with well-trained healers, makers, movers, cyber defenders and public servants.

II.   Expected Outcomes and Outputs

(1)   Participant Outcomes and Outputs

Over the course of the three-year grant period, IEDEA proposes to place 380 apprentices into new Registered Apprenticeship Programs (RAPs) registered after July 1, 2021, and new occupations in an existing RAP that were registered since July 1, 2021. In addition, three new apprenticeship programs will be created and dually registered by the California Division of Apprenticeship Standards (DAS) and the Federal Office of Apprenticeship by Sept 30, 2022 and eight new occupations will be registered in new and existing RAPs. A breakdown of outcomes can be found in Exhibit D.

The proposed outcomes were developed jointly with the partner colleges and school districts of key partner LAUNCH (Local Apprenticeships Uniting a Network of Colleges and High Schools). A survey was administered to LAUNCH members to collect proposed IEDEA outcomes for their apprenticeship programs based on current outcomes and intended new program development. RCWDB, SBCWDB and LAUNCH leadership used the responses from the survey along with historical data to develop the proposed outcomes for the IEDEA program.

LAUNCH was established in 2018 and has been successful in coordinating the growth of apprenticeships across the region to include over 15 apprenticeship programs, along with building supportive programs such as pre-apprenticeship. Given this progress and the input from LAUNCH partners in the process, RCWDB believes the target outcomes to be both feasible and achievable.

In Exhibit D, the first table has the seven key performance goals requested in the SFP and a brief explanation of each is provided here: (1) the total number of registered apprentices to be served includes participants who are newly enrolled in an apprenticeship program and work for at least 90 days within the grant period; (2) the total number of employers was calculated as a minimum number of employers that will be engaged across the target sectors; (3) the number of registered apprentices scheduled for completion of the Apprenticeship program includes programs that are from 6 months to 2 years, thus longer apprenticeship programs will inherently have less completers in Years 2 and 3; (4) 90% of those scheduled for completion are anticipated to successfully complete the program; (5) 90% of those who are anticipated to successfully complete during the grant period are expected to be employed the 2nd quarter after exit; (6) 90% of

those who are employed the 2nd quarter after exit are expected to be employed the 4th quarter after exit; and (7) the median earnings of all apprentices the 2nd quarter after exit is above a living wage in the region.[4]

The second table in Exhibit D provides the additional metrics requested in the SFP, broken down by program year. Row A includes all individuals who are provided services by year, including those who are assessed for an apprenticeship program or are provided a related service, such as a pre-apprenticeship program. Rows B and C provide the breakdown of apprentices newly enrolled in both a new program and occupation and those enrolled in a new occupation only. Row D provides the total for each category by year and Row E provides the total from Row D that are scheduled to complete by year. The totals for Rows D and E are shaded to show their correlation with Rows 1 and 3 of the first chart.

(2)   Expanding Registered Apprenticeship Programs Outputs

There are several program outputs that will be achieved. IEDEA intends to add at least three new RAPs with at least one new occupation and eight new occupations during the grant period. They will be dually registered with the U.S. Department of Labor and DAS. One of the new RAPs is anticipated to be registered by September 30, 2022. Table C contains a list of the apprenticeship programs and occupations that are currently in development.

Table C: Apprenticeship Programs and Occupations in Development

Healthcare	• Psychiatric Technician
Manufacturing	• Youth Manufacturing Technician • Tool & Die Maker

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[4] According to the MIT Living Wage Calculator, a living wage is $19.03/hr., or $39,582/yr. for two working adults with one child in the Inland Empire region https://livingwage.mit.edu/metros/40140

	• Aircraft Mechanic • Mechatronics Technician
IT and Cybersecurity	• Information Security Professional • Database Technician • Software and Applications Developer
Public Sector	• Human Resources Assistants • Bookkeeping, Accounting, and Auditing Clerks • Social and Human Service Assistants • Application Developer • IT Communications Analyst • Database Administrator

Given the need for talent in IT and particularly for Cybersecurity, there are three new apprenticeship occupations in development as noted above. The Information Security Professional apprenticeship will provide a pathway into cybersecurity that doesn't require a bachelor's degree as is normally the case. Meeting the threat of cyber attacks that have increasing regularity will require talent at a diversity of skill levels in order to monitor, mitigate and stop attacks from critical infrastructure, hospitals, businesses and schools.

In addition, it is a priority for IEDEA to explore new RAPs and/or occupations in the Transportation and Logistics sector. There is increasing demand in the region for operational roles in the field such as Transportation, Storage and Distribution Managers (also includes Logistics Managers), and Logisticians, both of which are living wage occupations and could be developed in partnership with local training providers. While Logisticians normally require a bachelor's degree, the Occupational Outlook Handbook notes that job seekers may be able to qualify with an associate's degree instead. Apprenticeship programs for these could be developed in partnership with colleges and training programs in business administration, such as California State University, San

Bernardino's Supply Chain Management program. Finally, the County of Riverside is developing public sector apprenticeships with LAUNCH and other regional partners.
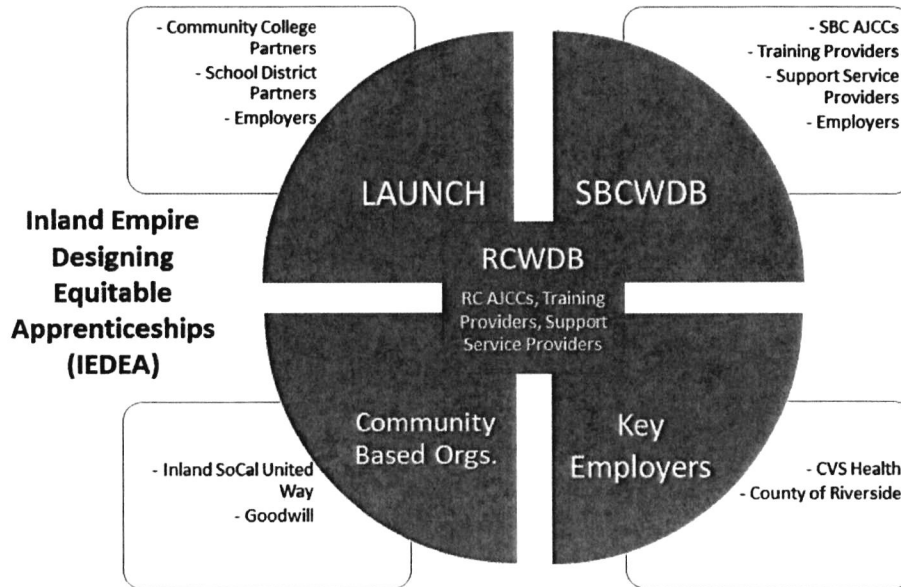
As noted in Exhibit D, another output of IEDEA will be to engage at least 40 employers that adopt apprenticeship as a result of the program. The employers will be spread across all five target sectors and employer engagement activities will be shared across the partners – college partners of LAUNCH will actively engage employers as a collaborative, enhanced by the business services teams of RCWDB and SBCWDB. Finally, many nonprofit service providers engaged in IEDEA will also conduct employer engagement activities, such as Inland SoCal United Way.

Another output of the IEDEA program is to develop and recruit members for the region's apprenticeship training committees, including the LAUNCH Apprenticeship Network Information Technologies Committee, the Inland/Desert Employers Apprenticeship Committee, LAUNCH Manufacturing Committee, LAUNCH Healthcare Committee, and the LAUNCH Automotive Committee.

III.   **Project Design**

The IEDEA program is a partnership of the four required partners: two workforce development boards (RCWDD and SBCWDB); multiple colleges and school districts through LAUNCH and the Riverside Community College District (RCCD), a Local Education Agency; multiple community-based organizations with expertise in disadvantaged populations including Inland SoCal United Way (ISCUW) and Goodwill; and multiple employers including CVS Health, and the County of Riverside among others. See Figure 1 and Partnership Commitment Letters attached to this proposal.

Figure 1: IEDEA Overview

RCWDD will provide grant oversight, coordination, fiscal management, data tracking and reporting for IEDEA. LAUNCH will provide coordination and support for the community college and school district partners identifying potential apprentices, providing pre-apprenticeship and apprenticeship programs, also serving as the apprenticeship program sponsor, where needed. SBCWDB is RCWDB's regional workforce development partner for the Inland Empire. Both SBCWDB and RCWDB will leverage the services of their American Job Centers of California (AJCCs) to recruit and support participants, along with contracted training providers and employer partners that are onboarded by the business services teams in each county. The two boards are currently establishing a relationship with the Inland Empire Human Resources Networking Group to expand employer engagement. In order to ensure that underserved populations are provided apprenticeship opportunities, community-based organizations (CBOs) such as Inland

SoCal United Way (ISCUW) and Goodwill will support the program also. ISCUW has experience serving homeless individuals, justice-system involved individuals and BIPOC. Goodwill also has extensive experience serving these underserved populations and both organizations can help ensure they have equitable access to apprenticeship through IEDEA. Finally, IEDEA has secured several key employer partners including CVS Health and the County of Riverside. As noted above, all of the other key partners have employer relationships to leverage and collectively conduct employer engagement efforts through LAUNCH.

(1) RAP Development, Modernization, and Diversification Strategies

IEDEA has three key strategies for RAP development, modernization and diversification:

1. Use the DOL's Scaling Apprenticeship Success Factors to Develop and Expand IEDEA Apprenticeship Programs.

The U.S. Department of Labor's (DOL) Scaling Apprenticeship program developed a set of six key indicators to ensure apprenticeships are high-quality: (1) Strong Organizational Management, (2) Strong Operational Systems, (3) Sustainability Principles, (4) Effective Apprenticeship Design, (5) Effective Partner Engagement, and (6) Effective Participant Engagement in an Apprenticeship Experience.[5] The associated sub-indicators will be used to guide the development of new programs as well as to expand and improve upon existing ones. Utilizing these proven practices developed by the DOL can also help the state strengthen compliance with 29 CFR Part 29 (Subpart A) and 29 CFR Part 30.

2. Diversify RAP Opportunities Through Collaborative Employer Engagement.

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[5] H-1B Scaling Apprenticeship Success Indicators
https://h1bsa.workforcegps.org/resources/2020/02/05/17/25/Success-Indicators-for-Scaling-Apprenticeship-Grantees

The IEDEA partners will work through LAUNCH, which has developed a collaborative employer engagement approach for apprenticeships across the region. The LAUNCH partners meet regularly to discuss the development of employer partners across the apprenticeship programs and offer a web-based interface for businesses to learn about the programs and apprentices available for hire. In addition to tailor-made solutions for talent development, employers are incentivized to work with LAUNCH through tax credits, such as California's Homeless Hiring Tax Credit, on-the-job training (OJT) funding and Employment Training Panel (ETP) funds for incumbent workers.

3. <u>Develop a System and Processes for Managing Data and Reporting in RAPIDS, WIPS, CAS, CalJOBS and to DAS.</u>

RCWDD will work with LAUNCH and other IEDEA partners to identify solutions that will allow for efficient tracking of data and reporting in the state's systems: the DAS California Apprenticeship System (CAS) and CalJOBS, as well as the federal systems: Registered Apprenticeship Partners Information Database System (RAPIDS) and the Workforce Integrated Performance System (WIPS) system. This includes assigning a Data Entry Operator II to coordinate data management and may also include technology solutions, paired with processes for all partners to report to RCWDB on a regular basis to ensure timely monthly and quarterly reporting to the DAS Grant Unit. Currently, both RCWDD and SBCWDB have systems in place to track participants in CalJOBS and LAUNCH colleges are familiar with entering apprentice data into the RAPIDS system.

(2) Partnership and Alignment to Support Workforce System Integration

The partners of IEDEA are working together to expand apprenticeships, provide opportunities for underserved populations and to ensure workforce system alignment.

Specific roles and responsibilities of the key partners are noted above and in Exhibit E. The two goals in this area below reflect IEDEA priorities:

1. Build Regional Capacity for Scaling High-Quality RAPs Through Coordination and Implementing Apprenticeship Best Practices.

IEDEA will build the regional capacity to increase both the number and quality of RAPs in the region by using the established LAUNCH network to coordinate a system of high-quality RAPs, which includes developing a career pathway design like Figure B and leveraging best practices like the Apprenticeship Success Factors. IEDEA partners will participate in statewide and national communities of practice in apprenticeship, utilize any technical assistance that is available and track learning and development of staff.

2. Leverage Resources, Related Programs and Funding Streams.

There are multiple existing opportunities to leverage resources and funding streams to build apprenticeship programs under IEDEA. The LAUNCH Network includes colleges that have received grants from the California Apprenticeship Initiative (CAI) that can help offset costs such as marketing and outreach for apprenticeships or certification exam costs. Additionally, IEDEA will be able to leverage funds and services from WIOA Title I, ETP, the State of California Regional Planning and Implementation funding, the California High Road Training Partnership (HRTP), and the California Community College Chancellor's Office Strong Workforce Program (SWP). IEDEA partners will also regularly discuss new opportunities for leveraged resources during regularly scheduled meetings.

(3) Increasing the Number of Apprentices Enrolled in RAPs

Exhibit D provides a specific breakdown of the total number of registered apprentices who will enroll in RAPs during the grant period (380). In order to reach the target numbers described there and above, these two strategies will be employed:

1. <u>Recruit, Enroll and Retain Apprentices from Underserved and Underrepresented Populations.</u>

A priority of IEDEA is to ensure that underserved and underrepresented populations such as women, veterans, BIPOC, people with disabilities, disconnected youth and justice-involved individuals have equitable access to and a successful experience in apprenticeships. Current programs in the region are working to level the playing field, such as Prison to Employment (P2E), which connects justice-involved individuals to high-demand employment, and the Uniquely Abled Project, which trains people with autism to be CNC Operators.

Working with ISCUW, Goodwill and other CBO partners, IEDEA will have regular discussions about outreach, enrollment and retention strategies using current data to ensure target numbers are being reached and that underrepresented populations are being included to the greatest extent possible. Periodic course corrections to strategy and programs will likely be necessary in order to achieve these goals.

2. <u>Expand the Number of Employers Participating in Apprenticeship.</u>

An expansion of apprenticeships will necessitate an increase in the number of employers who participate in them. IEDEA will leverage the collaborative employer engagement strategies used by LAUNCH (see above) to reach new employers in the target sectors, which all represent non-traditional spaces for apprenticeship. This is an opportunity to help many new employers unfamiliar with the model meet their talent needs. Both

SBCWDB and RCWDD are exploring the establishment of an apprenticeship classification within their respective counties, which will facilitate the creation of apprenticeships in county IT departments, county health agencies and even possibly in county transportation departments.

(4) Innovation in Apprenticeship Expansion Efforts

There are multiple ways that IEDEA will modernize and innovate the apprenticeship model in the region as described above, such as creating apprenticeships within county employment and collaborating on regional apprenticeship marketing through LAUNCH. Another important way that apprenticeships can be modernized is to better incorporate them into a full high school-through-living-wage job career pathway.
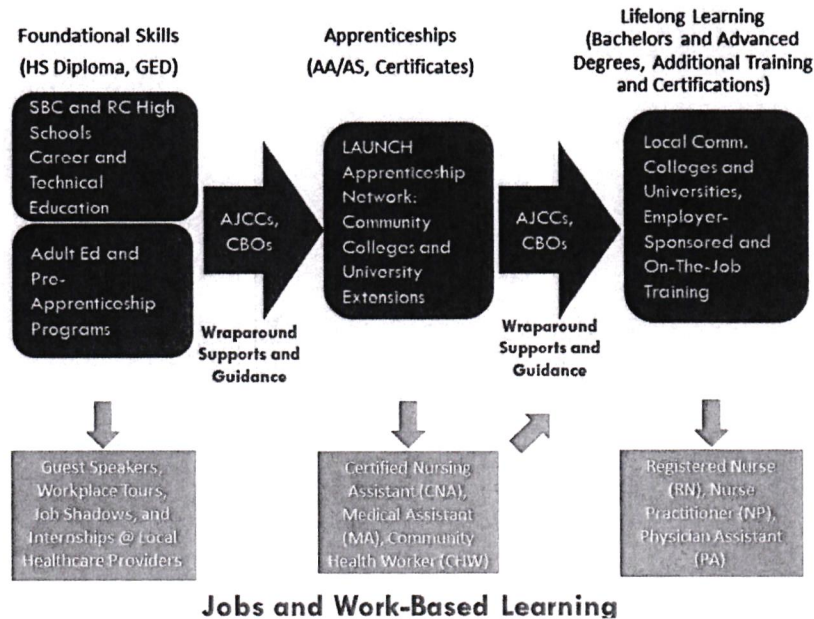
1. Modernize Apprenticeships Through Career Pathway Development.

Apprenticeships to date have not been clearly aligned with a full career pathway that allows for multiple entry and exit points, and connections to advanced education. In essence, there has not been a strong connection between K-12 schools, colleges and apprenticeship programs, or options for participants to choose from multiple industries when considering apprenticeships. IEDEA intends to build stronger connections between K-12 career and technical education, adult education and apprenticeship through career pathways like the one depicted in Figure B.

Career pathways developed in all five key sectors will follow a model similar to the one in Figure B that strengthen linkages across segments of education, in order to better develop talent for the region. Students are first exposed to the industry in high school, usually through career and technical education programs in either county. Some schools

offer pre-apprenticeship programs to prepare students for particular industries and careers as well.

Figure B: Example Career Pathway Model in Healthcare

Foundational Skills (HS Diploma, GED) — **Apprenticeships** (AA/AS, Certificates) — **Lifelong Learning** (Bachelors and Advanced Degrees, Additional Training and Certifications)

SBC and RC High Schools Career and Technical Education / Adult Ed and Pre-Apprenticeship Programs → AJCCs, CBOs → LAUNCH Apprenticeship Network: Community Colleges and University Extensions → AJCCs, CBOs → Local Comm. Colleges and Universities, Employer-Sponsored and On-The-Job Training

Wraparound Supports and Guidance

Guest Speakers, Workplace Tours, Job Shadows, and Internships @ Local Healthcare Providers / Certified Nursing Assistant (CNA), Medical Assistant (MA), Community Health Worker (CHW) / Registered Nurse (RN), Nurse Practitioner (NP), Physician Assistant (PA)

Jobs and Work-Based Learning

After graduating high school, students will be introduced to apprenticeship programs as a middle-skill-building opportunity. Linkages to continue education and move into advanced careers within their industry will be strengthened as well (titled "Lifelong Learning" on the graphic). Throughout the career pathway, participants will have options for work-based learning (WBL) experiences and access to jobs, as noted at the bottom of Figure B.

We know that relationship-based career and technical education for young adults, which includes mentorship, leads to higher job quality as adults based on research by the

Brookings Institute.[6] Thus, strengthening the linkages between K-12 systems with relationship-based WBL and apprenticeships, with relationship-based mentorship, can lead to better-prepared apprentices with a higher chance of success.

(5) Project Work Plan

The IEDEA program has developed a complete project work plan, which can be found in Exhibit C. There are five goals, each with specific activities, deliverables and milestones. Each goal also includes the lead and supporting organizations, timeframe for milestones and deliverables, along with annual costs associated with each goal. Below is a brief narrative description of each goal.

Goal #1: Successfully launch the IEDEA program. This goal relates to the start-up activities in launching IEDEA, including the milestones and activities that will be required to begin execution of the work plan, such as reviewing roles and responsibilities and securing all necessary IEDEA partners This will be completed in the first six months.

Goal #2: Developing and implementing systems to collect, track and report on all necessary data and outcomes. It is a key priority for IEDEA to meet all of its proposed outcomes and we outline steps here to achieve this, including setting up the appropriate data systems and using data to drive strategy. While ensuring that outcomes are met is ongoing, most of the milestones here will be met in the first year.

Goal #3: Ensuring underserved and underrepresented populations are successful in apprenticeship programs. Achieving more equitable outcomes for underserved and underrepresented populations in apprenticeship is a top priority for IEDEA. This part of

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[6] Brookings Institute (2018), Pathways to High-Quality Jobs for Young Adults
https://www.brookings.edu/research/pathways-to-high-quality-jobs-for-young-adults/

the work plan details how CBO partners will be engaged to ensure these populations are successful in apprenticeship programs utilizing data on a regular basis.

Goal #4: Strengthen career pathways from K-12 through apprenticeship and beyond in all five key sectors. As noted above, a key apprenticeship innovation in IEDEA is to strengthen linkages for career pathways across K-12, college and workforce programs. This goal breaks down the milestones for achieving this, including an analysis of current career pathways and setting goals to close gaps and make improvements.

Goal #5: Ensure sustainability of IEDEA through leveraged funding, mutually reinforcing programs and strong partnership. Sustainability planning will begin in the 2nd year of the grant and a final sustainability plan will be developed six months before the end of the grant. Additional details about sustainability planning are noted in Section IV.

IV.   Organizational, Administrative, and Fiscal Capacity

(1) Capacity of Applicant, Partnership Structure, and Administrative Controls and Systems

Riverside County's Workforce Development Division currently serves in a lead capacity for several state and federal grants, including administering all Workforce Investment and Opportunity Act (WIOA) activities on behalf of RCWDB and successful administration of over $331,000,000 in WIOA and other grant funding. Other examples of large grant oversight include TANF funds under an MOU with the County's Department of Public Social Services to place CalWorks recipients into subsidized employment, and $3.2 million for the state's Prison to Employment Grant providing innovative partnerships and services to reduce recidivism. Riverside County has also partnered with San Bernardino County in the implementation of four regional Slingshot state grants. Riverside County

employs effective procurement processes, systems, and procedures for these initiatives

that will also be applied.

Project management plan: RCWDD will lead the implementation, coordination,

data management and reporting for IEDEA and will utilize the work plan in Exhibit C as a

guide for project management. Internally, the RCWDD team will take advantage

of team meetings to discuss planning for IEDEA, agendas for IEDEA meetings,

communication and data collection with individual partners, and other pressing issues

for the program. RCWDD will schedule regular individual meetings with all key

IEDEA partners to track progress and ensure accountability for agreed-upon

services and outcomes. County leadership will be kept appraised of grant progress

with regular reports and will be included in high-profile events and strategic

partnership-building activities with IEDEA partners. SBCWDB will also play a key

role in supporting project management with feedback and support, particularly with

partners and activities in San Bernardino County. *Communications plan:* RCWDD will

establish regular communication channels with all IEDEA partners and the larger

community via email lists, website postings and community events. For the community,

there will likely be monthly newsletters and as-needed special announcements. For

IEDEA partners, current grant outcomes, minutes from meetings, action items and

other necessary information will be shared on a more frequent schedule. *Staffing plan:*

RCWDD leadership includes Carrie Harmon, Director, who has seven years of

experience in workforce development and Leslie Trainor, Deputy Director, with four

years of experience. Project coordination will be managed by Stephanie Adams

and Tammy Mathis, each with four years of experience each in workforce

development. In addition, a Program Coordinator, a Data Entry Operator, and a

will be responsible for coordination of IEDEA meetings, data collection, updating of related documentation and drafting communications.

(2) Financial, Data Collection, and Performance Reporting Systems

The County of Riverside's Workforce Development Division and fiscal administrative offices have the necessary experience to manage and oversee large collaborative projects such as IEDEA and can meet all DAS and DOL reporting requirements. The principal accountant overseeing this project has worked for the county in an administrative capacity for twenty years. We have a Data Entry Operator that is well versed in CalJOBS, the premier participant data tracking system for the state, and will become an expert in the other three system databases. The County of Riverside has demonstrated the organizational experience and capability to support and conduct work on the scope and scale required by SAEEI as a longtime direct grantee under the Community Development Block Grant (CDBG) and HOME Investment Partnership Act programs, overseeing millions of dollars annually to implement projects in disadvantaged communities.

(3) Sustainability

As noted above and in Exhibit C (Goal #5), RCWDD and its IEDEA partners have made sustainability a priority that will be developed throughout the grant period. Initially, the team will establish a list of leveraged funding such as WIOA Title I, ETP funding, CAI and HRTP (See Section III). It is also crucial to identify mutually reinforcing programs that can help participants access apprenticeships and support them to be successful, such as housing and childcare services. New opportunities and services that can be leveraged will be identified throughout the grant period and included where possible.

Formal agreements will be used to establish partnerships and regular meetings will be

held with each partner of IEDEA for accountability and long-term relationship-building.

Finally, IEDEA will draft a sustainability plan in the last year of the grant, implemented six

months before the end of the grant per the work plan in Exhibit C.

V.   Budget Summary, Budget Narrative, and Expenditure Plan

Please see Exhibits F, G and G1 for a full description of the budget and expenditures.

Applicant: Riverside County Workforce Development Division (RCWDD)

Project Name: Inland Empire Designing Equitable Apprenticeships (IEDEA)

A. (A-D) Staff Salaries: Total Salaries Paid + Benefits (WIOA 15%) $ 84,985.27

Position	FTE x Monthly Salary x Time	Benefits	Total (FTE X Salary X Time) + Benefits
Development Specialist I	.2 X 3054.20 X 36 = $21,990.26	$9,455.81	$31,446.07
Data Entry Operator (Office Assistant II)	.4 X 2600 X 36 = $37,440.00	$16,099.20	$53,539.20

E. Staff Travel $10,000.00

The Data Entry Operator II will be travelling throughout the Inland Empire on a regular basis to aid apprenticeship training providers in ensuring accurate data entry and enrollments into the four required database systems. The Program Coordinator will also be travelling on a regular basis to various community-based organizations to market the program.

F. Operating Expenses $ 84,484.83

The following are some of the major line items included:

Expense	Cost
Rent*	$18,231.13
Insurance	$13,669.80
Accounting (payroll services) and Audits	$17,271.06
Consumable office supplies*	$10,503.13
Printing	$3,000.00

Communications (phones, web services, etc.)*	$10,503.12
Mailing and Delivery	$1,000.00
Dues and Memberships*	$1,000.00
Outreach	$9,306.59

*(based on FTE for program staff)

G. Furniture and Equipment* $ 2929.90

1. Small Amount of Equipment and Furniture $2929.90

- iPhone SE - $1047.34 - 2
- Lenovo ThinkPad L13 (20VH0063US) - $1882.56 - 2

2. Large Amount of Equipment and Furniture $ 0

3. Equipment Lease $ 0

H. Consumable Testing and Instructional Materials $ 0

I. Apprenticeship RSI Tuition, Payments/Vouchers $ 1,000,000.00

Sector specific training in IT/Cybersecurity, healthcare, advanced manufacturing, logistics and transportation, and public sector positions will be funded from these training dollars.

Program	Organization
Psychiatric Technician	Community College partners through LAUNCH
Youth Manufacturing Technician	Community College partners through LAUNCH
Tool & Die Maker	Community College partners through LAUNCH
Aircraft Mechanic	Community College partners through LAUNCH
Information Security Professional	Community College partners through LAUNCH
Database Technician	Community College partners through LAUNCH
Software and Applications Developer	Community College partners through LAUNCH

J. On-The-Job Training $ 170,850

These funds are for apprenticeship positions that are being developed within the County of Riverside and their human resources department. Anticipated apprenticeship programs include Application Developer, IT Communications Analyst, Database Administrator, Human Resources Assistants, Bookkeeping, Accounting and Auditing Clerks, and Social and Human Service Assistants.

K. Participant Supportive Services $ 20,000.00

Supportive services will be used to address the transportation needs of apprentices as well as help with supplies and books associated with program costs.

L. Contractual Services $ 100,000.00

We will select two service providers that will engage with residents throughout the Inland Empire, educating them on the apprenticeship programs associated with this grant and will assist in making direct referrals to the Program Coordinator.

M. Indirect Costs $ 133,400.00

We are using these funds for indirect costs that are involved in administering this grant. For example, facilities rent, utilities, equipment depreciation, county counsel fees, human resources costs, fiscal costs, security, and other costs that may occur over the grant period.

N. Other $ 217,350.00

We will be using monies to fund the Program Coordinator (Development Specialist II) position. This individual will provide extensive case management services to participants in the apprenticeship programs. Case management will include providing wrap around services when needed, determining eligibility for various programs, and provide ongoing support throughout the duration of their apprenticeship.

EXHIBIT H

Department of Labor Terms and Conditions

1) Administrative Program Requirements

All grantees will be subject to all applicable federal laws and regulations, including the OMB Uniform Guidance, and the terms and conditions of the award. The grant(s) awarded under this FOA will be subject to the following administrative standards and provisions.

i. Non-Profit Organizations, Educational Institutions, For-profit entities and State, Local, and Indian Tribal Governments – 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 2 CFR Part 2900 (DOL's Supplement to 2 CFR Part 200).

ii. All entities must comply with 29 CFR Part 93 (New Restrictions on Lobbying), 29 CFR Part 94 (Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)), 2 CFR Part 180 (OMB Guidance to Agencies on Government-wide Debarment and Suspension (Non-procurement)), and, where applicable, 2 CFR Part 200 (Audit Requirements).

iii. 29 CFR Part 2, subpart D—Equal Treatment in Department of Labor Programs for Religious Organizations; Protection of Religious Liberty of Department of Labor Social Service Providers and Beneficiaries.

iv. 29 CFR Part 31—Nondiscrimination in Federally Assisted Programs of the Department of Labor—Effectuation of Title VI of the Civil Rights Act of 1964.

v. 29 CFR Part 32—Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance.

vi. 29 CFR Part 35—Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from the Department of Labor.

vii. 29 CFR Part 36—Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.

viii. 29 CFR Part 38 – Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and

Opportunity Act.

ix. 29 CFR Parts 29 and 30—Labor Standards for the Registration of Apprenticeship Programs, and Equal Employment Opportunity in Apprenticeship and Training, as applicable.

x. The Department of Labor will follow the procedures outlined in the Department's Freedom of Information Act (FOIA) regulations (29 CFR Part 70). If DOL receives a FOIA request for your application, the procedures in DOL's FOIA regulations for responding to requests for commercial/business information submitted to the government will be followed, as well as all FOIA exemptions and procedures. See generally 5 U.S.C. § 552; 29 CFR Part 70.

xi. Standard Grant Terms and Conditions of Award—see the following link: https://www.doleta.gov/grants/resources.cfm.

2) Other Legal Requirements

a) Religious Activities
The Department notes that the Religious Freedom Restoration Act (RFRA), 42 U.S.C. § 2000bb, applies to all federal law and its implementation but this FOA is only open to States; therefore, this clause is not applicable.

b) Lobbying or fundraising the U.S. Government with Federal Funds

In accordance with Section 18 of the Lobbying Disclosure Act of 1995 (Public Law 104-65) (2 U.S.C. § 1611), non-profit entities incorporated under Internal Revenue Service Code section 501(c)(4) that engage in lobbying activities are not eligible to receive federal funds and grants. No activity, including awareness-raising and advocacy activities, may include fundraising for, or lobbying of, U.S. federal, state, or local governments (see 2 CFR 200.450 for more information).

c) Transparency Act Requirements
You must ensure that you have the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by the Government Funding Transparency Act of 2008, Pub. Law 110-252, Title VI, Chap. 2, Sec. 6202), as follows:

- Except for those excepted from the Transparency Act under sub-paragraphs 1, 2, and 3 below, you must ensure that you have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements of the Transparency Act, should you receive funding.

- Upon award, you will receive detailed information on the reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A, which can be found at

  https://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf.

The following types of awards are not subject to the Federal Funding Accountability and Transparency Act.

- Federal awards to individuals who apply for or receive federal awards as natural persons (e.g., unrelated to any business or non-profit organization he or she may own or operate in his or her name).

- Federal awards to entities that had a gross income, from all sources, of less than$300,000 in the entities' previous tax year; and

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- Federal awards, if the required reporting would disclose classified information.

d)   Safeguarding Data Including Personally Identifiable Information (PII)
Applicants submitting applications in response to this FOA must recognize that confidentiality of PII and other sensitive data is of paramount importance to the Department of Labor and must be observed except where disclosure is allowed by the prior written approval of the Grant Officer or by court order. By submitting an application, you are assuring that all data exchanges conducted through or during the course of performance of this grant will be conducted in a manner consistent with applicable federal law and <u>TEGL 39-11</u> (issued June 28, 2012). All such activity conducted by ETA and/or recipient(s) will be performed in a manner consistent with applicable state and federal laws.

By submitting a grant application, you agree to take all necessary steps to protect such confidentiality by complying with the following provisions that are applicable in governing the handling of confidential information:

i. You must ensure that PII and sensitive data developed, obtained, or otherwise associated with DOL/ETA funded grants is securely transmitted.

ii. To ensure that such PII is not transmitted to unauthorized users, all PII and other sensitive data transmitted via e-mail or stored on CDs, DVDs, thumb drives, etc., must be encrypted using a Federal Information Processing Standards (FIPS) 140-2 compliant and National Institute of Standards and Technology (NIST) validated cryptographic module. You must not e-mail unencrypted sensitive PII to any entity, including ETA or contractors.

iii. You must take the steps necessary to ensure the privacy of all PII obtained from participants and/or other individuals and to protect such information from unauthorized disclosure. You must maintain such PII in accordance with the ETA standards for information security described in TEGL NO. 39-11 and any updates to such standards we provide to you. Grantees who wish to obtain more information on data security should contact their Federal Project Officer.

iv. You must ensure that any PII used during the performance of your grant has been obtained in conformity with applicable federal and state laws governing the confidentiality of information.

v. You further acknowledge that all PII data obtained through your ETA grant must be stored in an area that is physically safe from access by unauthorized persons at all times and the data will be processed using recipient-issued equipment, managed information technology (IT) services, and designated locations approved by ETA. Accessing, processing, and storing of ETA grant PII data on personally owned equipment, at off-site locations, (e.g., employee's home), and non-recipient managed IT services, (e.g., Yahoo mail), is strictly prohibited unless approved by ETA.

vi. Your employees and other personnel who will have access to sensitive/confidential/proprietary/private data must be advised of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards that are contained in federal and state laws.

vii. You must have policies and procedures in place under which your employees and other personnel, before being granted access to PII, acknowledge their understanding of the confidential nature of the data and the safeguards with which they must comply in their handling of such data, as well as the fact that they may be liable to civil and criminal sanctions for improper disclosure.

viii. You must not extract information from data supplied by ETA for any purpose not stated in the grant agreement.

ix. Access to any PII created by the ETA grant must be restricted to only those employees of the grant recipient who need it in their official capacity to perform duties in connection with the scope of work in the grant agreement.

x. All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal, or any other means. Data may be downloaded to, or maintained on, mobile or portable devices only if the data are encrypted using NIST validated software products based on FIPS 140-2 encryption. In addition, wage data may be accessed only from secure locations.

xi. PII data obtained by the recipient through a request from ETA must not be disclosed to anyone but the individual requestor, except as permitted by the Grant Officer or by court order.

xii. You must permit ETA to make onsite inspections during regular business hours for the purpose of conducting audits and/or conducting other investigations to assure that you are complying with the confidentiality requirements described above. In accordance with this responsibility, you must make records applicable to this Agreement available to authorized persons for the purpose of inspection, review, and/or audit.

xiii. You must retain data received from ETA only for the period of time required to use it for assessment and other purposes, or to satisfy applicable federal records retention requirements, if any. Thereafter, you agree that all data will be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.

EXHIBIT I

General Terms and Conditions

1. <u>APPROVAL</u>: This Grant Agreement is of no force or effect until signed by both parties. The Sub-Recipient may not invoice for activities performed prior to the commencement date or completed after the termination date of this Grant Agreement.

2. <u>AMENDMENT</u>: No amendment or variation of the terms of this Grant Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or agreement not incorporated in the Grant Agreement is binding on any of the parties.

3. <u>ASSIGNMENT</u>: This Grant Agreement is not assignable by the Sub-Recipient, either in whole or in part, without the consent of the Department of Industrial Relations (DIR) Director, Division of Apprenticeship Standards (DAS) Chief, or authorized designee in the form of a formal written amendment.

4. <u>AUDIT</u>: The Sub-Recipient agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Grant Agreement. The Sub-Recipient agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. The Sub-Recipient agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Sub-Recipient agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code, § 8546.7, Pub. Contract Code, § 10115 et seq., CCR Title 2, Section 1896).

5. <u>INDEMNIFICATION</u>: The Sub-Recipient agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Grant Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Sub-Recipient in the performance of this Grant Agreement.

6. <u>DISPUTES</u>: The Sub-Recipient must continue with the responsibilities under this Grant Agreement during any dispute. In the event of a dispute, the Sub-Recipient must file a "Notice of Dispute" with the DAS Chief, DAS Liaison, or designee within ten (10) calendar days of discovery of the problem. The Notice of Dispute must contain the

Agreement number. Within ten (10) calendar days of receipt of the Notice of Dispute, the DAS Chief, DAS Liaison, or designee must meet with the Sub-Recipient for the purpose of resolving the dispute.

7. SUSPENSION OF PAYMENTS: Grant fund payments under this Grant Agreement may be suspended or terminated if DIR/DAS determines that the Sub-Recipient has not complied with the terms of the Grant Agreement.

8. TERMINATION FOR CAUSE: DIR/DAS may terminate this Grant Agreement and be relieved of any payments should the Sub-Recipient fail to perform the requirements of this Grant Agreement at the time and in the manner herein provided. The Sub-Recipient will have ten (10) calendar days after receipt of the termination notice to cure the breach. If the breach is not cured within ten (10) calendar days of receipt of notice, DAS shall reimburse the Sub-Recipient for all documented costs incurred up to the date of termination.

    DIR/DAS may take any termination for cause into consideration during evaluation of any grant proposal submitted by the Sub-Recipient in the future. Furthermore, any termination for cause may be considered a basis for imposing additional conditions on a grant awarded by DIR/DAS in the future.

9. INDEPENDENT CONTRACTOR: The Sub-Recipient, and the agents and employees of the Sub-Recipient, in the performance of this Grant Agreement, shall act in an independent capacity and not as officers or employees or agents of DIR/DAS. The Sub-Recipient's obligation to pay its Contractors/Consultants is an independent obligation from DIR/DAS's obligation to make payments to the Sub-Recipient. Sub-Recipient agrees to comply with all applicable State and local laws and regulations during the term of this Grant Agreement. All of the Sub-Recipient's Contractors/Consultants shall have the proper licenses/certificates required in their respective disciplines. The Contractors/Consultants shall not affect the Sub-Recipient's overall responsibility for the management of the project, and the Sub-Recipient shall reserve sufficient rights and control to enable it to fulfill its responsibilities under this Grant Agreement.

10. NON-DISCRIMINATION CLAUSE: During the performance of this Grant Agreement, the Sub-Recipient and its subrecipients shall not deny the Grant Agreement's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age,

sexual orientation, or military and veteran status.

The Sub-Recipient must ensure sure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. The Sub-Recipient and subrecipients shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article.

The Sub-Recipient must permit access by representatives of the Civil Rights Department and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause.

The Sub-Recipient and its subrecipients shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)

The Sub-Recipient shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Grant Agreement.

11.   PUBLICITY AND ACKNOWLEDGMENT: The Sub-Recipient agrees that it will acknowledge DIR/DAS's support whenever projects funded, in whole or in part, by this Grant Agreement are publicized in any news media, brochures, publications, audiovisuals, presentations or other types of promotional material.

The Sub-Recipient agrees to notify DIR's External Affairs Office in writing at least two (2) business days before any news releases or public conferences are initiated by the Sub-Recipient or its Contractors/Consultants regarding the project described in the Grant Agreement Scope of Work, Budget, or other exhibits. The Sub-Recipient further agrees it will collaborate with DIR's External Affairs Office with respect to publicity in any news media. Use of DIR's or DAS's logo must be approved by DIR/DAS and comply with DIR's Branding Guide, a copy of which is available upon request from DIR's External Affairs Office.

12.   REPORTING REQUIREMENTS: The Sub-Recipient agrees to comply with all reporting requirements specified in Scope of Work or other exhibits, if applicable.

13.   CLOSEOUT: The Grant Agreement will be closed out after the completion of the project or project term, receipt and approval of the final invoice and final report, and resolution of any performance or compliance issues.

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16. <u>GOVERNING LAW</u>: This Grant Agreement is governed by and shall be interpreted in accordance with the laws of the State of California.

17. <u>STATE AND FEDERAL LAW:</u> It is the responsibility of the Sub-Recipient to know and understand which state, federal, and local laws regulations, and ordinances are applicable to this Grant Agreement and the project. Sub-Recipient shall be responsible for observing and complying with all applicable state and federal laws and regulations, and failure to comply may constitute a material breach.

18. <u>UNENFORCEABLE PROVISION</u>: In the event that any provision of this Grant Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Grant Agreement have force and effect and shall not be affected thereby.