

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



**ITEM: 3.15**  
(ID # 26003)

**MEETING DATE:**

Tuesday, October 08, 2024

**FROM :** PROBATION

**SUBJECT:** PROBATION DEPARTMENT: Accept the Grant Award Notification and Ratify and Approve the Standard Agreement for the California Health and Human Services, Office of Youth and Community Restoration Workforce Development Navigator Grant and Amend Salary Ordinance No. 440 pursuant to Resolution No. 440-9450 submitted herewith; All Districts. [\$600,000; 100% Office of Youth and Community Restoration Grant] 4/5 Vote Required

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Accept the Grant Award Notification from the Office of Youth and Community Restoration (OYCR) and Ratify and Approve the Standard Agreement with the OYCR, substantially conforming in form and substance to the attached template agreement, to receive the lump sum from the Workforce Development Navigator Grant Award in the total amount of \$600,000 for the period of September 1, 2024, through September 1, 2027;
2. Authorize the Chief Probation Officer, or designee, to execute and administer the Standard Agreement with the OYCR on behalf of the County, and future ministerial amendments thereto, as approved as to form by County Counsel, and to sign necessary documents and reports related to the administration of this grant, based on availability of fiscal funding with the condition that all funds received will not be used to supplant expenditures;
3. Approve and direct the Auditor-Controller to make budget adjustments as outlined in the attached Schedule A for Fiscal Year 2024/2025; and
4. Amend Salary Ordinance No. 440 pursuant to Resolution No. 440-9450 submitted herewith.

**ACTION:4/5 Vote Required**

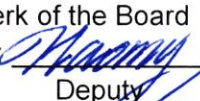
  
Christopher Wright, Chief Probation Officer 9/12/2024

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**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez  
Nays: None  
Absent: None  
Date: October 8, 2024  
xc: Probation, H.R.

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

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<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$200,000	\$200,000	\$600,000	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS:</b> Office of Youth and Community Restoration Grant 100%			<b>Budget Adjustment:</b> Yes	
			<b>For Fiscal Year:</b> 2024/2025	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

In December 2023, the Office of Youth and Community Restoration (OYCR) and Department of Rehabilitation (DOR) announced a three-year, \$30 million joint partnership, the Youth Employment Initiative for the Workforce Development Navigator Grant. The program aims to demonstrate the effectiveness of innovative interventions and services to support youth with disabilities in the juvenile justice system. This project will focus on enabling young people who face qualifying barriers to succeed in their educational and career endeavors.

Research estimates that up to 60% of youth in the juvenile justice system have physical, emotional, or learning disabilities or other needs that must be addressed to support their progress in acquiring the knowledge and skills necessary for economic success in adulthood. To address these needs, Riverside County Probation (Probation) will partner with Riverside County Office of Education (RCOE) to identify eligible youth and connect them to specialized educational and vocational services aimed at removing these barriers. As a part of this initiative, Probation will fund a Probation Specialist position that will be identified as the Workforce Development Navigator (WDN). The WDN will identify and engage potential youth enrollees, who are under probation supervision, and refer them for eligibility determination for enrollment to one of eight (8) RCOE Alternative Education Community Schools located throughout Riverside County upon release from custody. Additionally, the WDN will connect the eligible youth to CBO providers to deliver vocational services, participate in the individual rehabilitation plan development for the youth, and provide documentation as needed about the progress of the youth.

Probation currently operates three (3) youth facilities within Riverside County and currently partners with RCOE to facilitate and operate educational classrooms inside these facilities. Within the three (3) facilities, Probation operates one (1) Secure Youth Treatment Facility (SYTF) and two (2) detention juvenile hall facilities. RCOE provides a comprehensive instructional program for adjudicated youth with curriculum, instruction, and assessment to ensure that students graduate from high school well prepared for college and careers. RCOE is fully accredited by the Western Association of Schools and Colleges (WASC) and all credits are recognized and accepted by higher education. RCOE also provides Career and Technical Education (CTE) courses that are sequenced in high school education to create pathways for students in a course of study, designed to map to employment and/or post-secondary education

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opportunities. The prospects for students cover a wide range of industry standards that will support a seamless transition into the Workforce Development Initiative provided by OYCR.

**Impact on Residents and Businesses**

This grant provides all young people, regardless of ability or circumstance the needed resources to assist with workplace competencies. Employment is a social determinate of health and essential to prevention, intervention, and recovery. Probation is excited to partner with OYCR and RCOE on the Workforce Development Navigator Grant to ensure these youth have a path out of poverty and the opportunity to experience the sense of belonging and purpose that comes from having a job. Ultimately supporting youth to be better equipped to transition back into their communities and reduce recidivism.

**Additional Fiscal Information**

Probation is requesting a budget adjustment for FY 24/25 in the amount of \$200,000. The budget adjustments are identified in the attached Schedule A.

**ATTACHMENTS:**

Grant Agreement Template

Schedule A – OYCR Workforce Development Navigator Grant

Resolution No. 440-9450

*Brett Austin*  
Brett Austin, Supervising Accountant

9/12/2024

*Rebecca S Cortez*  
Rebecca S Cortez, Principal Management Analyst

10/3/2024

*Tami Douglas-Schatz*  
Tami Douglas-Schatz, Director of Human Resources

10/1/2024



STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**STANDARD AGREEMENT**

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER  
2024-437-OYCR

PURCHASING AUTHORITY NUMBER (If Applicable)  
Exempt

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

California Health and Human Services Agency, Office of Youth and Community Restoration

CONTRACTOR NAME

County of Riverside

2. The term of this Agreement is:

START DATE

September 1, 2024

THROUGH END DATE

September 1, 2027

3. The maximum amount of this Agreement is:

\$600,000.00 (Six Hundred Thousand Dollars and zero cents)

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Statement of Work	4
Exhibit B	Budget and Payment Details	2
Exhibit C *	General Terms and Conditions (GTC 04/2017)	1
+ - Exhibit D	Knowledge Transfer Questionnaire	1
+ - Exhibit E	Sample Invoice	1

Items shown with an asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

**CONTRACTOR**

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

County of Riverside

CONTRACTOR BUSINESS ADDRESS

PO Box 833

CITY

Riverside

STATE

CA

ZIP

92502

PRINTED NAME OF PERSON SIGNING

Christopher H. Wright

TITLE

Chief Probation Officer

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

FORM APPROVED COUNTY COUNSEL

BY:  BRADEN J. HOLLY

9/5/24  
DATE

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**STANDARD AGREEMENT**

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER  
2024-437-OYCR

PURCHASING AUTHORITY NUMBER (If Applicable)  
Exempt

**STATE OF CALIFORNIA**

CONTRACTING AGENCY NAME

California Health and Human Services, Office of Youth and Community Restoration

CONTRACTING AGENCY ADDRESS

1215 O Street, Floor 11

CITY

Sacramento

STATE

CA

ZIP

95814

PRINTED NAME OF PERSON SIGNING

Sonia Herrera

TITLE

Deputy Director of Administrative Services

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

Exempt per Welfare and Institutions Code 2200 (k).

**EXHIBIT A – STATEMENT OF WORK**

This Grant Agreement (Agreement) reflects the consideration or services to be provided by County of Riverside, Probation Department (Riverside or Grantee) for the California Health and Human Services Agency, Office of Youth and Community Restoration (OYCR or State). A detailed description of the services or consideration can be found in the Section 4 Scope of Services or Consideration.

This Agreement is governed by and incorporates by reference General Terms and Conditions (GTC 04/2017) and Contractor Certification Clause (CCC 04/2017) which can be found at the link below:

<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-resources-List-Folder/Standard-Contract-Language>

**1. TERM**

The term of this Agreement shall commence on September 1, 2024 (Effective Date) and continue through September 1, 2027.

**2. WORK LOCATION**

The Grantee will perform the services described in this Agreement at their county office or at a remote location approved by their county.

**3. MAXIMUM AMOUNT PAYABLE**

The maximum amount payable for this Agreement is \$600,000. Additional cost and invoicing details are in Exhibit B, Budget and Payment Details.

**4. SCOPE OF SERVICES OR CONSIDERATION**

Under the direction from the OYCR Engagement Manager, the Grantee shall provide the following services or consideration for the grant funds.

<b>TASK GROUP 1 – Engagement, Management and Administrative Tasks</b>	
<b>1.1</b>	The Grantee shall work with the Master Services Contractor (Amity) with the Amity monthly to discuss the information contained in the Monthly Status Report. The Grantee shall also participate in other meetings as requested by Amity.
<b>1.2</b>	The Grantee will recruit and retain a full time Workforce Development Navigator (WDN) position. The WDN will identify and engage potential youth ages 14-25, with physical or mental impairments, in the juvenile justice system . The WDN will refer the youth to DOR for service eligibility for vocational and work focused educational rehabilitation services. The WDN will work with the Master Service Contractor (MSC) Amity and or designated subcontractor to develop the Individualized Plan for Employment (IPE), support the youth's employment, career or education case plan and will communicate with MSC or subcontractor as necessary to track progress.

1.3	The Grantee shall work with the County Office of Education to coordinate information sharing that helps to identify eligible youth that COE will refer eligible youth to the probation WDN, and that COE will share information regarding the educational programs of participating youth.
1.4	<p>The Grantee will provide the MSC with monthly information describing:</p> <ul style="list-style-type: none"> <li>• Tasks completed</li> <li>• Tasks in progress</li> <li>• Planned tasks</li> <li>• Deliverables completed</li> <li>• Number of youth referred for services</li> <li>• Number of youth engaged in services</li> <li>• Dates youth were referred for services</li> <li>• Dates youth started services</li> <li>• Status of Living Arrangement for the youth- SYTF, in community, at home                             <ul style="list-style-type: none"> <li>○ At time of referral</li> <li>○ And monthly</li> <li>○ If discharged, current status</li> </ul> </li> </ul> <p><b>Deliverable: Monthly Status Report due 10 business days after the end of the month</b></p>
1.5	<p>The Grantee shall establish point of contact and participate in training on identification of DOR eligibility, motivational interviewing, destigmatizing for youth with mental health disabilities.</p> <p><b>Deliverable: Submit annual training reports on above topics.</b></p>
<b>TASK GROUP 2 – Knowledge Transfer and Lessons Learned</b>	
2.1	<p>The Grantee shall submit a completed Knowledge Transfer Questionnaire, Exhibit E, describing the work products and deliverables accomplished and the lessons learned during the effort.</p> <p><b>Deliverable: Knowledge Transfer Questionnaire due 10 business days prior to the end of the Agreement.</b></p>
2.2	The Grantee shall meet with OYCR to go over the completed Knowledge Transfer Questionnaire.

**5. DELIVERABLES OR REPORTING**

Item	Deliverable Title	Task Number	Due to OYCR
1	Monthly Status Reports	1.4	Due 10 business days after the end of each month
2	Annual Training Reports	1.5	Annually
3	Knowledge Transfer Questionnaire	2.1	Due 10 business days prior to the end of the Agreement



**6. POINTS OF CONTACT**

The table below shows the points of contact for each party for this engagement. This information may be changed upon mutual consent of both parties without the need for an amendment.

<b>Grantee Engagement Manager:</b>	
Name, Title:	Daniel Castaneda, Chief Deputy Probation Officer
Address:	3960 Orange St. Ste 600, Riverside, CA 92501
Phone Number:	(951) 955.7495
E-mail address:	Dcastane@RIVCO.org

<b>OYCR Engagement Manager:</b>	
Name, Title:	Krystall Rollins
Address:	925 L. Street, Suite 1275, Sacramento, CA 95814
Phone Number:	(916) 207-3312
E-mail address:	Krystall.rollins@chhs.ca.gov

**7. PROBLEM ESCALATION**

The parties acknowledge and agree that certain problems or issues may arise, and that such matters shall be brought to the State’s attention. Problems or issues shall normally be reported in regular status reports or in-person meetings. However, there may be instances where the severity of the problem justifies escalated reporting. To this extent, the State Engagement Manager shall determine the level of severity, and notify the appropriate State staff, as set forth below. The State staff notified, and the period taken to report the problem or issue shall be at a level commensurate with the severity of the problem or issue. The State personnel include, but are not limited to, the following:

- First level, OYCR Contract Engagement Manager, Krystall Rollins
- Second level, OYCR Deputy Director, Alani Jackson

**8. EXECUTIVE ORDER N-6-22 – RUSSIA SANCTIONS**

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. “Economic Sanctions” refers to sanctions imposed by the U.S. government in response to Russia’s actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Grantee is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities,

that shall be grounds for termination of this agreement. The State shall provide Grantee advance written notice of such termination, allowing Grantee at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

## **9. GRANTEE STAFF EXPENSES**

The Grantee represents that it has or shall secure at its own expense, all staff required to perform the services described in this Agreement.

## **10. FORCE MAJEURE**

Neither party shall be liable to the other for any delay in or failure of performance, nor shall any such delay in or failure of performance constitute default, if such delay or failure is caused by "Force Majeure." As used in this section, "Force Majeure" is defined as follows: Acts of war and acts of God such as earthquakes, floods, and other natural disasters such that performance is impossible.

**EXHIBIT B - BUDGET AND PAYMENT DETAILS**

**1. INVOICE AND PAYMENT**

a) Upon execution of this Grant Agreement, the Grantee shall submit invoices to the OYCR for advance payments as shown in Table B-1 below.

**Table B-1: Invoice Schedule**

<b>Invoice</b>	<b>Performance Period</b>	<b>Estimated Invoice Date</b>	<b>Advance Payment Amount</b>
1	Year 1	October 2024	\$200,000
2	Year 2	October 2025	\$200,000
3	Year 3	October 2026	\$200,000
<b>Maximum Amount Payable</b>			<b>\$600,000</b>

b) Payment shall be made in accordance with the State of California's Prompt Payment Act (Government Code § 927 et seq.).

- 1) Invoices must be submitted via email and must contain the following in the subject line:
  - Agreement Number # 2024-437-OYCR
  - County Invoice Number
- 2) Invoice must be in PDF format and contain the following information:
  - I. Grantee's letterhead.
  - II. Signature from authorized company official.
  - III. Agreement Number 2024-437-OYCR.
  - IV. Invoice Amount.
  - V. Description of anticipated services.
- 3) Any other supporting documentation as required in this Agreement must submitted with the invoice.

**2. TRAVEL**

If Travel is allowed as part of this grant, costs shall not exceed State rates current at the time of order placement and shall be made in accordance with the provisions established in the California Department of Human Resources (CalHR) Human Resources Manual (e.g., section 2203) and any applicable CalHR travel regulations (Cal. Code Regs, tit. 2, § 599.615 et seq.), as applied to represented employees and limited to actual costs incurred.

**3. BUDGET CONTINGENCY CLAUSE**

It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the services and deliverables covered by this Agreement, this Agreement shall be of no

further force and effect. In this event, the State shall have no further liability to pay any funds whatsoever to the Grantee or to furnish any other considerations under this Agreement and the Grantee shall not be further obligated to perform any provisions of this Agreement.

If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no further liability occurring to the State or offer an Agreement amendment to the Grantee to reflect the reduced amount.

#### **4. GRANTEE OVERPAYMENTS**

If the State or Grantee determines that an overpayment has been made to the Grantee, the State will seek recovery immediately upon discovery of the overpayment by contacting the Grantee to request a refund or credit of the overpayment amount. If the Grantee refund or credit is not received within thirty (30) days from the date of the State's notice, the State shall offset subsequent Grantee payments by the amount of the overpayment. If Grantee discovers it has received an overpayment Grantee shall notify the State and refund the overpayment immediately.

#### **5. ADVANCE PAYMENT**

Nothing herein contained shall preclude advance payments pursuant to the Government Code, Article 1, Chapter 3, Part 1, Division 3, Title 2. Advance payments shall be in accordance with Section 8453 of the State Administrative Manual and Government Code, Section 11257.

#### **6. TERMINATION WITHOUT CAUSE**

This Agreement may be terminated without cause by the OYCR after a 30-day written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment/invoicing instructions or requirements.

The Grantee shall be entitled to payment of all allowable costs authorized under this Agreement and incurred up to the date of termination or cancellation, including authorized non-cancelable obligations, provided such expenses do not exceed the stated maximum amounts payable.

## EXHIBIT C - GENERAL TERMS AND CONDITIONS

The general terms and conditions (GTC 04/2017) will be included in the contract by reference to the internet site:

<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>

**EXHIBIT D - KNOWLEDGE TRANSFER QUESTIONNAIRE**

The purpose of this document is to provide an orderly transition of responsibilities and knowledge for which your firm has been mainly accountable while working with the Office of Youth and Community Restoration (OYCR). As a member of this project, your firm was given access to substantial information regarding the OYCR's business operations and needs. Your knowledge and experience are of immense value to OYCR as we make decisions regarding the future directions and needs of our organization.

Your Name:	
Job Title:	
Manager:	
Grantee Name:	
Contract Number:	
Future Contact Number:	

To the best of your ability, please provide responses to the following questions:

1. Provide a list of all the projects, ongoing tasks, tips, information, and other open items on which you are currently working.
2. Are there key people (internal/external contacts) your firm has worked with while on the project to whom we should be introduced before the contract end date? If yes, please list their names and contact info as well as the capacity in which your firm worked with them.
3. Identify external agencies and groups with whom it is necessary for us to interact with in the future.
4. Are there specific files/records related to the project that should be retained over a defined period? If yes, please list, identify the location of each, and include the retention period.
5. List important historical/reference documents, if any, in your possession. If they are not in your possession, please list their location.
6. List all best practices and lessons learned discovered during the project.
7. What equipment was assigned to your firm for use? Where is the equipment?
8. We may contact your firm if we have additional questions. Please provide a contact person and number.
9. Is there other information not requested on this form that you feel it would be helpful for us to know? If yes, please provide.

**EXHIBIT E – SAMPLE INVOICE**

**ABC COMPANY  
INVOICE FOR SERVICES**

**Date:** November 10, 2024  
**Invoice Number:** xxxxxx  
**Agreement Number:** Agreement # 2024-426-OYCR  
**Total Invoice Amount:** \$xx,xxx  
**Period of Performance:** October 2024

**ATTN:** Invoice Team  
CHHSinvoices@chhs.ca.gov  
California Health and Human Services Agency

**Description of Services:**

In accordance with Agreement # 2024-426-OYCR, we request compensation for the following services:

Staff Costs					
Task Number	Description of Worked Performed	Assigned Staff	Hours Worked	Hourly Rate	Cost
Non-Staff Costs (Travel Expenses, Stipends, etc.)					
Description of Non-Staff Costs					
<b>TOTAL COST</b>					

**Please remit payment to:**

(Address on Std 204, Payee Data Record)

Please contact me at (916) xxx-xxxx if you have any questions or concerns.

Thank you.

*TOM JAMES*

TOM JAMES, President  
ABC Agency

**Schedule A**  
**Riverside County Probation Department**  
**OYCR Workforce Development Grant**  
**Fiscal Year 2024/2025**

**Increase Appropriations:**

10000-2600100000-510040	Salaries	\$60,060
10000-2600100000-518100	Budgeted Benefits	\$33,328
10000-2600100000-536240	Other Contract Agencies	\$106,612
	Total	\$200,000

**Increase Estimated Revenue:**

10000-2600100000-755180	CA-From Other St Govt Agencies	\$200,000
	Total	\$200,000