

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



ITEM: 3.42
(ID # 26592)

MEETING DATE:

Tuesday, December 03, 2024

FROM : HOUSING AND WORKFORCE SOLUTIONS

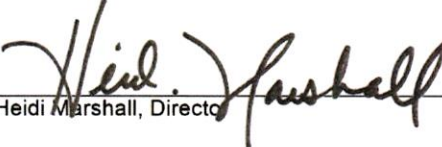
SUBJECT: HOUSING AND WORKFORCE SOLUTIONS/WORKFORCE DEVELOPMENT DIVISION (HWS/WDD): Approve the First Amendment to the Professional Services Agreement with California Family Life Center, a California nonprofit organization, for the implementation of the 2nd Chance Youth Employment Program, to reduce the aggregate amount which shall not exceed \$825,557, through September 2026; District 5. [\$825,557 - 100% American Rescue Plan Act (ARPA) Funds]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the reduced allocation by \$399,443 for a new total of \$825,557 from the Fifth District Second Allocation American Rescue Plan Act (ARPA) funding to the Department of Housing and Workforce Solutions, Workforce Development Division (HWS/WDD), to reduce previously allowed administrative and supportive services fees for Professional Service Agreement with California Family Life Center for 2nd Chance Youth Employment Program;

Continued on page 2

ACTION:Policy


Heidi Marshall, Director 11/19/2024

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez seconded by Supervisor Spiegel 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: December 3, 2024
xc: HWS

Kimberly A. Rector
Clerk of the Board

By: 
Deputy

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

RECOMMENDED MOTION: That the Board of Supervisors:

2. Authorize the use of up to \$75,000 of allocated ARPA funds to pay direct County staff related and delivery costs for the 2nd Chance Youth Employment Program and \$25,000 for Community Liaison;

3. Approve attached First Amendment to Professional Services Agreement between County of Riverside and California Family Life Center, as approved by Board of Supervisors via Minute Order No. 3.34 on April 30, 2024; to reduce the aggregate amount of which shall not exceed \$725,557 through September 30, 2026, and authorize the Chair of the Board to execute three (3) copies of the same on behalf of the County;

4. Authorize the Purchasing Agent to issue Purchase Order(s) for the 2nd Chance Youth Employment Program for FY 2024/2025 and FY 2025/2026, not to exceed a total aggregate amount of \$725,557 that is consistent with First Amendment to Professional Service Agreement, Contract ID # WDARC-PSA-003841; and

5. Direct the Clerk of the Board to retain one (1) copy and return two (2) copies of the agreements to the Housing and Workforce Solutions for distribution.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:
COST	\$407,180	\$418,377	\$825,557	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% 5 th District ARPA funds			Budget Adjustment: Yes	
			For Fiscal Year: 24/25 -25/26	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

On April 30, 2024, (Minute Order 3.34) the Board of Supervisors approved and authorized the Director of Housing and Workforce Solutions, or designee, to implement the 2nd Chance Youth Employment Program including authority to execute the Professional Services Agreement that has been approved to form by County Counsel for an aggregate program funding amount of \$1,084,000.

Riverside County Housing and Workforce Solutions/Workforce Development Division (HWS/WDD) has partnered with California Family Life Center (CFLC) to implement the 2nd Chance Youth Employment Program per Agreement #WDARC-PSA-003841 on June 1, 2024, with a performance period commencing on or after August 1, 2024, through September 30, 2026. The 2nd Chance Youth Employment Program is focused on District 5 residents (justice-impacted youth and young adults between the ages of 16-24 that have or may be at risk of participating in the county's juvenile justice system).

HWS/WDD is now seeking to reduce the necessary funding for this program from \$1,225,000 to \$825,557 of which \$75,000 will be utilized for HWS/WDD and \$25,000 for a Community Liaison while not cutting any offered support services or sacrificing any program services.

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With board approval, this item will allow HWS/WDD to reduce administrative fees and supportive services to allow for a more efficient allocation of resources while maintaining overall program effectiveness.

Additional Fiscal Information

The proposed full cost of this program for all designated fiscal years is \$825,557 of which \$75,000 will be utilized by HWS/WDD and \$25,000 for a Community Liaison. The funding source is strictly ARPA funds.

Budget Summary to CFLC

Personnel Salaries & Benefits	Annual Salary	% FTE	Total Year 1 (11 months)	Total Year 2	Total Budget
Career Navigator	\$ -		\$ -	\$ -	\$ -
Coordinator	\$ 61,013	1.00	\$61,313	\$70,188	\$131,501
Total Salaries			\$61,313	\$70,188	\$131,501
FICA			\$5,690	\$5,369	\$11,059
Workers Comp			\$579	\$662	\$1,241
Unemployment			\$0	\$0	\$0
Medical			\$0	\$0	\$0
401K			\$0	\$0	\$0
Mobile Phone			\$275	\$300	\$575
Total Benefits			\$6,544	\$6,331	\$12,875
Total Salaries & Benefits			\$67,857	\$76,519	\$144,376
Other Program Costs					
Youth Work Experience			\$ 192,000	\$ 192,000	\$ 384,000
Youth Workers Comp			\$ 10,202	\$ 10,202	\$ 20,404
Youth FICA			\$ 14,688	\$ 14,688	\$ 29,376
Total Youth Work Experience			\$ 216,890	\$ 216,890	\$ 433,780
Youth Payroll Fees			\$ 5,000	\$ 5,000	\$ 10,000
Youth Support Services			\$ 32,500	\$ 32,500	\$ 65,000
Mileage/Transportation			\$ 15,000	\$ 15,000	\$ 30,000
Supplies			\$ 2,500	\$ 2,500	\$ 5,000
Total Other Program Costs			\$ 271,890	\$ 271,890	\$ 543,780
Total Program Costs			\$ 339,747	\$ 348,409	\$ 688,156
Program Support Costs					
Administrative/Indirect			\$ 17,433	\$ 19,968	\$ 37,401
Total Budget			\$ 357,180	\$ 368,377	\$ 725,557

Contract History and Price Reasonableness

On March 15, 2024, the County of Riverside Purchasing Department on behalf of the HWS/WDD released a Request for Proposal to solicit 2nd Chance Youth Employment Program Coordinator(s) from an experienced and qualified entity to serve as the Contractor for WDD. As a result, California Family Life Center, a California nonprofit corporation was awarded as the Contractor for Program Year 2024/2025 - 2025/2026, with a performance period commencing August 1, 2024, through September 30, 2026.

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The County of Riverside Purchasing Department, on behalf of HWS/WDD, issued a Request for Proposal (RFP) #WDARC-0029, released on PublicPurchase.com and closed June 12, 2024. Forty-five (45) contractors were notified, twenty-seven (27) downloaded the bid package and one (1) bid was received.

After careful evaluation of the response, the COUNTY determined that California Family Life Center was determined to be responsive and responsible. The contractor possesses all the required criteria to perform services. The proposal was reviewed by Workforce Development evaluation committee, which selected California Family Life as the only bidder to solicit the implementation of the 2nd Chance Youth Employment Program from an experienced and qualified entity to serve as the Contractor for WDD. As a result, California Family Life, a California nonprofit organization was awarded as the Contractor for performance period commencing August 1, 2024, through December 30, 2026.

On April 30, 2024, (Minute Order 3.34) the Board of Supervisors approved and authorized the Director of Housing and Workforce Solutions or designee to implement the 2nd Chance Youth Employment Program including authority to execute the Professional Services Agreement that has been approved to form by County Counsel.

Attachments

- First Amendment to Professional Service Agreement with California Family Life Center for 2nd Chance Youth Employment, Contract ID# WDARC-PSA-003841

 _____ Stacy Orton, Assistant Director of Purchasing	11/25/2024	 _____ Brianra Lontajo, Principal Management Analyst	11/26/2024
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 _____ Aaron Gettis, Chief of Deputy County Counsel	11/25/2024
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**FIRST AMENDMENT
TO PROFESSIONAL SERVICE AGREEMENT
FOR 2nd CHANCE YOUTH EMPLOYMENT PROGRAM COORDINATOR
By and Between
COUNTY OF RIVERSIDE
And
CALIFORNIA FAMILY LIFE CENTER**

This First Amendment to the Professional Service Agreement for 2ND Chance Youth Employment Program Coordinator is entered into by and between COUNTY OF RIVERSIDE, a political subdivision of the State of California, by and through its Department of Housing and Workforce Solutions/ Workforce Development Division ("County") and California Family Life Center, a California non-profit corporation, ("Contractor"). CONTRACTOR and the COUNTY are individually referred to herein as a "Party" and together as the "Parties."

RECITALS

WHEREAS, the Board of Supervisors on April 30, 2024, pursuant to Minute Order 3.34 approved the Professional Services Agreement (Agreement) and approved allocation amount of \$1,225,000 Fifth District Second Allocation American Rescue Plan Act (ARPA) Funding to implement the Agreement;

WHEREAS, the COUNTY entered into that certain Professional Service Agreement with California Family Life Center, effective June 1, 2024 with a performance period commencing on or after August 1, 2024 and terminating no later than September 30, 2026. Contract ID #WDARC-PSA-003841, whereby COUNTY agreed to provide ARPA funding in the amount of \$1,084,000 to CONTRACTOR;

WHEREAS, the Parties now desire to amend Agreement to reduce funding by \$399,443 for a new total amount of ARPA funding in the amount of \$825,557 of which \$75,000 will be utilized by HWS/WDD and \$25,000 for a Community Liaison and allow HWS/WDD staff to administer the program and amend Exhibit B Payment Provisions, Section II. Itemized Budget;

NOW, THEREFORE, in consideration of the foregoing, and the promises and mutual covenants and conditions hereinafter set forth, the Parties hereby do agree as follows:

1. Recitals – The recitals set forth above are true and correct and incorporated herein by this reference.
2. Compensation – Section 3.1 of the Agreement is hereby deleted in its entirety as amended as follows: The COUNTY shall pay the CONTRACTOR for services performed, products provided, and expenses incurred for the Scope of Services as defined in Exhibit A, pursuant to the Description & Scope of Services set forth in Amended Exhibit B Payment Provisions, Section II. Itemized Budget. Maximum payments by COUNTY to CONTRACTOR shall not exceed \$725,557 for the duration of the contract term, including all expenses. The COUNTY is not responsible for any fees or costs incurred above or beyond the contracted amount and shall have no obligation to purchase any specified number of services or products, unless agreed to by the COUNTY in writing.

3. Exhibit B – Payment Provisions Section II. Itemized Budget. Exhibit B Payment Provisions, Section II Itemized Budget of the Agreement is hereby deleted in its entirety and replaced with the “*Amended Exhibit B Payment Provisions, Section II. Itemized Budget*” attached hereto and incorporated by reference.
4. First Amendment to Prevail. The provisions of this First Amendment shall prevail over any inconsistency or conflicting provisions of the Agreement.
5. Effective Date. This First Amendment to the Agreement is effective upon the date signed by both Parties which is determined by last date signed.
6. Entire Understanding. The First Amendment and the Agreement set forth and contain the entire understanding and agreement of the Parties hereto. There are no oral or written representations, understandings, or ancillary covenants, undertakings, or agreements, which are not contained or expressly referred to within this First Amendment and the Agreement.
7. Further Assurances. The Parties agree to execute such other documents and to take such other actions as may be reasonably necessary to further the purposes of this First Amendment.
8. Agreement in Full Force and Effect. Except as otherwise expressly modified herein, all other terms and conditions of the Agreement remain unchanged and in full force and effect.
9. USE OF ELECTRONIC SIGNATURES: This Amendment may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each party of this Amendment agrees to the use of electronic or digital signatures that meet the requirements of the California Uniform Electronic Transactions Act (“the Act”) Cal. Civ. Code §§ 1633.1-1633.17), for executing this Amendment. The parties further agree that the electronic or digital signatures of the parties included in this Amendment are intended to authenticate this writing and to have the same force and effect as manual signatures. The Act authorizes use of an electronic signature for transactions and contracts among parties in California, including governmental agencies. For purposes of this section, a digital signature is a type of “electronic signature” as defined in subdivision (i) of Section 1633.2 of the Civil Code.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties have caused their duly authorized representatives to execute this First Amendment as of the date set forth below.

COUNTY:


COUNTY OF RIVERSIDE, a political subdivision of the State of California, by and through its Department of Housing and Workforce Solutions, Workforce Development Division

By: 
Chuck Washington
Board of Supervisors, Chair

Dated: 12/03/2024

CONTRACTOR:

CALIFORNIA FAMILY LIFE CENTER, a California nonprofit corporation

By: 
Mary Jo Ramirez
Executive Director

Dated: Nov 25, 2024

ATTEST:

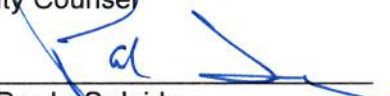
Kimberly A. Rector
Clerk of the Board

By: 
Deputy

Dated: 12/03/2024

APPROVED AS TO FORM:

MINH C. TRAN
County Counsel

By: 
Paula Salcido
Deputy County Counsel

Dated: 11-25-2024

AMENDED EXHIBIT B
Payment Provisions

II: Itemized Budget

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2nd Chance YEP First Amendment

Final Audit Report

2024-11-25

Created:	2024-11-25
By:	Malia Bryant-Williams (mbryant@cfckids.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAPb5tnSz4WPTJOXf8C8zfzVeU9Tpl8qXE

"2nd Chance YEP First Amendment" History

-  Document created by Malia Bryant-Williams (mbryant@cfckids.org)
2024-11-25 - 10:40:54 PM GMT
-  Document emailed to Mary Jo Ramirez (mjramirez@cfckids.org) for signature
2024-11-25 - 10:43:47 PM GMT
-  Email viewed by Mary Jo Ramirez (mjramirez@cfckids.org)
2024-11-25 - 10:44:03 PM GMT
-  Document e-signed by Mary Jo Ramirez (mjramirez@cfckids.org)
Signature Date: 2024-11-25 - 10:44:32 PM GMT - Time Source: server
-  Agreement completed.
2024-11-25 - 10:44:32 PM GMT