

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



**ITEM: 3.72
(ID # 28015)**

MEETING DATE:

FROM : HOUSING AND WORKFORCE SOLUTIONS

Tuesday, June 24, 2025

SUBJECT: HOUSING AND WORKFORCE SOLUTIONS/WORKFORCE DEVELOPMENT DIVISION (HWS/WDD): Ratify and Approve the First Amendment to the Professional Service Agreement WDARC-PSA-0003821 with Foundation for California Community Colleges for the Inland Empire Designing Equitable Apprenticeships (IEDEA) Community Outreach Services program from July 1, 2023 through June 30, 2025, to increase the Professional Service Agreement by \$370,850 for a new total aggregate amount of \$470,850; All Districts. [Total Cost: \$470,850; 100% State Grant Funds]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and Approve the First Amendment to the Professional Service Agreement WDARC-PSA-0003821 with Foundation for California Community Colleges for the Inland Empire Designing Equitable Apprenticeships (IEDEA) Community Outreach Services program from July 1, 2023 through June 30, 2025, to increase the Professional Service Agreement by \$370,850 from \$100,000 to a new total aggregate amount of \$470,850; and authorize the Chair of the Board to execute three (3) copies of the same on behalf of the County;
2. Authorize the Purchasing Agent, to issue Purchase Order(s) for the IEDEA Community Outreach services program through FY 24/25, not to exceed a total aggregate amount \$470,850; and
3. Authorize the Chair of the Board to sign three (3) copies of the documents on behalf of the County and direct the Clerk of the Board to retain one (1) copy and return two (2) copies of the documents to the Housing and Workforce Solutions office.


ACTION:Policy


Heidi Marshall, Director 6/9/2025

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Medina, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: June 24, 2025
xc: HWS/WDD

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$470,850	\$ 0	\$470,850	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% State Grant Funds			Budget Adjustment:	No
			For Fiscal Year:	23/24- 24/25

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

In 2018, California Governor Gavin Newsom committed to increasing the state's apprenticeship opportunities, setting a goal of 500,000 active apprentices by 2029. In support of this initiative, the Department of Industrial Relations (DIR) announced the State Apprenticeship Expansion, Equity, and Innovation Grant (SAEEI) Grant Program, offering up to \$7,296,000 million to fund projects that create or expand Registered Apprenticeship Programs (RAPs) for underrepresented populations.

On December 13, 2022 (Minute Order 3.14), the Board of Supervisors ratified and approved the Grant Agreement with the State of California Department of Industrial Relations, Division of Apprenticeship Standards (DAS), accepting the SAEEI, (Grant No. 22-SAEEI005) in the amount of \$1,824,000 to fund the Inland Empire Designing Equitable Apprenticeships (IEDEA) program. Additionally, the Board also authorized the Director of Housing and Workforce Solutions (HWS), or their designee, to execute the Grant Agreement (No. 22-SAEEI005), administer and implement the Grant Agreement and associated programs and services related to the program. The Board also authorized the Director of HWS, or their designee to procure service providers to provide community outreach and recruitment services and enter contracts not to exceed \$100,000 annually, subject to approval as to form by County Counsel.

Riverside County Housing and Workforce Solutions, on behalf of the Inland Empire Regional Planning Unit, comprised of Riverside County Workforce Development Division (RCWDD) and San Bernardino County Workforce Development Division (SBWDD), has partnered with the Foundation for California Community Colleges' LAUNCH Apprenticeship Network, an intermediary apprenticeship program fiscally sponsored by the foundation to provide community outreach and recruitment services that expand apprenticeship opportunities in the region.

The LAUNCH Apprenticeship Network was selected through Request for Proposal (RFP) WDARC-0020, which sought a skilled and experienced organization to provide community outreach and recruitment services for the IEDEA Program. The County determined that the Foundation for California Community Colleges, through the LAUNCH Apprenticeship Network, was both responsive and responsible to support the enrollment of 380 participants from underrepresented populations between July 1, 2023, and June 30, 2025, with an allocated budget of \$100,000.

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

During the delivery of these services, the LAUNCH Apprenticeship Network identified a crucial need to secure additional funding to expand existing apprenticeship programs and create new opportunities that align with the evolving demands of the regional workforce. This effort includes establishing apprenticeships in the Inland Empire to address a vital workforce gap, bridging education and employment through hands-on, paid training that develops real-world skills. Additional funding would enable the network to broaden its impact, address skills gaps, and better support employers and participants in meeting the economic and labor needs of the Inland Empire.

Originally, the IEDEA program provided employer stipends to encourage apprenticeship hiring. However, most employers declined these stipends, resulting in \$370,850 of unspent funds. This surplus presents a valuable opportunity for the LAUNCH Apprenticeship Network to strengthen its efforts in delivering equitable access to high-quality apprenticeship opportunities for residents of the Inland Empire through new apprenticeships programs and occupations pathways.

This funding of \$370,850 will support the community outreach and the expansion and creation of new apprenticeships and occupations under the IEDEA program.

With Board approval, the reallocated funds will advance IEDEA's strategic goals to develop three (3) new registered apprenticeship programs and introduce eight (8) new occupational pathways across the Inland Empire.

Additional Fiscal Information

The proposed full cost of this program for all designated fiscal years is \$470,850. The funding source is strictly the State of California Department of Industrial Relations (DIR), Division of Apprenticeship Standards (DAS).

Budget Summary for additional \$370,850

Category	Total
<i>Initial Contract Amount</i>	\$ 100,000
Salaries	\$ 51,176
Benefits	\$ 17,913
Operating Expenses	\$ 33,714
Program Support	\$ 19,247
Contracting Services	\$ 248,800
TOTAL PROJECT BUDGET	\$ 470,850

Impact on Residents and Businesses

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

The reallocation of these funds will be a positive impact and instrumental in advancing local apprenticeships uniting a network of colleges and high schools. Through these partnerships with educational institutions and employers, the initiative seeks to make apprenticeship programs more accessible, sustainable, and aligned with regional workforce needs. This collaborative approach is key to fostering meaningful career pathways for residents and strengthening the overall workforce development infrastructure.

Contract History and Price Reasonableness

On February 1, 2023, the County of Riverside Purchasing Department on behalf of HWS/WDD released a Request for Proposal (RFP) WDARC-0020 to solicit IEDEA Program from an experienced and qualified entity to serve as the community outreach and recruitment services.

The County Purchasing Department, on behalf of HWS/WDD, issued a RFP WDARC-0020, released on PublicPurchase.com and closed March 7, 2023. Twenty-seven (27) contractors were notified, eighteen (18) downloaded the bid package, and two (2) bids were received.

After careful evaluation of the response, the County determined that The Foundation for California Community Colleges was determined to be responsive and responsible. The contractor possesses all the required criteria to perform services. The proposal was reviewed by an HWS/WDD evaluation committee, which selected The Foundation of California Community Colleges as the qualified entity to serve as the Contractor for WDD.

ATTACHMENT:

- First Amendment to Professional Service Agreement for IEDEA Community Services Outreach Program between County of Riverside and The Foundation California Community Colleges, Contract ID #WDARC-PSA-0003821

Melissa Curtis

Melissa Curtis, Deputy Director of Purchasing and Fleet

6/18/2025

Stacey Pena

Stacey Pena, EO Management Analyst

6/18/2025

Gregg Gu

Gregg Gu, Chief of Deputy County Counsel

6/18/2025

**FIRST AMENDMENT
TO PROFESSIONAL SERVICE AGREEMENT
FOR THE IEDEA COMMUNITY OUTREACH SERVICES**

**By and Between
COUNTY OF RIVERSIDE
And
FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES**

This First Amendment to the Professional Service Agreement for IEDEA COMMUNITY OUTREACH SERVICES 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 FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES, a California non-profit corporation, ("Contractor"), effective as of July 7, 2023. Contractor and the County are individually referred to herein as a "Party" and together as the "Parties."

RECITALS

WHEREAS, the COUNTY has entered into a grant agreement with the Department of Industrial Relations, Division of Apprenticeship Standards (DAS), hereinafter referred to as the "GRANTOR;

WHEREAS, in connection with the GRANTOR, the COUNTY issued a Request for Proposal, 2023, Program Year 2022-2023 (RFP) on February 1, 2023, to solicit community outreach and recruitment services for the Inland Empire Designing Equitable Apprenticeships (IEDEA) program;

WHEREAS, CONTRACTOR responded to the RFP and based on CONTRACTOR'S prior experience with conducting community outreach and recruitment, COUNTY awarded CONTRACTOR a \$100,000 allocation of grant funds to provide these services specifically for the outreach and recruitment of individuals for the IEDEA program;

WHEREAS, COUNTY entered into a Professional Service agreement with the CONTRACTORS' expertise, special skills, knowledge and experience in providing outreach and recruitment services, approved by the Board of Supervisors of Riverside County on December 13, 2022, Agenda Item 3.14 (herein referred to as "Professional Service Agreement"); and

WHEREAS, the Parties now desire to ratify and amend the Professional Service Agreement to clarify the term of the Agreement and increase the Agreement by \$370,850, for a new total aggregate amount of \$470,850.

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 Amended Exhibit A, pursuant to the Program Budget set forth in Amended Exhibit B. Maximum payments by COUNTY to CONTRACTOR shall not exceed four hundred seventy thousand eight hundred fifty dollars (\$470,850.00) 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.

Notwithstanding the foregoing, the COUNTY shall have no obligation to pay the CONTRACTOR unless and until the COUNTY receives funding from the Department of Industrial Relations (DIR), Division of Apprenticeship Standards (DAS). If the COUNTY receives the full amount of funding from DAS, the COUNTY shall be responsible for paying the CONTRACTOR as specified in this Agreement. However, if the funding received from DAS is reduced, the COUNTY will not be responsible for paying the total amount specified in this Agreement, and payments to the CONTRACTOR will be adjusted accordingly based on the amount of funding received. If the COUNTY does not receive the required funding from DAS, the COUNTY shall have no obligation to make any payments to the CONTRACTOR and may, at its discretion, terminate or suspend the Agreement without penalty or further obligation.

3. Exhibit A-Description and Scope of Services. Exhibit A of the Agreement is hereby deleted in its entirety and replaced with the "*Amended Exhibit A Description and Scope of Services*" attached hereto and incorporated by reference.
4. Exhibit B-Program Budget. Exhibit B of the Agreement is hereby deleted in its entirety and replaced with the "*Amended Exhibit B Program Budget*" attached hereto and incorporated by reference.
5. Effective Date. This First Amendment to the Agreement shall be effective upon full execution
6. Entire Understanding. All other terms and conditions of the Agreement not modified herein shall remain unchanged and in full force and effect. 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. USE OF ELECTRONIC SIGNATURES: This Amendment may be executed in any number of counterparts, each of which will be 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.

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

CONTRACTOR:

FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES, a California non-profit Corporation

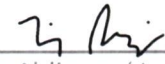
By: 
V. Manuel Perez
Board of Supervisors, Chair

By: 
Charles Henkels
Executive Director, LAUNCH
Apprenticeship Network

Dated: JUN 24 2025

Dated: 06/12/2025


ATTEST:
Kimberly A. Rector
Clerk of the Board

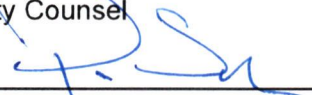
By: 
Tim Aldinger (Jun 12, 2025 16:49 PDT)
Tim Aldinger
V.P. Workforce and Climate Innovation

By: 
Deputy

Dated: 06/12/2025

APPROVED AS TO FORM:
MINH C. TRAN
County Counsel


06/13/2025

By: 
Paula Salcido
Deputy County Counsel

Dated: 06-13-2025

AMENDED EXHIBIT A
Description and Scope of Services

CONTRACTOR shall provide the following Services/Scope of Work including, but not limited to:

1. CONTRACTOR shall conduct community outreach and referrals for the IEDEA Program to provide sufficient apprenticeship program candidates throughout the Inland Empire interested in starting a career in the targeted industries defined as; Healthcare, Manufacturing, Information Technology/Cybersecurity, Transportation/Logistics, and Public Sector; and
2. CONTRACTOR shall partner with agencies and regional stakeholders to support the expansion of new apprenticeship programs and occupations. The anticipated apprenticeship opportunities will span multiple industries, including, but not limited to Automotive, Business, Healthcare, Hospitality, and Social Services; and
3. CONTRACTOR shall ensure full development, submitted registration, and implementation of apprenticeship programs, programmatic services, staff/partner time and effort, administrative costs, and participant support. In coordination with COUNTY and IEDEA partners, CONTRACTOR shall also ensure the registration of each program candidate into CAS, and RAPIDS systems as required by the GRANTOR; and
4. In coordination with COUNTY, CONTRACTOR shall use all reasonable endeavors to enroll a minimum of 380 program candidates into the IEDEA Program by training providers between July 1, 2023, and June 30, 2025, and carry out additional responsibilities reassigned from the COUNTY under this amendment in support of continued program implementation, as an addition to the original scope of contracted services; and
5. CONTRACTOR shall provide services to program candidates including but not limited to; dislocated workers, women, veterans, BIPOC (black, indigenous, and people of color), people with disabilities, disconnected youth, and justice-involved individuals as further defined in the RFP; and
6. CONTRACTOR must provide LAUNCH application, Supplemental IEDEA Form, CAS number, and RAPIDS ID, (referral package) for each participant to COUNTY. Referral packages will include necessary documentation for execution of grant; and
7. CONTRACTOR agrees to work with COUNTY and all applicable IEDEA partners to develop,

implement and ensure seamless, effective, and efficient community outreach and referral processes; and

8. CONTRACTOR shall ensure that all participant referral packages, data, documents, and reports necessary for grant execution are entered into and provided in a timely and accurate manner to all IEDEA partners including COUNTY; and
9. CONTRACTOR understand that COUNTY can request additional data, documents and forms, reports, etc. as necessary based on GRANTOR'S and COUNTY'S requirements and requests, with formal notice given to CONTRACTOR of at least 10 business days.

AMENDED EXHIBIT B
Amended Program Budget

1. COUNTY agrees to reimburse CONTRACTOR based on a pay-for-performance model each quarter (3 months). Invoices MUST be paid and deposited by GRANTOR, Department of Industrial Relations, Division of Apprenticeship Standards (DAS), prior to COUNTY issuing payment to CONTRACTOR.
2. CONTRACTOR agrees to include participant name, CAS number, RAPIDS ID, participant cost, enrollment date, and other necessary program information, as requested by COUNTY, with each invoice. Invoices will be determined valid for reimbursement and payment solely by GRANTOR.
3. CONTRACTOR understands that reimbursement and payment of invoices is based on a pay-for-performance model as defined by the DAS Invoicing and Reporting Guide. Payment is not guaranteed from COUNTY until funds are received by GRANTOR and CONTRACTOR invoice costs are deemed valid.
4. CONTRACTOR shall agree to invoice COUNTY for each participant that has successfully completed a 90-day retention period in a registered apprenticeship program in the targeted industries defined in Amended Exhibit A. Participant registration in the Cal Jobs, CAS, and RAPIDS system is mandatory by GRANTOR, and registration for all 3 systems is necessary to initiate 90-day retention period for invoicing.
5. CONTRACTOR shall ensure Amended Scope of Work and performance metrics, as defined in Amended Exhibit A are fully executed within the allotted program compensations amount as defined in Paragraph 3.1 of this agreement.
6. CONTRACTOR understands that budgeting and expenditure of grant funds must be conducted on a timely basis at least 1 month prior to grant term completion unless formal notice of program extension is presented by the COUNTY or GRANTOR.
7. CONTRACTOR shall agree to invoice COUNTY at a per participant cost not to exceed \$263 for the initial 379 program participants. Final program participant, number 380, will be invoiced at per participant cost not to exceed \$323. In addition, CONTRACTOR shall invoice COUNTY for the additional funding allocated under this amendment. Such invoicing shall be based on actual costs incurred and in accordance with the amended budget in Exhibit B, with supporting documentation required for allowable expenditures including, but not limited to, salaries,

benefits, program support, operating costs, and subcontracted services. All invoices remain subject to GRANTOR approval and availability of funds.

8. CONTRACTOR shall be paid only in accordance with an invoice and supporting documents for salaries, benefits, contracting services, and supplies and materials to COUNTY by CONTRACTOR within thirty (30) days from the last day of each calendar month, CONTRACTOR agrees to include as applicable: outlined expenses per line item as defined in Exhibit B Section II.
9. CONTRACTOR understands that the COUNTY may request additional information as needed, based on requests from the COUNTY or the GRANTOR. The COUNTY will provide formal notice to the CONTRACTOR at least 10 business days in advance. This information may include, but is not limited to, budget modifications, additional data collection, supplementary documents, additional reports, and supporting documentation for invoices.

Budget

Budgeted Summary from Contract #WDARC-PSA-0003821

Term July 1 st , 2023- June 30 th 2025	Approximate Participants Assisted Per Quarter	Approximate Program Budget Per Quarter
1 st Quarter	0	0
2 nd Quarter	60	\$15,780.00
3 rd Quarter	60	\$15,780.00
4 th Quarter	60	\$15,780.00
5 th Quarter	60	\$15,780.00
6 th Quarter	60	\$15,780.00
7 th Quarter	60	\$15,780.00
8 th Quarter	20	\$5,320.00
	Total Participants: 380	Total Program Budget: \$100,000

Budgeted Summary from additional \$370,850

Category	Total
Salaries	\$51,176.00
Benefits	\$17,913.00
Operating Expenses	\$33,714.00
Program Support	\$19,247.00
Contracting Services <i>“To support a range of activities in coordination with educational partners to strengthen and implement apprenticeship-related initiatives.”</i>	\$248,800.00
Total Project Costs	\$370,850.00
TOTAL PROJECT BUDGET	\$470,850.00









First Amendment IEDEA

Final Audit Report

2025-06-13

Created:	2025-06-12
By:	Patty Homo (patty@launchapprenticeship.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAsQy2-LNIHORjGEFLUKA1WbhXSdufqzw9

"First Amendment IEDEA" History

-  Document created by Patty Homo (patty@launchapprenticeship.org)
2025-06-12 - 11:34:11 PM GMT- IP address: 172.248.199.110
-  Document emailed to Charles Henkels (charles@launchapprenticeship.org) for signature
2025-06-12 - 11:36:57 PM GMT
-  Document emailed to Tim Aldinger (taldinger@foundationccc.org) for signature
2025-06-12 - 11:36:57 PM GMT
-  Email viewed by Charles Henkels (charles@launchapprenticeship.org)
2025-06-12 - 11:37:02 PM GMT- IP address: 3.239.173.130
-  Email viewed by Tim Aldinger (taldinger@foundationccc.org)
2025-06-12 - 11:37:06 PM GMT- IP address: 3.239.173.130
-  Document e-signed by Tim Aldinger (taldinger@foundationccc.org)
Signature Date: 2025-06-12 - 11:49:26 PM GMT - Time Source: server- IP address: 73.116.11.37
-  Document e-signed by Charles Henkels (charles@launchapprenticeship.org)
Signature Date: 2025-06-13 - 0:00:15 AM GMT - Time Source: server- IP address: 172.119.25.150
-  Agreement completed.
2025-06-13 - 0:00:15 AM GMT






URGENT SIGNATURE REQUEST: 00011380_First Amendment IEDEA_FCCC Signed

Final Audit Report

2025-06-13

Created:	2025-06-13
By:	Nicole Azuras (nazuras@foundationccc.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAASQqE0cqtG2k8KgPsLDS0rea29ICJ2w2n

"URGENT SIGNATURE REQUEST: 00011380_First Amendment IEDEA_FCCC Signed" History

-  Document created by Nicole Azuras (nazuras@foundationccc.org)
2025-06-13 - 0:12:50 AM GMT- IP address: 98.252.80.117
-  Document emailed to Joseph Quintana (jquintana@foundationccc.org) for signature
2025-06-13 - 0:13:27 AM GMT
-  Email viewed by Joseph Quintana (jquintana@foundationccc.org)
2025-06-13 - 0:13:33 AM GMT- IP address: 3.239.173.130
-  Document e-signed by Joseph Quintana (jquintana@foundationccc.org)
Signature Date: 2025-06-13 - 2:55:29 PM GMT - Time Source: server- IP address: 174.227.136.41
-  Agreement completed.
2025-06-13 - 2:55:29 PM GMT