

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



ITEM: 3.25
(ID # 28855)

MEETING DATE:
Tuesday, October 07, 2025

FROM : HOUSING AND WORKFORCE SOLUTIONS

SUBJECT: HOUSING AND WORKFORCE SOLUTIONS/WORKFORCE DEVELOPMENT DIVISION (HWS/WDD): Approve the Form of the Standard Agreement Between HWS/WDD and the State of California, by and through its Employment Development Department, to accept funding for the Department of Rehabilitation-America's Job Centers of California Collaboration Program, All Districts. [\$993,000 – 100% State of California Funds]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Form of Standard Agreement No. M118474-7100 (Agreement) between Housing and Workforce Solutions (HWS)/Workforce Development Division (WDD) and the State of California, by and through its Employment Development Department (EDD), to accept Nine Hundred Ninety-Three Thousand Dollars (\$993,000) in funding for the Department of Rehabilitation-America's Job Centers of California Collaboration Program (Program) through April 30, 2027;
2. Authorize the Director of HWS, or designee, to execute the Agreement between the HWS/WDD and EDD substantially conforming in the form and substance to the attached Agreement, as approved as to form by County Counsel, in the amount of Nine Hundred Ninety-Three Thousand Dollars (\$993,000) in funding for the Program through April 30, 2027;

Continued on Page 2

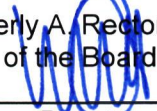
ACTION:Policy


Michael Weber, Deputy Director of Housing Authority 9/25/2025

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Gutierrez 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: October 7, 2025
xc: HWS/WDD

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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STATE OF CALIFORNIA**

RECOMMENDED MOTION: That the Board of Supervisors:

3. Authorize the Director of HWS, or designee, to take all steps necessary to execute the Agreement terms including, but not limited to, (a) exercise the options of the Agreement including modification to the scope of services, (b) sign amendments modifying compensation provisions and scope of services, and (c) sign amendments that extend the term of the Agreement, subject to availability of fiscal funding and as approved as to form by County Counsel; and
4. Authorize the Director of HWS to accept additional funding available from the State of California pursuant to Standard Agreement No. M118474-7100 and execute any required documents and amendments to the Agreement, subject to approval as to form by County Counsel.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$496,500	\$496,500	\$993,000	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% State of California Funds			Budget Adjustment: No	
			For Fiscal Year: 25/26-26/27	

C.E.O. Recommendation: Approve

BACKGROUND:

Summary

The State of California, on behalf of the Employment Development Department (EDD), is providing the County of Riverside Housing and Workforce Solutions/Workforce Development Division (HWS/WDD) Nine Hundred Ninety-Three Thousand Dollars (\$993,000) in funding to establish the Department of Rehabilitation (DOR) - America's Job Centers of California (AJCC) Collaboration Program. The purpose of the DOR-AJCC Program (Program) is to increase collaboration between Workforce Innovation and Opportunity Act (WIOA) Title I and IV programs and improve employment opportunities and career advancement pathways for individuals with disabilities across Riverside County.

The Program will operate through April 30, 2027, and is expected to provide funding to support approximately fifty (50) eligible participants. It will serve individuals who are justice-impacted and have a documented disability, while also prioritizing outreach to residents in rural and underserved communities across Riverside County.

In partnership with the Riverside County Probation Department (RCPD), EDD, DOR, local nonprofit organizations, and other County agencies, HWS/WDD will collaborate with key partners, particularly RCPD at the Day Reporting Centers (DRCs) in Riverside, Temecula, and Indio to provide individuals with access to coordinated workforce and supportive services. The Program will support the development of a more integrated referral system between DOR, EDD, and the AJCC network. It will also allow DOR staff to be co-located at the DRC sites, expanding their capacity to deliver services directly to eligible participants under WIOA Title IV funding.

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
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The overall intention of the Program is to leverage both WIOA Title I and Title IV funds to deliver a holistic, coordinated approach, ensuring that participants have access to the full range of services they are eligible for, including job training, career planning, and wraparound support that ultimately leads to long-term, sustainable employment. Through this collaborative model, the Program aims to close skills gaps, expand career pathways, and address systemic barriers that limit employment opportunities for individuals with disabilities. HWS/WDD will lead the implementation, management, and successful completion of the Program.

Impact on Residents and Businesses

The Program will expand access to quality training, supportive services, and career pathways, creating meaningful employment opportunities for individuals with disabilities across Riverside County. By focusing on justice-involved and rural populations, it seeks to break down barriers to employment, increase household income, and promote long-term economic stability and mobility.

For local businesses, the Program will strengthen the regional talent pipeline by cultivating a skilled workforce and fostering stronger partnerships between employers, public agencies, and other workforce development providers.

Additional Fiscal Information

The total funding of Nine Hundred, Ninety-Three Thousand dollars (\$993,000) will be administered by HWS/WDD during fiscal years 2025-2026 and 2026-2027, with no impact on the County's General Fund. The budget allocation is as follows:

Budget Category	Amount
Total Administrative Cost	\$74,600
Total Program Costs	\$918,400
Total Award	\$993,000

Attachments

- Department of Rehabilitation-Americas Job Centers of California Collaboration Standard Agreement


Stacey Pena, EO Management Analyst 9/26/2025


Aaron Gettis, Chief of Deputy, County Counsel 9/25/2025

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER M118474-7100	PURCHASING AUTHORITY NUMBER (If Applicable) EDD-7100
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1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

Employment Development Department

CONTRACTOR NAME

Riverside County Workforce Development Division

2. The term of this Agreement is:

START DATE

August 1, 2025 or upon final approval, whichever is later

THROUGH END DATE

April 30, 2027

3. The maximum amount of this Agreement is:

\$993,000.00 (Nine Hundred Ninety-Three Thousand Dollars and No 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	Scope of Work	6
Attachment A-1	Project Narrative	6
Attachment A-2	Fiscal and Program Reporting Requirements	2
+ - Exhibit B	Budget Detail and Payment Provisions	2
+ - Attachment B-1	Budget Summary	2
+ - Attachment B-2	Allowable and Disallowable Cost Items	2
+ - Attachment B-3	Administrative Costs	2
+ - Exhibit C*	General Terms and Conditions	GTC 02/2025
+ - Exhibit D	Special Terms and Conditions	3
+ - Exhibit F**	Funding Opportunity Announcement/Solicitation for Letters	
+ - Exhibit G**	Contractor's Response to Solicitation for Letters	
+ -	**Items shown with a double asterisk (**) are hereby incorporated by reference and made part of this Agreement as if attached hereto.	

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>

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER M118474-7100	PURCHASING AUTHORITY NUMBER (If Applicable) EDD-7100
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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.)

Riverside County Workforce Development Division

CONTRACTOR BUSINESS ADDRESS 3403 Tenth Street, Suite 300	CITY Riverside	STATE CA	ZIP 92507
PRINTED NAME OF PERSON SIGNING Heidi Marshall	TITLE Director		
CONTRACTOR AUTHORIZED SIGNATURE FORM COPY - DO NOT SIGN	DATE SIGNED		

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

Employment Development Department

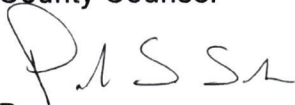
CONTRACTING AGENCY ADDRESS 722 Capitol Mall, MIC 50	CITY Sacramento	STATE CA	ZIP 95814
PRINTED NAME OF PERSON SIGNING Lauren Prizmich	TITLE Chief, Office of Procurement, Contracting & Admin		
CONTRACTING AGENCY AUTHORIZED SIGNATURE FORM COPY - DO NOT SIGN	DATE SIGNED		

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

SCM Vol. 1 Section 4.06

Approved as to form:
Minh C. Tran
County Counsel



By:
Paula S. Salcido
Deputy County Counsel

**EXHIBIT A
SCOPE OF WORK
(Standard Agreement)**

1. This Agreement is entered into by and between the Employment Development Department, hereinafter referred to as the EDD, and Riverside County Workforce Development Division (RCWDD), hereinafter referred to as the Grantee, for the purposes of conducting the Department of Rehabilitation-America's Job Centers of California Collaboration (DOR-AJCC Collaboration). The purpose of the DOR-AJCC Collaboration program is to serve people with disabilities in AJCCs in collaboration with the DOR. The Grantee will work collaboratively with the EDD and the DOR to create lasting systems change that results in increased collaboration between Workforce Innovation and Opportunity Act (WIOA) Title I and IV programs and increased employment and career advancement for individuals with disabilities across California.
2. The Grantee will comply with the terms and conditions set forward in this Agreement, guidance provided by the EDD and the DOR-AJCC Collaboration Technical Assistance and Developmental Evaluation (TA and DE) team, the Solicitation for Letters (SFL) for the DOR-AJCC Collaboration, and the Grantee's response to the SFL, which, by this reference are both incorporated and made part of the Agreement.
3. The Project Representatives during the term of this Agreement will be:

State Agency

Employment Development Department
Attn: Bethany Smith
722 Capitol Mall, MIC 50
Sacramento, CA 95814
Phone: 916-398-7025
E-Mail: Bethany.smith@edd.ca.gov

Grantee

Riverside County Workforce Development Division
Attn: Maria Pelaez, MPA, Supervising Development Specialist
1325 Spruce Street, Suite 400
Riverside, CA 92507
Phone: 951-955-3116
E-mail: mpelaez@rivco.org

Riverside County Workforce Development Division
Attn: Elizabeth N. Alcarraz, MPA, Development Specialist III
1325 Spruce Street, Suite 400
Riverside, CA 92507
Phone: 951-955-0026
E-mail: ealcarraz@rivco.org

Changes to the EDD Project Representative will not require an amendment to the Contract.

**EXHIBIT A
SCOPE OF WORK
(Standard Agreement)**

4. DOR-AJCC Collaboration Grantee Roles and Responsibilities

- A. The Grantee will be responsible for identifying staff and/or partners that will fulfill the following roles, identified as central to meeting the objectives of the DOR-AJCC Collaboration including meaningful access to services:

Disability Resource Coordinator: to facilitate system-wide coordination and implementation of project goals and objectives, achievement of systems-change and sustainability goals of the project, and to participate in state level engagement activities.

Disability Services Navigator(s): to provide direct services to participants and coordinate co-enrollment and co-case management with the DOR Qualified Rehabilitation Professionals (QRP) at one or more AJCC locations.

Disability Benefits Planner(s)/Work Incentives Practitioner(s): to provide in-depth guidance to Social Security disability beneficiaries about the effect of employment on their public benefits.

- B. The Grantee will be responsible for meeting key systems change and sustainability objectives during the life of the grant and will work toward addressing needs and challenges identified in "Attachment A-1." The Grantee will work with the DOR, the EDD, and the TA and DE provider to identify opportunities to implement systems changes that will lead to ongoing provision of services to people with disabilities using ongoing mainstream funding like WIOA Title I Adult and Dislocated Worker funds and WIOA Title IV Vocational Rehabilitation (VR) funds. Potential strategies to accomplish this aim may include but is not limited to the following.
- i. Reviewing and revising existing policies and procedures if they impose any barriers to programmatic access or undue burden on job seekers with disabilities.
 - ii. Determining need for new policies around accommodations, co-enrollment, or others that may be determined through ongoing developmental evaluation.
 - iii. Reviewing and revising partnership agreements to ensure partnership between the DOR and AJCCs are operationalized (become standard business practice).
 - iv. Operationalizing ongoing education for staff on disability-related topics, potentially including, but not limited to disability etiquette, attitudinal training, reasonable accommodations, assistive technology, disability benefits, trauma informed care, accessible documents, and person-centered approach.
 - v. Operationalizing ongoing cross-training with partners, specifically between the DOR and AJCCs. Cross-training with other partners is also recommended, including, but not limited to regional centers, independent living, community-based organizations, and disability benefits planning services.
- C. The Grantee will enroll participants, test strategies, and participate in ongoing developmental evaluation to identify and scale promising practices for serving people with disabilities in the AJCCs, and for co-enrolling in the DOR services. Strategies will evolve as the developmental evaluation results in recommendations to ongoing program improvements and will focus on the following.

**EXHIBIT A
SCOPE OF WORK
(Standard Agreement)**

- i. Increasing meaningful access to employment and training activities for people with disabilities.
 - ii. Increasing co-enrollment and integrated service delivery between WIOA Title I and WIOA Title IV services.
 - iii. Identifying and reducing gaps in training, employment, and wage outcomes for people with disabilities accessing WIOA I services.
 - iv. Creating sustainable workforce programming that ensures lasting increases in service levels and training and employment outcomes for people with disabilities.
 - v. Developing, testing, and refining strategies for assisting job seekers with disabilities in obtaining public sector employment.
5. Required Partnerships
- A. The success of the DOR-AJCC Collaboration Program will require the establishment of mandatory partnerships, that must include the DOR. The EDD, the DOR, and the DOR-AJCC Collaboration Technical Assistance provider will collaborate on a wide range of activities related to the management, design, oversight, and administration of the DOR-AJCC Collaboration Program. Failure to obtain and maintain required partnerships may result in early Contract termination. Changes in required partners must be communicated to the EDD Project Management Team in writing within 10 days of initial determination. All notifications must include the name of the new partner(s), their roles, responsibilities, and/or a plan of action for the recruitment of new partners. Notifications must also contain a risk mitigation plan that addresses program continuity during the partnership development process.
 - B. The Grantee is responsible for ensuring the availability of proposed services, meeting of key implementation milestones, the collection of participant data and documentation of program activities conducted with the DOR-AJCC Collaboration funding and leveraged WIOA Title I funding. The Grantee must also collaborate with the DOR to leverage WIOA Title IV funding and collect and necessary information from their DOR required partners needed for the submission of required participant data and any supplemental information requests to the EDD and the Technical Assistance and Evaluation team.
 - C. The Grantee is responsible for ensuring the availability of benefits planning/work incentives planning services for participants. This may be done by hiring or certifying a benefits planner within the Grantee's organization, or through a partnership with or subaward to an organization that provides benefits planning/work incentives planning services.
 - D. During the performance period, the Grantee will be monitored and/or audited by the state in accordance with existing policies, procedures, and requirements governing the use of funds. The Grantee and subrecipients 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.

**EXHIBIT A
SCOPE OF WORK
(Standard Agreement)**

6. Required Collaboration

- A. Participation in state-level activities coordinated by the EDD, the DOR, and the funded TA and DE provider is required. Applicants should ensure that they allow sufficient staff time to meet the commitments of these activities. The Grantee must collaborate with and be responsive to the EDD Project Management Team, the Technical Assistance and Evaluation Team, the DOR, and other EDD staff and management. This includes submitting required reports, providing information to the EDD Project Management Team and the Technical Assistance and Evaluation Team, and participating in meetings, Communities of Practice, convenings, field visits, or interviews for quality assurance oversight.
- B. The Grantee is required to be an active member of a state level workgroup with the EDD, the DOR, the DOR-AJCC Collaboration Technical Assistance provider, and other stakeholders. This includes ensuring a Grantee representative is in attendance and is an active participant at regularly scheduled workgroup meetings and contributes to workgroup deliverables and work products.

7. Default Provisions

The Grantee will be in default under this Agreement if any of the following occur:

- A. The Grantee has materially and substantially breached the terms and conditions of this Agreement.
- B. Making any false warranty, representation, or statement with respect to this project or the application filed to obtain this Agreement.
- C. Failure to operate or maintain the project in accordance with this Agreement.
- D. Failure to submit timely progress reports.
- E. Failure to routinely invoice the State.

Should an event of default occur, the EDD shall provide a notice of default to the Grantee and shall give the Grantee at least ten (10) calendar days to address the default from the date the electronic notice is sent. If the Grantee fails to address the default within the time prescribed by the EDD, the EDD may do any of the following:

- A. Declare the funding be immediately repaid, with interest, which shall be equal to State of California general obligation bond interest rate in effect at the time of the default.
- B. Terminate any obligation to make future payments to the Grantee.
- C. Terminate the Agreement.
- D. Take any other action that it deems necessary to protect its interests.

In the event the EDD finds it necessary to enforce this provision of this Agreement in the manner provided by law, the Grantee agrees to pay all costs incurred by the EDD including, but not limited to, reasonable attorneys' fees, legal expenses, and costs.

8. Required Notices

The Grantee shall promptly notify the EDD, in writing, of the following items:

**EXHIBIT A
SCOPE OF WORK
(Standard Agreement)**

- A. Events or proposed changes that could affect the scope, budget, or work performed under this Agreement. The Grantee agrees that no substantial change in the scope of the Project will be undertaken until written notice of the proposed change has been provided to the EDD and the EDD has given written approval for such change. Substantial changes generally include, but are not limited to, changes to the scope of work and/or budget.
- B. Any public or media event publicizing the accomplishments and/or results of this Agreement and provide the opportunity for attendance and participation by the EDD representatives. The Grantee shall make such notification at least fourteen (14) calendar days prior to the event.
- C. The Grantee shall notify the EDD within ten (10) calendar days of the initiation of any litigation or the threat of litigation against the Grantee regarding the Project or that may affect the Project in any way.

9. Key Personnel Changes

Changes in key personnel must be communicated to the EDD Project Management Team in writing within ten (10) calendar days of initial determination. All notifications must include the name of the key personnel, their roles, responsibilities, and/or a plan of action for the recruitment of new personnel. Notifications must also contain a risk mitigation plan that addresses program continuity during the recruitment and onboarding process. The Grantee is responsible for ensuring program continuity through any key personnel changes and that key personnel have the professional qualifications required of the position.

10. Contract Amendments

The Grantee will have the opportunity to submit modifications during the period of performance to accurately reflect necessary adjustments for the success of the DOR-AJCC Collaboration project. All modifications will require written approval from the EDD. Changes to the project cannot be carried out until an approved amendment is provided to the Grantee by the EDD.

- A. Request for amendments must:
 - i. Be prepared, in writing, on official letterhead and signed by the Authorized Signatory or designee on file with the EDD.
 - ii. Include a detailed explanation of the proposed amendment, reason for the amendment, and the effect of not approving the request.
 - iii. Include a copy of the document(s) requested for amendment that shows the requested changes.
- B. Funding Amendments:
 - i. The proposed funding is based on the anticipated availability of relevant funds. Should funding availability change, the EDD reserves the right to make any necessary amendments to the Agreement amount.
- C. Period of Performance Amendments:

**EXHIBIT A
SCOPE OF WORK
(Standard Agreement)**

- i. Failure to successfully meet the DOR-AJCC Collaboration scope of work requirements may result in full or partial deobligation of the funding and/or a shorter period of performance of this Contract.
- ii. Amendment extensions beyond April 30, 2027, are subject to final approval from the EDD.

D. No oral understanding or change not incorporated in this Agreement is binding on any of the parties.

The EDD reserves the right to request modifications and Contract amendments as necessary for the success of the DOR-AJCC Collaboration.

11. DOR-AJCC Collaboration Clause

Program design and requirements are subject to change based on program legislative requirements and continuous improvement activities determined by the EDD Project Management Team, the DOR, and the Technical Assistance and Evaluation Team.

12. DOR-AJCC Collaboration Glossary of Terms

Grantee: The Grantee is the recipient of the DOR-AJCC Collaboration funds and is responsible for the DOR-AJCC Collaboration program deliverables, reporting requirements, and coordination of services and activities conducted with the DOR-AJCC Collaboration and leveraged funding.

DOR-AJCC Collaboration Technical Assistance and Developmental Evaluation Team: The DOR-AJCC Collaboration Technical Assistance and Developmental Evaluation team is responsible for providing technical assistance to the Grantee on project implementation and challenges, and for evaluating project success.

**ATTACHMENT A-1
PROJECT NARRATIVE
(Standard Agreement)**

Grantee Name: Riverside Workforce Development Division

Project Name: DOR-AJCC Collaboration

Target Region and Population

Riverside County (RC), in Southern California, forms the Inland Empire region with neighboring San Bernardino County. Covering more than 7,300 square miles, RC is the 10th largest county in the state and home to approximately 2.4 million residents, according to the U.S. Census Bureau. From 2019 to 2023, an estimated 7.7% of individuals under the age of 65—equating to roughly 184,800 people—self-identified as having a disability. However, this figure may underestimate the true population needing services, as it excludes those who may not have reported their disability or participated in the census. The actual number could be higher, emphasizing the urgent need for accessible services, programs, and resources to support this vulnerable population within Riverside County's rapidly expanding communities.

Riverside County Workforce Development Division (RCWDD) is committed to improving employment outcomes for people with disabilities by targeting underserved populations that face intersectional system barriers to accessing essential services. The Riverside County: Access for All Project (RCAAP), through the DOR-AJCC Collaboration Project, will focus on serving justice-impacted individuals, Black, People of Color (BIPOC), and residents of rural communities, who are often underrepresented in disability counts and face challenges such as limited transportation, inadequate digital access, and the need for transitional job training.

In partnership with Riverside County Probation Department (RCPD), Employment Development Department (EDD), the Department of Rehabilitation (DOR), nonprofit organizations, and other county departments, RCWDD will deliver culturally responsive programs and tailored support services for target population. Efforts will include targeted outreach to improve the identification of individuals with disabilities, ongoing mentorship, and specialized workforce readiness workshops. A cohesive referral pathway among DOR, EDD, and AJCC will be established to ensure seamless access to services and resources. As part of Riverside County's Integrated Service Delivery (ISD) initiative, referrals will expand to include other relevant Health and Human Services departments, supporting the implementation of the Whole Person Health Score, a 28-question assessment aimed at improving participants' quality of life. This approach will bridge skills gaps, expand career pathways, and address the challenges of delivering employment services and securing long-term economic stability for people with disabilities.

Challenges in Recruiting People with Disabilities for AJCC Services

Recruiting people with disabilities for participation in America's Job Center of California (AJCC) services is challenging due to persistent misconceptions and systemic barriers. Misunderstandings about the cost or complexity of providing reasonable accommodations discourage people with disabilities from participating in AJCC services. Additionally, a lack of cohesive referral processes between the Department of Rehabilitation (DOR) and AJCCs forces participants to navigate multiple systems independently, which can be particularly burdensome for those with transportation or mobility challenges. The absence of cross-training among case managers further compounds these issues, leading to confusion about eligibility requirements

ATTACHMENT A-1
PROJECT NARRATIVE
(Standard Agreement)

and missed opportunities for referrals. Through this funding opportunity, AJCC services can begin to address these barriers in a unified approach, including cross-training staff, streamlining referral pathways, and fostering inclusive hiring practices to ensure equitable access to services and employment opportunities for people with disabilities.

Challenges in Co-Enrollment in AJCC and DOR Programs

Co-enrollment between the DOR and AJCC programs face significant challenges due to structural issues and gaps in coordination. A key issue is the lack of a formal referral process, which forces participants to navigate multiple entry points at times when individuals with disabilities are especially affected by mobility barriers. Additionally, agency isolation between case managers at AJCCs and DOR undermines efforts to provide comprehensive wrap-around support and limits the effectiveness of co-enrollment. Addressing these barriers requires a cohesive strategy, including implementing streamlined referral pathways, investing in cross-training for staff, and fostering inclusive hiring practices. The integration of the ISD model will provide a seamless, no-wrong-door experience, ensuring that individuals can easily access programs and resources. RC solution initiatives such as Skills-Based Hiring, aligning with the Governor's Master Plan for Career Education, demonstrate the commitment from RCWDD to develop an equitable workforce. Securing employment for people with disabilities remains a persistent challenge due to systemic restrictions and stigma. Many employers unfairly perceive people with disabilities as less capable or as liabilities, often avoiding hiring them due to concerns about the costs or complexity of providing reasonable accommodations. This bias is compounded by a lack of investment in educating employers and staff on the benefits of employing people with disabilities and fostering inclusive workplaces. Additionally, people with disabilities often feel pressured to withhold their condition during the application process, fearing rejection, which can limit their ability to access legally entitled accommodations once employed. When considering that the prevalence of disability is higher among the justice-impacted population than the general population, certain individuals with disabilities must navigate another complex layer. Systemic issues and barriers highlight the need to foster inclusive hiring practices, streamline service delivery, and implement skills-based hiring frameworks, especially for intersectional underserved populations.

Need for Investment

RC faces a critical need for this investment to enhance service delivery for people with disabilities and actively combat the stigma surrounding their employment. This need is emphasized by the fact that only 7.7% of individuals who identify with disabilities under the age of 65 years are employed in Riverside County (US Census Bureau). This project will empower the Riverside AJCC and DOR to improve collaboration, streamline processes, and foster inclusive employment opportunities. Specifically, this the project will facilitate comprehensive cross-training for staff on Title I and Title IV services and eligibility requirements, ensuring a shared understanding and consistent support for participants across both organizations. This approach will not only reduce gaps in service but also enhance accessibility and trust among participants, enabling them to navigate the system more effectively. The project will also strengthen the partnership between the AJCC and DOR, aligning their services to eliminate

**ATTACHMENT A-1
PROJECT NARRATIVE
(Standard Agreement)**

overlaps or conflicts while maximizing each organization's resources. By addressing inefficiencies and removing redundancies, RC can create a more cohesive and efficient system that empowers people with disabilities to achieve meaningful employment and self-sufficiency.

Estimated Number of Participants

The LWDA will serve an estimated 50 participants over the period of performance through the RCAAP. The RCAAP will provide individuals with disabilities access to employment opportunities by leveraging resources from Day Reporting Centers, AJCCs, DOR, and dedicated case managers. Participants will be co-enrolled in WIOA Title I and IV programs and supported through collaboration with employers and key stakeholders. Services will include on-the-job training (OJT), employer incentives, and training subsidies to cover tuition, certification fees, transportation, childcare, and essential work-related materials, ensuring participants receive the necessary support to achieve their career goals.

Key Positions and AJCC Facilities

The RCAAP will primarily operate out of the Riverside AJCC and through three Day Reporting Centers in Riverside, Temecula, and Indio operated by the Riverside County Probation Department. RC is already delivering services through the ISD initiative in collaboration with other key county departments. The partnership with the Day Reporting Centers will provide the RCAAP access justice-impacted people with disabilities, with sixty-six percent of incarcerated people self-reporting a disability. This approach ensures that individuals across the region have access to the necessary resources and support. The locations for the three Day Reporting Centers are as follows:

Indio Day Reporting Center
46-900A Monroe St.
Indio, CA 92201

Riverside Day Reporting Center
1020 Iowa Ave., Ste. B
Riverside, CA 92507

Temecula Day Reporting Center
41002 Country Center., Ste. A-255
Temecula, CA 92591

Positions include:

Disability Resource Coordinator (DRC): The role of the DRC will be staffed by the Riverside AJCC and will be divided between two staff members. The Disability Resource Coordinator will oversee staff training and development to ensure comprehensive knowledge of disability services, benefits, accommodations, and cross-training with DOR and AJCC eligibility requirements. This position will also support the Disability Services Navigators (DSNs) at the Day Reporting Centers and AJCC by providing training, technical assistance, case management guidance, and employment plan development while facilitating connections with relevant partners. Additionally, the DRC will actively participate in a state workgroup to align with statewide theory-of-change deliverables.

ATTACHMENT A-1
PROJECT NARRATIVE
(Standard Agreement)

Disability Services Navigator (DSN): This role will be staffed by Career Coaches who already have a presence in the Day Reporting Centers and will receive specialized cross-training in Title IV from the DOR to effectively carry out their responsibilities. The Disability Services Navigators will be responsible for directly engaging participants, identifying barriers, and connecting individuals with appropriate resources and accommodations. They will actively participate in training, staff development, and cross-training sessions coordinated by the DRC to enhance their expertise. To increase accessibility and expand service entry points, the DSNs will provide services at the Day Reporting Centers listed. This expansion will help connect justice-impacted people with disabilities to social services, including employment and vocational rehabilitation, all in one location for seamless access to care as they reintegrate into society. By establishing these additional access points, the DSNs will ensure participants can easily connect to essential workforce and social services need for successful reintegration into society. The responsibilities of the DSNs include serving as subject matter experts on services for people with disabilities that are being serviced through the Day Reporting Centers.

Disability Benefits Planners: The Disability Benefits Planners role will be shared among DOR team members, including but not restricted to counselors, service coordinators, and work incentives planners (WIP). These planners will play a crucial role in supporting participants by providing expert guidance on navigating disability benefits and work incentives. The Disability Benefits Planners will leverage their specialized training to ensure they are equipped to provide accurate and comprehensive assistance to all participants. . This project will enhance the AJCC's capacity to deliver targeted services, empowering people with disabilities to maximize their benefits while pursuing meaningful employment.

DOR Locations

The DOR locations the RCAAP will partner with are the Inland Empire District Office, the Temecula Branch Office, and the Palm Desert Branch Office. The locations for the three Day Reporting Centers are as follows:

Indio Day Reporting Center
46-900A Monroe St.
Indio, CA 92201

Riverside Day Reporting Center
1020 Iowa Ave., Ste. B
Riverside, CA 92507

Temecula Day Reporting Center
41002 Country Center., Ste. A-255
Temecula, CA 92591

Partnerships

The success of the RCAAP will heavily rely on strong partnerships with key organizations, such as the following, to ensure a comprehensive and collaborative approach to serving people with disabilities.

ATTACHMENT A-1
PROJECT NARRATIVE
(Standard Agreement)

Employment Development Department (EDD): As a co-located partner within the AJCC, EDD will play a critical role in supporting the project's implementation by facilitating access to additional workforce services and resources.

Department of Rehabilitation (DOR): DOR will support by leveraging their expertise and resources to deliver employment and training services through the Disability Benefits Planner role that will lead to quality jobs along defined career pathways by enrolling participants in Title IV. Key responsibilities include enhancing collaboration and capacity-building by fostering cross-training, co-enrollment, and co-case management while developing inclusive outreach and recruitment.

Family Service Association (FSA): FSA will be a key partner in the RCAAP by offering training, job placement assistance and wrap-around services – including emergency food assistance, mobile clinics, and other health and social services – to individuals with disabilities. FSA remains dedicated to creating high-quality job opportunities for diverse communities.

Phenix Technologies/Phenix Gateways: Phenix Technologies, together with its nonprofit arm, Phenix Gateways, who currently employ 30-40% of people with disabilities, will broaden targeted hiring practices and expand its work-study program. Phenix will serve as an additional entry point for participants Phenix Tech. to suitable training opportunities. Meanwhile, Phenix Gateways' Work Readiness programs will implement hands-on workshops and individualized support to empower participants to reach their full potential.

Riverside County Probation Department (RCPD): RCPD will build on existing collaboration by providing the space and platform for justice-impacted people with disabilities to access employment services from RCWDD and DOR through the Day Reporting Centers. RCPD will assist in the facilitation of employment and life skills workshops to help individuals reintegrate into the community.

Inland Southern California United Way (ISCUW): A major employer in the Inland Empire, ISCUW will be a key partner in linking participants to the RCAAP through referrals and partnerships within its extensive client base. They will support hiring objectives related to recruitment practices. Additionally, their 2-1-1 contact center will provide seamless warm handoffs, efficiently connecting individuals seeking additional supportive services.

Roles and Responsibilities

All required roles will be funded through a combination of the staffing budget, WIOA Title I braided funds and strategic partnerships. RCWDD's current staff will fulfill the roles of the DSNs and DRC, while DOR's team will carry out the role of the Disability Benefits Planner. A seasoned RCWDD team member will lead as the DRC with experience in employer engagement and county-wide initiatives, including active participation in the Inland Empire Disability Employment Business Roundtable lead by the California State Council on Development Disabilities. Key stakeholders will supplement this funding by contributing in-kind support, expertise, and outreach, enhancing the project's impact and sustainability. To

ATTACHMENT A-1
PROJECT NARRATIVE
(Standard Agreement)

maximize the project's impact, WIOA Title I and Title IV funds will be strategically utilized to support approved activities, facilitate participant co-enrollment, and drive successful outcomes. By co-enrolling, participants are provided comprehensive wrap-around services. Collaboration with AJCC, EDD, and DOR will leverage workforce expertise, creating a streamlined approach to service delivery. The RCAAP's return on investment will generate vital insights into existing gaps in services for individuals with disabilities, promoting the development of more efficient processes. A seamless referral pathway will be established to sustain the project beyond the grant period, with WIOA Title I and Title IV funds potentially covering key roles long-term.

Leveraging Resources

The RCAAP will strategically braid WIOA Title I and Title IV funds to support co-enrollment activities and deliver comprehensive, wrap-around services. Leveraging human capital through partnerships and the expertise of trained staff will optimize resources, expand the project's reach, and ensure successful participant engagement, ultimately driving the initiative's overall success. Trained staff, coupled with collaborative efforts, will optimize resources and support participant success. RCWDD will diversify its funding sources—including programs like Prison to Employment—to expand training and job opportunities for justice-involved individuals to maximize the RCAAP success.

The RCAAP will utilize WIOA Title I to support workforce development activities, while Title IV funds will focus on vocational rehabilitation and services tailored for people with disabilities. Aligning these funding streams will enable seamless co-enrollment, ensuring participants receive comprehensive support to improve their employment outcomes. Ongoing collaboration and meetings with DOR, EDD, and RCWDD, the RCAAP will ensure that each participant served at the Day Reporting Centers are assessed and connected to resources based on their needs.

**ATTACHMENT A-2
FISCAL AND PROGRAM REPORTING REQUIREMENTS
(Standard Agreement)**

1. Fiscal Reporting Requirements

- A. All invoices shall be sent monthly, twenty (20) days after the end of the month, with the corresponding supporting documentation and monthly report of activities performed during the invoiced month to the EDD contact below for review and approval:

Email: WSBSpecialPopulations@edd.ca.gov

- The Grantee must contact the EDD Project Manager to make alternate submission arrangements if electronic transmission of invoices is not possible.
- Invoice and reporting templates will be provided by the EDD upon the signing of this Contract.

B. Projected Budget Expenditures

- The Grantee will be required to submit a quarterly projected budget expenditures plan.

2. Project Reporting Requirements

- A. A project support team will be assigned after the signing of this Contract, at which time the EDD will provide contact information for the following:

- The EDD Project Manager
- The EDD Project Management Leadership Team
- Technical Assistance Team
- Project Evaluator

- B. The Grantee will be required to submit Monthly Status Reports (MSR) along with all invoices. MSRs will summarize key project activities, progress towards project milestones, next steps, successes, challenges, and course corrections. A template report form will be provided by the EDD upon the signing of this contract. Reports are due twenty (20) days after the end of the month.

- C. The Grantee will be required to submit Quarterly Progress Reports (QPR) using the EDD template provided no later than twenty (20) days after the end of the corresponding quarter. The QPR should describe the work performed during the reporting period. The 4th quarter QPR report shall contain a summary of the overall progress for the year. The final QPR report for the project period shall contain a summary of the overall accomplishments throughout the entire project period. QPRs shall, in part, provide a description of the work performed, the Grantee and project team's activities, milestones achieved, any accomplishments and any challenges encountered in the performance of the work under this Agreement during the reporting period.

**ATTACHMENT A-2
FISCAL AND PROGRAM REPORTING REQUIREMENTS
(Standard Agreement)**

3. Services to Participants

- A. The Grantee shall track all participant data and activities conducted by the Grantee and members of the project team and all associated costs.
- B. The Grantee shall utilize the State's case management system, CalJOBSSM to track all participant data and activities.
- C. The Grantee shall follow performance metrics associated to the project.
- D. The Grantee may be required to participate in trainings as necessary to ensure accurate data collection of participants.

Additional guidance may be provided the by the EDD related to participant data collection.

4. Reporting Clause

- A. Reporting requirements are subject to change based on program legislative requirements.
- B. The EDD reserves the right to change, modify, or update reporting requirements as necessary for the successful implementation of this program.
- C. Evaluation report details will be provided upon the selection of an evaluator.
- D. All reports submitted are subject to review before considered finalized.
- E. All reporting requirements and deliverables must be submitted to WSBSpecialPopulations@edd.ca.gov.
- F. All required reporting must be submitted utilizing the templates as provided by the EDD.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS
(Standard Agreement)

1. Invoicing and Payment

- A. The total amount of this Contract shall not exceed **Nine Hundred Ninety-Three Thousand Dollars and Zero cents (\$993,000.00)**. The EDD will closely monitor the Contract expenditures through the end of April 30, 2027.
- B. All invoices must be submitted on a monthly basis, twenty (20) days after the end of the month. If invoices will not be received timely, written justification must be provided within fifteen (15) days prior to the due date.
- C. All final invoices must be submitted by **June 30, 2027**. Any remaining funds will be disencumbered after **June 30, 2027**, unless preauthorized by the EDD.
- D. Administrative costs must not exceed 10 percent of the award. If the funds are not fully encumbered, administrative costs must not exceed 10 percent of the total amount encumbered.
- E. All invoices must be submitted using the template provided after the signing of this Contract and include the Monthly Status Report (MSR).
- F. All invoices should submit supporting documentation for each charge.
- G. Quarterly projected expenditures must be submitted to the EDD Project Manager using the template provided.
- H. Invoices must be submitted even if there are \$0 expenditures for the reporting month.
- I. All invoices shall be sent **monthly** with the corresponding supporting documentation and monthly report of activities performed during the invoiced month to the EDD contact below for review and approval:

Email: WSBSPopulations@edd.ca.gov

The Grantee must contact the EDD Project Manager to make alternate submission arrangements if electronic transmission of invoices is not possible.

2. Withholding of Grant Disbursements

- A. The EDD may withhold all or any portion of the grant funds provided for by this Grant Agreement in the event that that the Grantee has materially and substantially breached the terms and conditions of this Grant Agreement, including submission of required reports and data.
- B. The EDD will not reimburse Grantee for costs identified as ineligible for grant funding. If grant funds have been provided for costs subsequently discovered to be ineligible, the EDD may either withhold an equal amount from subsequent payments to the Grantee or require repayment of an equal amount to the State by the Grantee.
- C. In the event that grant funds are withheld from the Grantee, the EDD designee shall notify the Grantee of the reasons for withholding and advise the Grantee of the time within which the Grantee may remedy the situation leading to the withholding.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS
(Standard Agreement)

3. Budget Contingency Clause

It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of congressional and legislative appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the Agreement were executed after that determination was made.

This Agreement is valid and enforceable only if sufficient funds are made available by the Department of Rehabilitation (DOR) for the appropriate State Fiscal Year(s) covered by this Agreement for the purposes of this program. In addition, this Agreement is subject to any additional restrictions, limitations or conditions established by the United States Government and/or the State of California, or any statute enacted by the Congress and Legislature, which may affect the provisions, terms or funding of the Agreement in any manner.

The parties mutually agree that if the Congress and/or Legislature does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.

The EDD has the option to terminate the Agreement under the 30-day termination clause or to amend the Agreement to reflect any reduction of funds.

**ATTACHMENT B-1
 BUDGET SUMMARY
 (Standard Agreement)**

DOR-AJCC Collaboration

Grantee:	Riverside County Workforce Development Division (RCWDD)
Project Name:	DOR-AJCC Collaboration

Line Item	Expense Item	Administrative Costs ¹	Program Costs	Total Project Budget
Direct Costs				
A.	Staff Salaries	\$20,700.20	\$223,530.00	\$244,230.20
B.	Number of full-time equivalents (1.50%)			
C.	Staff Benefit Cost	\$7,729.80	\$123,960.00	\$131,689.80
D.	Staff Benefit Rate (1.50%)			
E.	Staff Travel	\$0.00	\$20,000.00	\$20,000.00
F.	Operating Expenses	\$0.00	\$244,782.00	\$244,782.00
G.	Participant Activities	\$0.00	\$258,000.00	\$258,000.00
H.	Furniture and Equipment			
1.	Small Purchase (unit cost of under \$5,000)	\$0.00	\$30,128.00	\$30,128.00
2.	Large Purchase (unit cost of over \$5,000)	\$0.00	\$0.00	\$0.00
3.	Equipment Lease	\$0.00	\$18,000.00	\$18,000.00
I.	Contractual Services			
1.	Subawards ²		\$0.00	\$0.00
2.	Contractual Goods/Services ³	\$0.00	\$0.00	\$0.00
J.	Other	\$0.00	\$0.00	\$0.00
Indirect Costs				
K.	Indirect Costs ⁴	\$46,170.00	\$0.00	\$46,170.00
	Indirect Costs Rate (percent) = 10% of MTDC			
Total Costs				
		Total Administrative Costs	Total Program Costs	Total Award
		\$74,600.00	\$918,400.00	\$993,000.00

¹A maximum of 10% of the total project budget will be allowed for Administrative Costs. The definition of administrative costs is provided in Appendix C of the Solicitation for Proposals (SFP).

**ATTACHMENT B-1
BUDGET SUMMARY
(Standard Agreement)**

²A subaward is an award provided by a Grantee to a subrecipient to carry out a portion of the state program, including programmatic deliverables, and is required to meet all programmatic compliance requirements. Characteristics of subrecipients may include: Determines eligibility for the program; performance is measured against the objectives of the program; maintains programmatic control or independent discretion over work; responsible for adherence to applicable program compliance requirements; or directly supports goals of grant. A subaward may be provided through any form of legal agreement, including an agreement that the Grantee considers a contract. Subawards are not required to meet procurement regulations.

³Contractual goods/services are supplied by a vendor, dealer, distributor, merchant, or other seller providing goods or services that are required to conduct the program. A contractual good or service is ancillary to the operation of the program. Contracts are subject to procurement regulations. Contractors are required to present specific deliverables for completion of contract.

⁴Indirect costs are incurred for a common or joint purpose, benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Indirect costs may be charged according to a negotiated indirect cost rate agreement (NICRA) from a cognizant agency, through an approved cost allocation plan (CAP), or a de minimis rate of 10%, if applicable. The Grantee will be required to provide a copy of their NICRA or CAP, which shall include the applicable base the indirect costs are calculated against. No documentation is necessary for a de minimis rate; however, it cannot be used if the Grantee has a current approved rate.

**ATTACHMENT B-2
ALLOWABLE AND DISALLOWABLE COST ITEMS
(Standard Agreement)**

1. Allowable Cost Items

In general, to be an allowable charge, a cost must meet the following criteria:

- Be necessary and reasonable for the performance of the award;
- Be allocable to the award;
- Conform to any limitations or exclusions set forth in the award;
- Be consistent with policies and procedures that apply uniformly to allowable uses of Workforce Innovation and Opportunity Act (WIOA) funds;
- Be accorded consistent treatment;
- Be determined in accordance with generally accepted accounting principles; and
- Be adequately documented.

Direct costs incurred during the grant term and specified in the Grant Agreement will be eligible for reimbursement. Direct costs are defined as costs directly tied to the implementation of the Grant including, but not limited to:

- **Participant Services:** Costs of providing basic and individualized career services, , training, work-based learning, follow up and job retention services, and wrap around and/or supportive services to enable participation.
- **Research:** To conduct, compile, or gain access to data or research (e.g. accessing labor market information data)
- **Program Staffing:** Costs associated with staffing necessary to the operation of the grant program, including appointing project staff, hiring new project staff, and providing staff development, training, and cross-training to program and partner staff.
- **Necessary Travel:** Costs for travel for staff and program partners to attend mandatory meetings, trainings, or events.
- **Other Costs:** Other costs associated with operating the project and meeting the project goals and objectives. Costs associated with activities not included in the Solicitation for Letters (SFL) may require pre-approval from the EDD.

The EDD reserves the right to allow additional activities if deemed beneficial, appropriate, and reasonable in order to achieve employment and job retention outcomes for participants, systems-change and sustainability goals, or other grant objectives. The Grantee must receive prior written approval from the EDD in order to conduct activities not otherwise determined allowable by the EDD written policy or guidance. To conduct activities not otherwise determined allowable by the EDD written policy or guidance, the Grantee is required to submit a written request with justification to the EDD for review.

**ATTACHMENT B-2
ALLOWABLE AND DISALLOWABLE COST ITEMS
(Standard Agreement)**

2. Disallowable Cost Items

The following costs are ineligible uses of grant funds:

- Exceeding the 10 percent cost cap for Administrative costs.
- Lobbying or advocacy work, such as direct lobbying for the passage of specific bills or local propositions.
- Expenses not related to the Department of Rehabilitation-America's Job Centers of California Collaboration (DOR-AJCC Collaboration).
- Commission fees.
- Ongoing operational costs beyond the grant term.
- Using funds for mitigation activities that are already mandated by local or state governing bodies or agencies.
- Expenses for publicity not directly related to project efforts.
- Bonus payments of any kind.
- The purchase of alcohol.
- Payments on debt or debt servicing fees.
- Damage judgments arising from the acquisition, construction, or equipping of a facility, whether determined by judicial process, arbitration, negotiation, or otherwise.
- Services, materials, or equipment obtained under any other state or federal program.
- Stewardship of legal defense funds.

**ATTACHMENT B-3
ADMINISTRATIVE COSTS
(Standard Agreement)**

Under the Department of Rehabilitation-America's Job Centers of California Collaboration (DOR-AJCC Collaboration), administrative costs are limited to 10 percent of the Grantee's total award or 10 percent of actual expenditures if the total award is not expended within the project's period of performance. The following functions and activities constitute the costs of administration and are subject to the administrative cost limitation:

1. The costs of administration are expenditures incurred by direct grant recipients, as well as subrecipients, and which are not related to the direct provision of services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.
2. The costs of administration are the costs associated with performing the following functions:
 - A. Accounting, budgeting, financial and cash management functions.
 - B. Procurement and purchasing functions.
 - C. Property management functions.
 - D. Personnel management functions.
 - E. Payroll functions.
 - F. Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports.
 - G. Audit functions.
 - H. General legal services functions.
 - I. Developing systems and procedures, including information systems, required for these administrative functions.
 - J. Fiscal agent responsibilities.
 - a. Performing oversight and monitoring responsibilities related to administrative functions.
 - b. Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space.
 - c. Travel costs incurred for official business in carrying out administrative activities or the overall management of the grant.
 - d. Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting, and payroll systems) including the purchase, systems development, and operating costs of such systems.

**ATTACHMENT B-3
ADMINISTRATIVE COSTS
(Standard Agreement)**

3. Administrative v. Program Costs:
 - A. Personnel and related non-personnel costs of staff that perform both administrative functions specified in item 2 of this section and programmatic services, or activities must be allocated as administrative or program costs to the benefitting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.
 - B. Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.
 - C. Awards to subrecipients or contractors that are solely for the performance of administrative functions are classified as administrative costs.
 - D. Except as provided item 2 of this section, all costs incurred for functions and activities of subrecipients and contractors are program costs.
 - E. Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

4. Costs of the following information systems including the purchase, systems development, and operational costs (e.g., data entry) are charged to the program category:
 - A. Tracking or monitoring of participant and performance information.
 - B. Employment statistics information, including job listing information, job skills information, and demand occupation information.
 - C. Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities.
 - D. Local Workforce Development Area performance information.
 - E. Information relating to supportive services and unemployment insurance claims for program participants.

Where possible, the Grantee and subrecipients must make efforts to streamline services to reduce administrative costs by minimizing duplication and effectively using information technology to improve services.

EXHIBIT D
SPECIAL TERMS AND CONDITIONS
(Standard Agreement)

1. Subcontractors or Subgrantees

Nothing contained in this Agreement or otherwise, shall create any contractual relationship between the State and any subcontractors or subgrantees, and no subcontract or subgrant shall relieve the Grantee of their responsibilities and obligations hereunder. The Grantee agrees to be as fully responsible to the State for the acts and omissions of its subcontractors or subgrantees and of persons either directly or indirectly employed by the Grantee. The Grantee's obligation to pay its subcontractors or subgrantees is an independent obligation from the State's obligation to make payments to the Grantee. As a result, the State shall have no obligation to pay or to enforce the payment of any monies to any subcontractor or subgrantee.

2. 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.

3. Public Contract Code (Consultant Services)

The Contractor is advised that he/she has certain duties, obligations, and rights under the Public Contract Code §§ 10335 – 10381 and 10410 - 10412, with which the Contractor should be familiar.

4. Contractor Evaluation

Within sixty (60) days after conclusion of this Agreement, the Employment Development Department (EDD) shall complete a written evaluation of the Grantee's performance under this Agreement (STD 4). If the Grantee did not satisfactorily perform the work, a copy of the evaluation will be sent to the State Department of General Services, Office of Legal Services within five working days of the completion of the evaluation, and to the Grantee within fifteen (15) working days of the filing of the evaluation with DGS.

5. Termination Clause

This Agreement may be terminated by the EDD by giving written notice thirty (30) days prior to the effective date of such termination.

6. Advance Work

Should the Grantee begin work before receiving a copy of the approved Agreement, any work performed before approval shall be considered as having been done at the Grantee's own risk and as a volunteer.

7. 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 D
SPECIAL TERMS AND CONDITIONS
(Standard Agreement)

8. Avoidance of Conflicts of Interest by the Grantee

- A. The Grantee agrees that all reasonable efforts will be made to ensure that no conflict of interest exists between its officers, agents, employees, consultants, or members of its governing body.
- B. The Grantee shall prevent its officers, agents, employees, consultants, or members of its governing body from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as having financial, status, knowledge, relationships, or reputation, which puts into question whether their actions, judgment, or decision-making can be unbiased.
- C. A determination by the EDD that a conflict-of-interest situation exists is grounds for termination.
- D. Certain consultants designated by the EDD's Conflict of Interest Code are required to file a Statement of Economic Interests, Form 700. The Grantee agrees that if the Director of the EDD determines that a Statement of Economic Interests, Form 700, is required, the consultant shall obtain the Form 700 and filing instructions from the EDD Personnel Office.

9. Travel Clause

The travel and per diem shall be set in accordance with California Department of Human Resources for comparable classes and no travel outside the State of California shall be reimbursed unless prior written authorization is obtained from the EDD.

10. Disputes

If the Grantee disputes an action of the EDD in the administration of this Agreement, the Grantee may appeal to the EDD Executive Director or designee. Such appeals shall be filed within thirty (30) calendar days of the notification from the Grantee of such dispute. The appeal shall be in writing and 1) state the basis for the appeal, 2) state the action being requested of the Executive Director, and 3) include any documentation relating to the dispute.

The EDD Executive Director (or designee) will review the correspondence and related documentation and render a decision of the appeal within thirty (30) calendar days, except in those cases where the Grantee withdraws or abandons the appeal. The procedural time requirement may be waived with the mutual consent of the Grantee and the Executive Director.

11. The Grantee shall cooperate with the EDD and the Department of Rehabilitation-America's Job Centers of California Collaboration (DOR-AJCC Collaboration) Technical Assistance and Developmental Evaluation (TA and DE) provider with regard to the performance of this agreement within the response time requested by the agencies.

12. The Grantee shall cooperate with the EDD, DOR, and the DOR-AJCC Collaboration Technical Assistance and Evaluation provider to provide timely responses to any requests for data and/or reports the EDD, DOR, and/or the DOR-AJCC Collaboration TA and DE provider deem necessary for the oversight of the DOR-AJCC Collaboration. The Grantee further understands and agrees that this data will be shared with the EDD, DOR, the

**EXHIBIT D
SPECIAL TERMS AND CONDITIONS
(Standard Agreement)**

California Labor and Workforce Development Agency, the DOR-AJCC Collaboration Technical Assistance and Evaluation provider, and any other stakeholders.

13. The Grantee is responsible for the DOR-AJCC Collaboration activities identified in the narrative submitted to the EDD in response to the Solicitation for Letters (SFL), which is attached to and made a part of this Agreement.
14. The Grantee shall fulfill all assurances, declarations, representations, and statements made by the Grantee in the Grantee submission in response to the SFL, documents, amendments, approved modifications, and communications filed in support of its request for grant funds.
15. 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 the 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 the Grantee advance written notice of such termination, allowing the Grantee at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

RESOLUTION

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on Tuesday, October 7, 2025, that the Chair is authorized and directed to execute on behalf of said County the Standard Agreement No. M118474-7100 between Riverside County and the State of California, Employment Development Department providing for: Department of Rehabilitation – America’s Job Centers of California Collaboration Program, effective through April 30, 2027.

ROLL CALL:

Ayes: Medina, Spiegel, Washington, Perez and Gutierrez


Nays: None

Absent: None

Abstain: None

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KIMBERLY A. RECTOR, Clerk of the Board

BY:  _____
Deputy