

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



ITEM: 3.25
(ID # 29161)

MEETING DATE:
Tuesday, December 09, 2025


FROM : HOUSING AND WORKFORCE SOLUTIONS

SUBJECT: HOUSING AND WORKFORCE SOLUTIONS/WORKFORCE DEVELOPMENT DIVISION (HWS/WDD): Ratify and Approve the First Amendment to the Professional Services Agreement between the County of Riverside by and through Housing and Workforce Solutions, Workforce Development Division, and California Family Life Center for the Youth Community Corps Program to extend performance through February 28, 2026, District 2. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve the First Amendment to the Professional Services Agreement (First Amendment) between the County of Riverside by and through Housing and Workforce Solutions, Workforce Development Division (County), and the California Family Life Center (CFLC) to extend the period of performance for the Youth Community Corps Program (Program) through February 28, 2026, and authorize Chair of the Board to execute three (3) copies of First Amendment on behalf of the County;
2. Authorize the Director of HWS, or designee, to take all steps necessary to execute the Agreement terms including, but not limited to, exercise the options of the Agreement including modification to the scope of services as approved as to form by County Counsel; and
3. Direct the Clerk of the Board to retain one (1) copy and return two (2) copies of the First Amendment to County for distribution.

ACTION:Policy


Heidi Marshall, Director 11/18/2025

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Medina, 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: December 9, 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	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: N/A			Budget Adjustment: No	
			For Fiscal Year: 25/26	

C.E.O. Recommendation: Approve

BACKGROUND:

Summary

On November 28, 2023, the Board of Supervisors, under Minute Order 3.27, approved the form of a professional services agreement between the County and a selected service provider to implement the Program in Supervisorial District 2 through October 31, 2025. On January 23, 2024, the Board, pursuant to Minute Order 3.20, approved the form of a professional services agreement between County and a selected service provider to implement the same Program through February 28, 2025, in Supervisorial District 5. On June 5, 2024, an evaluation committee identified CFLC as the lowest and most responsive bidder for Request for Proposal (RFP) WDARC-000027. The County executed the Original Agreement with CFLC on July 15, 2024, to initiate the Program for both Supervisorial Districts 2 and 5. This First Amendment will modify the term of the Original Agreement for Supervisorial District 2 extending the period of performance from the original expiration date of October 31, 2025, to now be effective through February 28, 2026, aligning it with the term established for Supervisorial District 5.

Following execution of the Original Agreement, the County and CFLC determined that extending the Program term through February 28, 2026, is necessary to continue assisting impacted youth within Supervisorial District 2 in the County of Riverside. Through this First Amendment, the Program will continue serving an estimated 50 young adults, ages 18-26, who will earn up to a \$6,000 stipend for employment with a nonprofit or local government agency within District 2 for up to 12 weeks.

Impact on Residents and Businesses

Implementing this First Amendment builds on the Program’s success and ongoing impact in strengthening partnerships with local government agencies and nonprofit organizations, supporting their efforts to develop a young and skilled workforce. The Program has already created meaningful employment opportunities for local youth. It will continue to do so by assisting at least 50 participants in securing employment, gaining work experience, and advancing their career development.

Additional Fiscal Information

This First Amendment does not impact the previously Board-approved Program. The County will administer all previously approved funds during Fiscal Year 2025-2026, with no impact to the County’s General Fund.

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

Attachments

- First Amendment to Youth Community Corps Program Professional Services Agreement

Stacey Pena

Stacey Pena, EO Management Analyst 12/2/2025

Aaron Gettis

Aaron Gettis, Chief of Deputy County Counsel 11/19/2025

**FIRST AMENDMENT
TO PROFESSIONAL SERVICE AGREEMENT
for
THE YOUTH COMMUNITY CORPS
PROGRAM COORDINATOR
between
COUNTY OF RIVERSIDE
and
CALIFORNIA FAMILY LIFE CENTER**

This First Amendment to the Professional Services Agreement for the Youth Community Corps Program is entered into by and between California Family Life Center, a California nonprofit corporation (herein referred to as the “CONTRACTOR”), and the County of Riverside, a political subdivision of the State of California, acting by and through its Department of Housing and Workforce Solutions (HWS), Workforce Development Division (WDD) (herein referred to as the “COUNTY”). The CONTRACTOR and the COUNTY are individually referred to herein as a “Party” and collectively as the “Parties.”

RECITALS

WHEREAS, the COUNTY has received funding through the American Rescue Plan Act (ARPA) of 2021, enacted in response to the COVID-19 pandemic, to implement strategic programs including, but not limited to, assistance to small businesses, households, hard-hit industries, and general economic recovery within the COUNTY’s jurisdiction, and in connection with the State of California to administer ARPA-funded program; and

WHEREAS, on November 28, 2023, the Riverside County Board of Supervisors, pursuant to Minute Order 3.27, approved the form of Agreement to implement the Youth Community Corps Program (“Program”) in Supervisorial District Two (2), and approved funding in an amount not to exceed Four Hundred Thousand Dollars (\$400,000) for a period commencing on or after January 1, 2024, and terminating no later than October 31, 2025; and

WHEREAS, on January 23, 2024, the Riverside County Board of Supervisors, pursuant to Minute Order 3.20, approved the form of Agreement to implement the Program in Supervisorial District Five (5), and approved funding in an amount not to exceed Four Hundred Thousand Dollars (\$400,000) for a period commencing on or after June 1, 2024, and terminating no later than February 28, 2026; and

WHEREAS, in connection with the State of California, the County issued a Request for Proposal (RFP) on March 15, 2024, to solicit Program Coordinator(s) to implement the scope of services outlined in the RFP, and the Contractor responded and was awarded Seven Hundred Thirty Thousand Dollars (\$730,000) in District Two (2) and Five (5) ARPA funding based on its ability and capacity to serve the target population and service area;

WHEREAS, COUNTY subsequently entered into a single Professional Services Agreement No. WDARC-PSA-0003836 (“Agreement”), effective June 1, 2024, with California Family Life Center

("CONTRACTOR"), awarding Seven Hundred Thirty Thousand Dollars (\$730,000) in District Two (2) and District Five (5) ARPA funds to administer and implement the Program; and

WHEREAS, the Parties desire to amend the Agreement to align the contract term for District Two (2) with District Five (5), extending District Two's (2) term to February 28, 2026, to ensure consistency in Program operations across both Districts; and

WHEREAS, following execution of the Agreement, the Parties determined that the Period of Performance set forth in the Agreement required modification to support the continued implementation of the Program;

WHEREAS, Exhibit A – Description and Scope of Services shall be updated to reflect the revised term and service delivery timeline, and Exhibit B – Payment Provisions to modify allocations in the budget table, to allow for County and Contractor staff to effectively administer the Agreement without change to the total budget amount of Seven Hundred Thirty Thousand Dollars (\$730,000).

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. Period of Performance: Section 2.1 of the Agreement is hereby deleted in its entirety and amended as follows:

The Contractor shall perform the scope of services for the County in a timely manner and to the County's satisfaction, as more specifically set for in Exhibit A –Description and Scope of Services, and Exhibit B – Program Budget and Itemized Budget, as such services are necessary for the implementation and execution of the Youth Community Corps Program. This Agreement shall commence effective June 1, 2024, through February 28, 2026, unless terminated earlier. Contractor shall commence performance upon the effective date of this Agreement and shall diligently and continuously perform thereafter. The Riverside County Board of Supervisors is the only authority that may obligate the County for a non-cancelable multi-year agreement.

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 Provisions and Itemized Budget" attached hereto and incorporated by reference.
5. First Amendment to Prevail: The provisions of this First Amendment shall prevail over any inconsistency or conflicting provisions of the Agreement and shall supplement the remaining provisions thereof.
6. Effective Date: This First Amendment to the Agreement shall be effective as of June 1, 2024, the effective date of the original Agreement, notwithstanding the date of execution by the Parties, and

shall apply retroactively to cover eligible services and expenditures incurred by CONTRACTOR on or after that date.

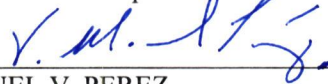
7. Entire Understanding: All other terms and conditions of the Agreement not modified herein shall remain unchanged and in full force and effect. The First Amendment and the Agreement set forth and contain the entire understanding and agreement of the Parties hereto. There are no oral or written representations, understandings, or ancillary covenants, undertakings, or agreements, which are not contained or expressly referred to within this First Amendment and the Agreement.
8. Further Assurances: The Parties agree to take all reasonable actions and execute any additional documents necessary to carry out the intent and purpose of this First Amendment and to ensure its full and effective implementation.
9. Agreement in Full Force and Effect: Except as otherwise expressly modified herein, all other terms and conditions of the Agreement remain unmodified and in full force and effect.
10. Use Of Electronic Signatures: This Amendment may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each party of this Amendment agrees to the use of electronic or digital signatures that meet the requirements of the California Uniform Electronic Transactions Act (“CUETA”) Cal. Civ. Code §§ 1633.1 to 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. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code.

[SIGNATURES ON FOLLOWING PAGE]

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

COUNTY:

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

By: 
MANUEL V. PEREZ
Board of Supervisors, Chair

Dated: DEC 09 2025

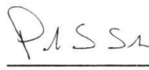
CONTRACTOR:

CALIFORNIA FAMILY LIFE CENTER, a California nonprofit

By: Mary Jo Ramirez
Mary Jo Ramirez
Executive Director

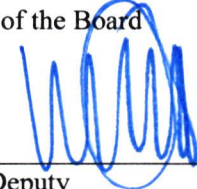
Dated: 10/21/2025

APPROVED AS TO FORM:
MINH C. TRAN
County Counsel

By: 
PAULA S. SALCIDO
Deputy County Counsel

Dated: 10/22/2025

ATTEST:
KIMBERLY A. RECTOR
Clerk of the Board

By: 
Deputy

Dated: DEC 09 2025

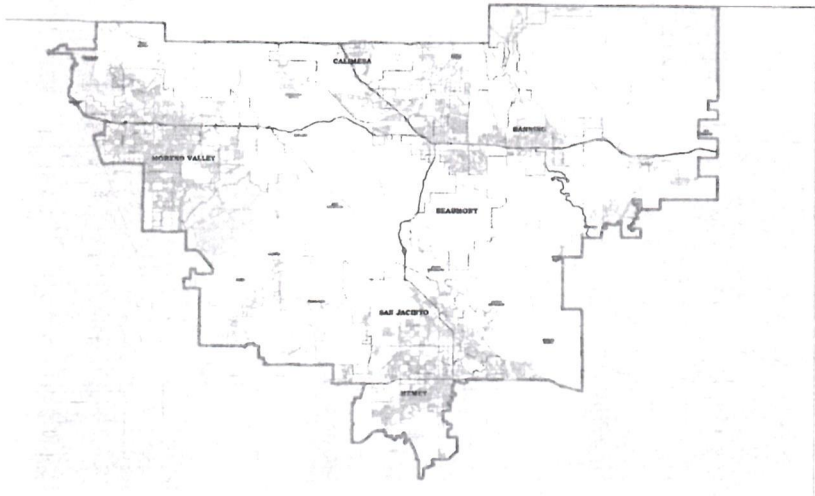
AMENDED EXHIBIT A
Description & Scope of Services

EXHIBIT A
DESCRIPTION & SCOPE OF SERVICES

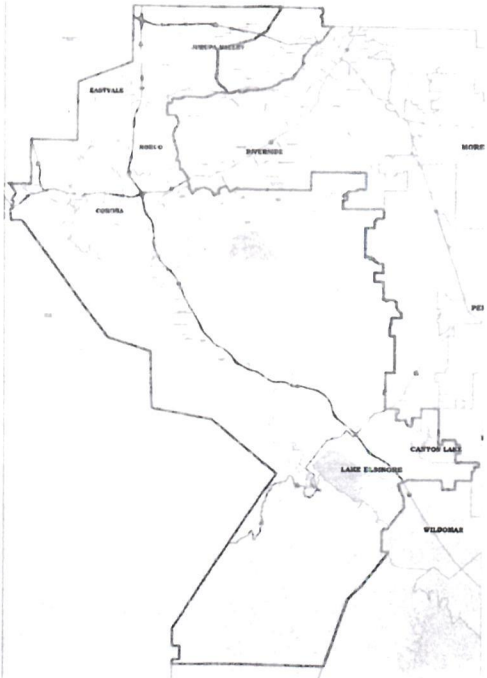
1. CONTRACTOR agrees to provide outreach, recruitment, and other services necessary to youth for the Youth Community Corps Program in the following service areas.
 - a. Riverside County Supervisorial District 5 of the County of Riverside including the cities of Moreno Valley, Hemet, Banning, San Jacinto, Calimesa, Beaumont, and Banning.
 - b. Riverside County Supervisorial District 2 of the County of Riverside including the cities of Lake Elsinore, Corona, Eastvale, Norco, Jurupa Valley, and Temescal Valley.
2. CONTRACTOR must conduct eligibility and suitability assessment with individual youth recruited based on the following criteria:
 - a. Youth between the ages of 18-26, residing within the service areas.
3. CONTRACTOR will partner with local non-profits and government agencies to implement an integrated and seamless service delivery process for youth enrolled in the Youth Community Corps Program.
4. CONTRACTOR is responsible for issuing stipends provided through the Youth Community Corps Program to a minimum of 100 eligible youth in an amount not to exceed \$6,000 per youth for a maximum of 12 weeks of work within local non-profit or government agency.
5. CONTRACTOR must use all reasonable endeavors to outreach, recruit, and identify a minimum of 50 eligible youth for the Youth Community Corps Program within each supervisorial district, 100 total and shall assist these youth to attain employment, post-secondary education, pre-apprenticeship, apprenticeship, or advanced training within each supervisorial district following completion of stipend employment.
6. CONTRACTOR understands that eligible youth must be placed in employment, post-secondary education, pre-apprenticeship, apprenticeship, or advanced training following completion of their stipend employment, and such placements must occur within the period of performance from June 1, 2024, through February 28, 2026, for Districts Two (2) and Five (5).
7. CONTRACTOR must provide complete employment services to eligible youth including but not limited to; job applications, resume and cover letter assistance, job readiness workshops, job referrals, case management, post-employment follow-up services, transportation to participate in program activities program oversight, employer of record, etc.
8. CONTRACTOR is responsible for providing support services directly related to the Youth Community Corp worksite placement and support for youth employment retention and follow-up.
9. CONTRACTOR will maintain case management services to assist youth with a range of funded or leveraged activities based on the stated needs of the youth which may include but is not limited to uniform assistance, transportation assistance, gas mileage reimbursement, education assistance and housing assistance.
10. CONTRACTOR must maintain complete and accurate customer records, up to entries, and provide reports to HWS/WDD, as required, on a timely basis.

Maps of Services Area

District 5 :



District 2:



**AMENDED EXHIBIT B
Amended Program Provisions**

**EXHIBIT B
PROGRAM PROVISIONS AND ITEMIZED BUDGET**

I. Program Provisions

1. COUNTY agrees to reimburse CONTRACTOR based on a pay-for-performance model each month during Period of Performance as defined in Paragraph 2.1. The COUNTY shall pay the CONTRACTOR for services performed, products provided, and expenses incurred as outlined in Exhibit A – Scope of Work.
2. COUNTY may issue a one-time advance payment to CONTRACTOR in an amount not to exceed twenty-five percent (25%) of the maximum reimbursable amount upon written request by the CONTRACTOR. Such written request must be submitted on CONTRACTOR letterhead. If an advance is issued, the advance will be recouped from the full amount of each monthly claim that is submitted. No additional payments will be made until the advance is completely recouped. *COUNTY reserves the right, in its sole discretion, to approve or deny an advance request based on funding availability.*
3. CONTRACTOR shall be paid only in accordance with an invoice submitted to COUNTY by CONTRACTOR within fifteen (15) days from the last day of each calendar month, CONTRACTOR agrees to include employer name, and other outlined expenses per line item as defined in Exhibit B Section II.
4. CONTRACTOR understands that COUNTY can submit requests for additional supporting information for invoices with formal notice given to CONTRACTOR of at least 10 business days.
5. CONTRACTOR must ensure Scope of Work and performance metrics, as defined in Exhibit A, are fully executed within the allotted program compensation amount as defined in Paragraph 3.1 and outlined in Exhibit B, Section II of this agreement.
6. CONTRACTOR understands that budgeting and expenditure of program funds must be conducted on a timely basis at least 1 month prior to term completion unless formal notice of program extension is presented by the COUNTY.
7. CONTRACTOR understands that the COUNTY may request additional information, data, documents, reports, or other materials as necessary for program implementation or to comply with reporting requirements, with formal notice provided to CONTRACTOR at least ten (10) business days in advance. Such information may include, but is not limited to, budget modifications, marketing materials, supplemental data collection, supplemental documents, supplemental reports, and supplemental invoice information.

II. Itemized Budget:

CFLC District 2		CFLC District 5		TOTALS
Expense Category	Amount	Expense Category	Amount	
Youth Employment Stipend (50 youth)	\$300,000	Youth Employment Stipend (50 youth)	\$300,000	\$600,000
Career Counselor	\$50,000	Career Counselor	\$50,000	\$100,000
Mileage/ Transportation Costs (CFLC van usage mileage costs and staff travel costs/ mileage @ IRS mileage rate)	\$8,000	Mileage/ Transportation Costs (CFLC van usage mileage costs and staff travel costs/ mileage @ IRS mileage rate)	\$8,000	\$16,000
Marketing	\$1,500	Marketing	\$1,500	\$3,000
Consumable/Office Supplies	\$1,500	Consumable/Office Supplies	\$1,500	\$3,000
Support Services	\$4,000	Support Services	\$4,000	\$8,000
	\$365,000		\$365,000	\$730,000

PI 202460699 001 First Amendment to Youth Community Corps Program Professional Services Agreement

Final Audit Report

2025-10-22

Created:	2025-10-21
By:	Joselyn Garcia-Rojas (jgrojas@rivco.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAoF_wldLtUqS0Le2V9wLVcxt7_jiNDkGf

"PL 202460699.001 First Amendment to Youth Community Corp s Program Professional Services Agreement" History

-  Document created by Joselyn Garcia-Rojas (jgrojas@rivco.org)
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-  Document emailed to mjramirez@cfckids.org for signature
2025-10-21 - 10:27:06 PM GMT
-  Email viewed by mjramirez@cfckids.org
2025-10-21 - 11:36:44 PM GMT- IP address: 172.226.2.120
-  Signer mjramirez@cfckids.org entered name at signing as Mary Jo Ramirez
2025-10-22 - 0:12:27 AM GMT- IP address: 172.113.79.230
-  Document e-signed by Mary Jo Ramirez (mjramirez@cfckids.org)
Signature Date: 2025-10-22 - 0:12:29 AM GMT - Time Source: server- IP address: 172.113.79.230
-  Document emailed to psalcido@rivco.org for signature
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2025-10-22 - 4:22:34 PM GMT- IP address: 104.47.65.254
-  Signer psalcido@rivco.org entered name at signing as PAULA S. SALCIDO
2025-10-22 - 4:23:36 PM GMT- IP address: 158.61.6.1
-  Document e-signed by PAULA S. SALCIDO (psalcido@rivco.org)
Signature Date: 2025-10-22 - 4:23:38 PM GMT - Time Source: server- IP address: 158.61.6.1

 Agreement completed.

2025-10-22 - 4:23:38 PM GMT