

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



**ITEM: 3.11
(ID # 30264)**

MEETING DATE:

Tuesday, May 05, 2026


FROM : HOUSING AND WORKFORCE SOLUTIONS

SUBJECT: HOUSING AND WORKFORCE SOLUTIONS/WORKFORCE DEVELOPMENT DIVISION (HWS/WDD): Ratify and Approve the Third Amendment to the Professional Services Agreement with California Family Life Center for the Youth Employment Program, extending the period of performance through June 30, 2026, Districts 2 and 5. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve the Third Amendment to the Professional Services Agreement (Third 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 Employment Program (Program) through June 30, 2026, and revise the budget line items within the existing Board-approved amount, with no change to the total contract amount, and authorize Chair of the Board to execute three (3) copies of Third 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, (a) implementing the terms of the Third Amendment; and (b) signing future amendments to revise budget line items, provided there is no increase to the total Board-approved contract amount of \$720,000 and such amendments are 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.

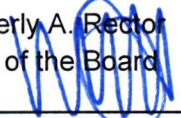
ACTION:Policy


Heidi Marshall, Director 4/23/2026

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Medina, Spiegel, Washington, and Perez
Nays: None
Absent: Gutierrez
Date: May 5, 2026
xc: HWS/WDD

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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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, pursuant to Minute Order 3.27, approved implementation of the Youth Employment Program (Program) in Supervisorial District 2 through October 31, 2025. On January 23, 2024, the Board, pursuant to Minute Order 3.20, approved implementation of the Program in Supervisorial District 5 through February 28, 2026.

Following the completion of Request for Proposal (RFP) No. WDARC-000027, an evaluation committee identified California Family Life Center (CFLC) on June 5, 2024, as the lowest responsive and responsible bidder. To streamline program administration and service delivery across both service areas, the County consolidated Districts 2 and 5 into a single Professional Services Agreement with CFLC. The County subsequently executed the Professional Services Agreement No. WDARC-PSA-0003835, effective June 1, 2024, in an amount not to exceed Seven Hundred Twenty Thousand Dollars (\$720,000), for implementation of the Program in Supervisorial Districts 2 and 5.

On December 9, 2025, the Board of Supervisors approved the First Amendment through Minute Order 3.26 to align the period of performance for District 2 with the term applicable to District 5, establishing a unified contract end date of February 28, 2026. A subsequent Second Amendment revised the budget line items within the existing Board-approved amount, with no change to the total contract amount.

The proposed Third Amendment extends the period of performance through June 30, 2026. Further, it revises the budget line items within the existing Board-approved amount, with no change to the total contract amount. The extension is necessary to allow County and CFLC staff sufficient time to complete participant services, fully expend the remaining ARPA funds within the allowable funding period, and continue assisting impacted youth within Supervisorial Districts 2 and 5 in the County of Riverside. Under this Third Amendment, the Program will continue serving an estimated 50 young adults, ages 18 to 26, who may earn up to a \$6,000 stipend for employment with a nonprofit or local government agency within Districts 2 and 5 for up to 12 weeks.

Impact on Residents and Businesses

Implementing this Third Amendment builds on the Program's success and ongoing impact in

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STATE OF CALIFORNIA**

strengthening partnerships with local government agencies and nonprofit organizations, and in supporting their efforts to develop a young, 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 Third Amendment does not impact the previously Board-approved Program. The County will administer all previously approved funds during Fiscal Years 2025–2026, with no impact to the County’s General Fund.

Attachment

- Third Amendment to Youth Employment Program Professional Services Agreement



Stacey Pena, EO Management Analyst 4/26/2026



Aaron Gettis, Chief Deputy County Counsel 4/24/2026

THIRD AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT
for
YOUTH EMPLOYMENT PROGRAM
between
COUNTY OF RIVERSIDE
and
CALIFORNIA FAMILY LIFE CENTER

This Third Amendment to the Professional Services Agreement for the Youth Employment Program is entered into by County of Riverside, a political subdivision of the State of California, by and through its Department of Housing and Workforce Solutions, Workforce Development Division, (“County”) and the California Family Life Center, a California nonprofit corporation, (“Contractor”). County and Contractor 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;

WHEREAS, on November 28, 2023, the Riverside County Board of Supervisors, pursuant to Minute Order 3.26 approved the form of Agreement to implement the Youth Employment 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;

WHEREAS, on January 23, 2024, the Riverside County Board of Supervisors, pursuant to Minute Order 3.21, 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;

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 Twenty Thousand Dollars (\$720,000) in District Two (2) and Five (5) ARPA funding based on its ability and capacity to serve the target population and service area;

WHEREAS, the County subsequently entered into a single Professional Services Agreement No. WDARC-PSA-0003835 (“Agreement”), effective June 1, 2024, through February 28, 2026, with Contractor, awarding Seven Hundred Twenty Thousand Dollars (\$720,000) in District Two (2) and District Five (5) ARPA funds to administer and implement the Program;

Third (3rd) Amendment

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; and

WHEREAS, the Parties entered into a First Amendment to the Agreement, which was approved by the Board of Supervisors on December 9, 2025, through Minute Order No. 29162, Item 3.26, to modify Section 2 and Exhibit A – Description and Scope of Services to align the period of performance for District Two (2) with the term applicable to District Five (5), establishing a unified contract end date of February 28, 2026, for both service areas;

WHEREAS, the Parties subsequently entered into a Second Amendment to the Agreement to revise the budget line items within the required program components set forth in Exhibit B – Payment Provisions, Section II: Itemized Budget;

WHEREAS, the Parties now desire to enter into this Third Amendment to further modify Section 2 and Exhibit A – Description and Scope of Services to extend the term of the Agreement through June 30, 2026, revise the service delivery timeline, and further revise the budget line items within Exhibit B – Payment Provisions, Section II: Itemized Budget, as set forth herein;

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 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 forth in Exhibit A – Description and Scope of Services and Exhibit B – Program Budget, as such services are necessary for the implementation and execution of the Youth Employment Program. This Agreement shall remain effective from June 1, 2024, through June 30, 2026, unless terminated earlier in accordance with the provisions of this Agreement. 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. Amended Exhibit A- Description and Scope of Services: Exhibit A of the Agreement is hereby deleted in its entirety and replaced with the “Amended #3 Exhibit A Description and Scope of Services” attached hereto and incorporated by reference.

Third (3rd) Amendment

4. Amended Exhibit B Payment Provisions – II. Itemized Budget: Exhibit B of the Agreement is hereby deleted in its entirety and replaced with the “Amended #3 Exhibit B Payment Provisions – II. Itemized Budget” attached hereto and incorporated by reference.
5. Third Amendment to Prevail: The provisions of this Third Amendment shall prevail over any inconsistency or conflicting provisions of the Agreement, First Amendment and Second Amendment and shall supplement the remaining provisions thereof.
6. Effective Date: This Third 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: The Third Amendment, Second Amendment, 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 Third Amendment, Second Amendment, 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 Second 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 Third Amendment on the dates 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: *Karen S. Spiegel*
KAREN SPIEGEL
Board of Supervisors, Chair

Dated: MAY 0 5 2026

CONTRACTOR:

CALIFORNIA FAMILY LIFE CENTER, a California nonprofit

By: *Mary Jo Ramirez*
MARY JO RAMIREZ
Executive Director

Dated: 04/08/2026

APPROVED AS TO FORM:
MINH C. TRAN
County Counsel

By: *KB*
KRISTINE BELL-VALDEZ
Deputy County Counsel

Dated: 4/3/26

ATTEST:
KIMBERLY A. RECTOR
Clerk of the Board

By: *[Signature]*
Deputy

Dated: MAY 0 5 2026

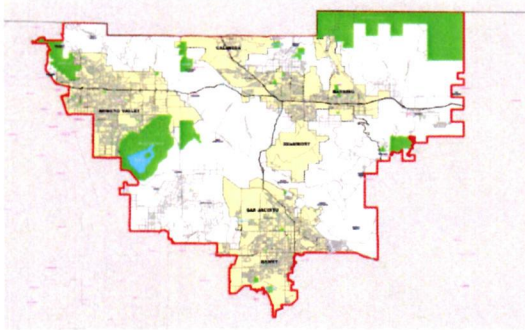
AMENDED #3 EXHIBIT A
Description & Scope of Services

1. CONTRACTOR agrees to provide outreach, recruitment, and other services necessary to youth for the Youth Employment 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 16-24, residing within the service areas.
3. CONTRACTOR will partner with local employers, school districts, Youth Opportunity Centers (YOC's), and other youth servicing organizations within the service area to implement an integrated and seamless service delivery process for youth enrolled in the Youth Employment Program.
4. CONTRACTOR is responsible for issuing stipends provided through the Youth Employment Program in an amount not to exceed \$3,200 per youth for a maximum of 10 weeks.
5. CONTRACTOR must use all reasonable endeavors to conduct outreach, recruit, and identify a minimum of 68 eligible youth for the Youth Employment Program within each supervisorial district, 136 total. Youth must be placed in employment or remain enrolled in secondary education, post-secondary education, pre-apprenticeship, apprenticeship, or advanced training within the period of performance from June 1, 2024, through June 30, 2026, for Districts Two (2) and Five (5).
6. 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.
7. CONTRACTOR is responsible for providing support services to enable participants to fully participate in program activities which include but are not limited to Uniform Assistance: uniforms, tools, PPE required for employment or training; Transportation: bus passes, gas cards, mileage; Child Care; Medical Assistance; Housing/Utility Assistance; etc.
8. 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.
9. CONTRACTOR must maintain accurate and up-to-date records throughout the term of this

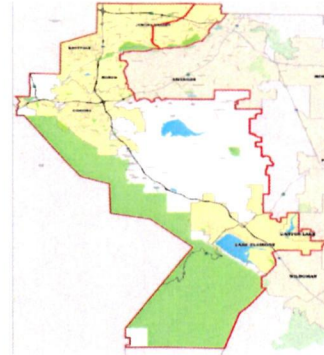
contract. Such records shall include, but are not limited to, financial records (budgets, expenditure reports, financial statements), personnel records (employee documentation, timesheets, contracts), participant records (enrollment forms, attendance records, progress reports), program documentation (activity reports, evaluation reports), compliance documentation (ARPA compliance reports, monitoring records) and provide reports detailing program activities, expenditures, outcomes, and compliance status to HWS/WDD and Board of Supervisors, as required, on a timely basis.

Maps of Services Area

District 5 :



District 2:



Amended #3 EXHIBIT B

EXHIBIT B PROGRAM PROVISIONS AND ITEMIZED BUDGET.

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. 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 as applicable: outreach and resources provided or other outlined expenses per line item as defined in Exhibit B Section II.
3. 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.
4. 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.
5. CONTRACTOR understands that budgeting and expenditure of program funds must be conducted on a timely basis at least 1 month prior to program term completion unless formal notice of program extension is presented by the COUNTY.
6. CONTRACTOR understands that COUNTY can make additional requests of information necessary for program implementation with formal notice given to CONTRACTOR of at least 10 business days. Information may include but not in not limited to; budget modifications, marketing information, supplemental data collection, supplemental documents, supplemental reports, supplemental invoice information.
7. COUNTY may issue a one-time advance payment to SUBRECIPIENT in an amount not to exceed twenty-five percent (25%) of the maximum reimbursable amount upon written request by the SUBRECIPIENT. Such written request must be submitted on SUBRECIPIENT letterhead and SUBRECIPIENT shall also complete the Subrecipient Payment Request Form 2076A (Attachment II). 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.*

II: Itemized Budget

Youth Employment Program	
CFLC District 2	
Expense Category	Updated Amount
Participant Wages and Benefits - \$16.00 an hour for 10 weeks @ 20 hours a week (68 youth)	\$255,200.80
Career Coaches (2 @ \$22.00 per hour/ plus benefits @ 87.2 weeks)	\$80,000
Mileage/ Transportation Costs (CFLC van usage mileage costs and staff travel costs/ mileage @ IRS mileage rate)	\$1,500
Consumable/ Office Supplies	\$1,500
Supportive Services	\$15,105
Administrative/ Indirect Costs- payroll processing, payroll fees, clearances, W2 processing, miscellaneous PayChex payroll processing, employee clearances, misc. costs associated to youth employment program.	\$6,694.20
Total	\$360,000

Youth Employment Program	
CFLC District 5	
Expense Category	Updated Amount
Participant Wages and Benefits - \$16.00 an hour for 10 weeks @ 20 hours a week (68 youth)	\$257,053.63
Career Coaches (1 @ \$25.25 per hour & 1 @ \$22.00 per hour/ plus benefits @ 87.2 weeks)	\$80,000
Mileage/ Transportation Costs (CFLC van usage mileage costs and staff travel costs/ mileage @ IRS mileage rate)	\$6,212
Consumable/ Office Supplies	\$1,500
Supportive Services	\$6,617
Administrative/ Indirect Costs- payroll processing, payroll fees, clearances, W2 processing, miscellaneous PayChex payroll processing, employee clearances, misc. costs associated to youth employment program.	\$8,617.37
Total	\$360,000







Third Amendment to Youth Employment Program Professional Services Agreement

Final Audit Report

2026-04-08

Created:	2026-04-08
By:	Joselyn Garcia-Rojas (jgrojas@rivco.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAPeZqCWVmQtB3ujHUIfICDCpvHOcA7yZs

"Third Amendment to Youth Employment Program Professional Services Agreement" History

-  Document created by Joselyn Garcia-Rojas (jgrojas@rivco.org)
2026-04-08 - 5:48:31 PM GMT- IP address: 47.155.79.153
-  Document emailed to mjramirez@cfckids.org for signature
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-  Email viewed by mjramirez@cfckids.org
2026-04-08 - 6:32:49 PM GMT- IP address: 66.249.84.227
-  Signer mjramirez@cfckids.org entered name at signing as Mary Jo Ramirez
2026-04-08 - 6:33:29 PM GMT- IP address: 47.181.13.198
-  Document e-signed by Mary Jo Ramirez (mjramirez@cfckids.org)
Signature Date: 2026-04-08 - 6:33:31 PM GMT - Time Source: server- IP address: 47.181.13.198
-  Agreement completed.
2026-04-08 - 6:33:31 PM GMT