EXECUTIVE COMMITTEE MEETING AGENDA

Date: Wednesday, July 14, 2021
Time: 8:00 AM – 10:00 AM
Location: Department of Social Services Room 101, 3433 South Higuera Street, SLO and Virtually by Zoom:
https://zoom.us/j/97886579213?pwd=ZU9rM2hUK3Z4OFQ1d3VRU2FrSDBUdz09

To call into meeting: 877 853 5257 US Toll-free  Meeting ID: 978 8657 9213  Passcode: 127071
Public Comment Line: 805-781-1908
(*Public Comment Voicemails will be accepted until Tuesday July 13, 2021 at 3PM. Voicemail will be shared at meeting.)

1. Call to Order and Introductions  Dudley
2. Public Comment
3. Consent Items:  Dudley
   3.1 Approve the June 9, 2021 Minutes
   3.2 Approve Workforce Development Board (WDB) member appointments to be submitted to the San Luis Obispo County Board of Supervisors
   3.3 Approve the appointment of Kely Blackburn to the Business Council
4. Action Items:
   4.1 Review and Approve Contract with Ventura County for California Climate Investments Program in the Amount of $148,011 Boulanger
5. Discussion Items:
   5.1 Receive Update on Slingshot 4.0 Regional Grant Projects Boulanger
6. Reports:
   a) Chairperson's Report Dudley
   b) WIOA Services Addressing Barriers to Employment Ecker
   c) Staff Report Boulanger /Hayter
7. Administrative Entity Updates:
   7.1 Receive and Review Fiscal Budget Update Boulanger
   7.2 Receive and Review Rapid Response Update Marin
8. Board Member Workforce Development Updates
9. Next Meeting:
   Wednesday, September 8, 2021 at 8:00 AM
   Location: Department of Social Services Room 101, 3433 South Higuera Street, SLO and Virtually by Zoom.

10. Adjournment

Public Comment: Members of the public may address the committee on items appearing on the agenda. The public may also address items of interest to the committee which are within the jurisdiction of the WDB. However, in compliance with Government Code section 64954.3(a), the committee shall take no action on any item not appearing on the agenda. Speakers are asked to limit their remarks to a maximum of three minutes.

Equal Opportunity Employer/Program/Service. Auxiliary aids and services available upon request to individuals with disabilities. California Relay Service 888-877-5379.
WORKFORCE DEVELOPMENT BOARD
of San Luis Obispo County

EXECUTIVE COMMITTEE MEETING MINUTES

Date: Wednesday, June 9, 2021
Time: 8:00 AM – 10:00 AM
Location: Virtual Meeting via Zoom
https://slohealth.zoom.us/j/97886579213?pwd=ZU9rM2hUK3Z4OFQ1d3VRU2FrSDBUdz09

Present: Carl Dudley, Louise Matheny, Isiah Gomer, Justin McIntire, Patrick McGuire
Absent: William Hills
Staff: Dawn Boulanger, Sarah Hayter, Leann Ross, Diana Marin
Guest: Tammy Aguilera, Angella Toomey, Vivian Estrada

1. Call to Order:
Chair Carl Dudley: called the meeting to order at 8:00 A.M. Quorum.

2. Public Comment:
Chair Dudley: requested playback of public comment from open comment period without response.

3. Presentations
3.1 Dawn Boulanger (staff) presented retirement awards to Workforce Development Board Members Louise Matheny and Patrick McGuire.
   Chairperson Dudley: Speaks.
   Vice Chairperson Louise Matheny: Speaks.
   Patrick McGuire - Committee Member: Speaks.

4. Consent Items:
4.1 Approve the April 14, 2021 Minutes
4.2 Approve Workforce Development Board (WDB) member appointments to be submitted to the San Luis Obispo County Board of Supervisors
   The Board approves consent items 4.1 and 4.2
   Motion: Louise Matheny
   Second: Patrick McGuire
   Abstentions: None
   Motion Passed Unanimously

5. Action Items:
5.1 Review and Approve Review and Approve Draft Scope of Work and Budget for PY 2021-2022 America's Job Center of California Contract with Eckerd Youth Alternatives, Inc.
Item 3.1

Sarah Hayter (staff) presented item which is available as part of the agenda.

Motion: Louise Matheny
Second: Isiah Gomer
Abstentions: None
Motion Passed Unanimously

5.2 Review and Approve Draft Scope of Work and Budget for PY 2021-2022 WIOA Youth Services Contract with Eckerd Youth Alternatives, Inc.
Sarah Hayter (staff) presented item which is available as part of the agenda.

Chairperson Dudley: Speaks.
Isiah Gomer – Committee Member: Speaks.

Motion: Isiah Gomer
Second: Justin McIntire
Abstentions: None
Motion Passed Unanimously

5.3 Review and approve request to procure WIOA Business Engagement services
Dawn Boulanger (staff) presented item which is available as part of the agenda.

Chairperson Dudley: Speaks.
Justin McIntire – Committee Member: Speaks.
Patrick McGuire – Committee Member: Speaks.

Motion: Louise Matheny
Second: Patrick McGuire
Abstentions: None
Motion Passed Unanimously

6.1 Discussion Items:

6.1 Receive Information on Newly Awarded Regional Grant - High Road Construction Careers, California Climate Investments
Dawn Boulanger (staff member) shared the High Road Construction Career grant really looks at quality jobs, is from the green grass emission tax, which helps us enhance and support SB1 grant already running adding more focus on green gas energy. This will add an additional Saturday for students already participating in pre-apprenticeship program to go to a green energy worksite such as a solar or wind farm and enhancing SB1 grant by adding additional supportive services funding for participants.
Chairperson Dudley: Speaks.

7. Reports:
A. Chairman’s Report: Carl Dudley (chair) reported that with other meetings he attends in person meetings are resuming and using hybrid model between in person and virtual meetings.
**B. WIOA Services Addressing Barriers to Employment:** Allison Schiavo (guest) shared they hosted Merchant Job Fair in Morro Bay with a total of 31 employers being involved and 11 people hired as a result. Meeting with Morro Bay Chamber members to discuss what additional hiring needs they have and how the AJCC can continue to support to keep this momentum going. There is another job fair happening in the AJCC parking lot, the Open-Air Job Fair, on Friday June 11th for construction and labor positions. Allison additionally shared partnership with Restorative Partners on installing solar panels, co-enrolling three women and helping train them in solar installation. Two of the three participants involved in this are interested in continuing in this field. Allison additionally shared the Prison to Employment is doing really well at 2/3 enrollment. The career coach for Prison to Employment has her cell phone listed as a toll-free number in the jail, making it so one afternoon a week people can call her from the jail to discuss accessing services once they're released. Looking at barriers to employment 20% of enrolled Youth are individuals with disabilities and six of them are ex-offenders. In the Adult and Dislocated Worker program out of the 55 of those enrolled 18 are ex-offenders. Once a month the AJCC is doing a hiring spotlight, this month was 3 hotels, looking for employees with tourist season having started.

Tammy Aguilera additionally requests board members to share information on WIOA programs with their contacts and please let her know if they have any information on event booths, they can be at to share information on WIOA services.

**Chairperson Dudley:** Speaks.

**Justin McIntire - Committee Member:** Speaks.

**C. Staff Report:** Dawn Boulanger (staff member) reported that Employment Development Department (EDD) staff will be returning to San Luis Obispo in July, moving into the adjacent suite of the AJCC as a co-located partner. They will open their doors July 1st with onsite supervisor, Wagner-Peyser, Youth Outreach and Veteran Representative staff.

**8. Administrative Entity Updates:**

**8.1 Receive and Review Fiscal Budget Update:** Dawn Boulanger (Staff) reported on the Fiscal Budget which is available as part of the agenda.

**Chairperson Dudley:** Speaks.

**8.2 Receive and Rapid Response Report:** Diana Marin (staff) reported on Rapid Response which is available as part of the agenda.

**Chairperson Dudley:** Speaks.

**9. Board Member Workforce Development Updates:**

**Chair Dudley:** opened the floor to updates from the Executive Committee membership.

Board Member Isiah Gomer shared that he has been having a really hard time hiring people. Right now, they have two temporary employees he had to reach out to help cover routes. It seems that no
one wants to work or is motivated from an employer standpoint it has been very difficult. He’s even working with three different temp agencies to help fill positions.

Board Member Louise Matheny shared that Morris and Garritano has hired her replacement, Kelly Blackburn. She additionally gave a shoutout to Workforce Development Board staff for their energy, stating it has really made a difference to this board.

**Next Meeting:**
July 14, 2021 at 8:00 A.M.
Location: To be determined.

**9. Adjournment:**
*Chair Dudley:* adjourned the meeting at 9:33 A.M.

I, Leann Ross, Clerk of the Executive Committee of the Workforce Development Board of San Luis Obispo, do hereby certify that the forgoing is a fair statement of the proceedings of the meeting held Wednesday June 9, 2021 by the Executive Committee of the Workforce Development Board of San Luis Obispo County.

Leann Ross, Executive Committee Clerk

Dated: June 9, 2021
AGENDA ITEM NUMBER: 3.2

ITEM: Approve Workforce Development Board (WDB) member appointments to be submitted to the San Luis Obispo County Board of Supervisors

ACTION REQUIRED: It is requested that the WDB approve and authorize staff to submit WDB member applications for Josh Cross, Rachael Hendricks, and Melissa James to the San Luis Obispo County Board Supervisors for appointments to the WDB.

SUMMARY NARRATIVE:
The composition of the WDB is dictated by section 107 of the Workforce Innovation and Opportunity Act (WIOA) (2014) which specifies business (must comprise the majority of members), local education, local labor, economic development, and other mandated partner membership categories. Members holding more than one seat on the WDB is expressly allowed by WIOA Section 107. The WDB currently has 7 seat vacancies which are detailed below:

<table>
<thead>
<tr>
<th>WDB Member Seat Representation</th>
<th>Current #’s</th>
<th>Required #’s</th>
<th>Vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Members (minimum 51% majority)</td>
<td>7</td>
<td>11</td>
<td>4*</td>
</tr>
<tr>
<td>Local Educational &amp; Training Entities</td>
<td>1</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Labor/Workforce Representatives (minimum 15% Labor &amp; 20% Combined)</td>
<td>3-Labor 2-W.R.</td>
<td>3-Labor 2-W.R.</td>
<td>0-Labor 0-W.R.</td>
</tr>
<tr>
<td>DOR Mandated Partner - Vocational Rehabilitation</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>EDD Mandated Partner</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Economic Development</td>
<td>0</td>
<td>1</td>
<td>1*</td>
</tr>
<tr>
<td><strong>Total # of WDB Seats (Members May Hold 2 Seats)</strong></td>
<td>14</td>
<td>21</td>
<td>7</td>
</tr>
</tbody>
</table>

**Total # of WDB Members (19 Minimum Requirement)**

<table>
<thead>
<tr>
<th>Current #’s</th>
<th>Required #’s</th>
<th>Vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>20</td>
<td>7</td>
</tr>
</tbody>
</table>

*Vacancies addressed via action today: 2 Business Member Seats and 1 Economic Development Seat.

Efforts to retain full membership for the WDB are ongoing and this item recommends two applicants for appointment to two vacant Business Member Seats and one applicant to a vacant Economic Development Seat.
The WIOA requires that Business Members represent a minimum of 51% of the local WDB membership which may include owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority. Josh Cross is the President of Atascadero Chamber of commerce, which represents 600 businesses. As president he is a catalyst for business growth, convening of leaders and influencers and a champion for a thriving community. He therefore is recommended for appointment to a Business Member Seat on the WDB.

Rachael Hendricks is the Human Resources Manager for Trust Automation, Inc., responsible for overseeing all aspects of Human Resources for a manufacturing/engineering company with 135 employees and a preschool for infants and toddlers up to age 5. Ms. Hendricks is a SLO Chamber member, Society for Human Resources Management member and on the advisory committee for SLO Partners, a non-profit with a mission to develop, train and provide opportunities for workers in San Luis Obispo County. She therefore is recommended for appointment to a Business Member Seat on the WDB.

The WIOA requires each Local Board include representatives of governmental, economic, and community development entities serving the Local Area who must include a representative of economic and community development entities; Melissa James is the CEO for the Regional Economic Action Coalition (REACH) uniting public, private and civic leaders across the Central Coast of California. REACH conducts economic development activities throughout San Luis Obispo and Santa Barbara Counties. Workforce Development is a strategic initiative of the REACH 2030 Jobs Plan Ms. James has experience in fundraising, budget management, policy (state and local) and higher education. Ms. James is therefore recommended for appointment to fill an economic development seat on the WDB.

**BUDGET/FINANCIAL IMPACT:**
*No current fiscal impact*

**STAFF COMMENTS:**
Dawn Boulanger, Director of the Workforce Development Board of San Luis Obispo County, recommends the approval of the appointments of Josh Cross, Rachael Hendricks, and Melissa James to the Workforce Development Board. Upon approval, staff will submit a recommendation for appointments to the Board of Supervisors at an upcoming meeting.
San Luis Obispo County Workforce Development Board (WDB)  
Member Application

Name: Josh Cross  
Date Submitted: 6/9/2021

Title: President/CEO

Business/Organization Name: Atascadero Chamber of Commerce

Representation

Please indicate the category that you represent (Please Select One):

- [x] Business
- [x] Economic and Community Development
- [ ] Labor Organization / Workforce Representative
- [ ] Rehabilitation
- [ ] Education & Training
- [ ] Community Based Organization
- [ ] Wagner-Peyser

Please indicate the industry cluster(s) that you represent (Please Select All That Apply):

- [x] Building, Design & Construction
- [x] Specialized Manufacturing
- [x] Energy
- [x] Health Services
- [x] Uniquely SLO (Agriculture, Recreation & Accommodation, Wine)
- [x] Knowledge & Innovation (information, communication & technology, professional & technical services, education & training)

Contact Information

Business/Organization Address: 

City: Atascadero  
State: CA  
Zip Code: 93422

Phone:  
Fax:  
Mobile:  
City of Residence: 
Email Address: 

Website Address: www.atascaderochamber.org

Business License Number: NA

Assistant: NA  
Phone: NA  

Email Address: NA

Business Related Questions

Please answer the following questions and attach any additional pages if necessary:

1. Number of current employees: 3

2. Number of years with current business/organization: 1
3. Number of years in business in San Luis Obispo County: 95

4. Please describe the nature of your business and your position:
   Non-profit business membership organization

5. Please list your current chamber and association memberships, the duration of each membership and the positions you currently hold:
   Cub Scouts Pack 51 - Cub Master (3 years)

6. Please list any professional award(s) or recognition you have received within the last 5 years:
   None

7. As a member of your business with optimum policy authority, please describe your responsibilities within your organization:
   As a membership organization representing 600 businesses, my responsibility is to be a catalyst for business growth, a convener of leaders and influencers to get things done, and a champion for a thriving community.

References

Business Reference:
Name: Phil Koziel
Company: Atascadero State Hospital
Title: Public Information Officer
Phone: [redacted]

Personal Reference:
Name: Loreli Cappel
Relationship: Friend/Deputy Director of Economic Dev. City of Atascadero
Phone: [redacted]

Other Reference:
Name: Maria Kelly
Relationship: Board Chair
Phone: [redacted]

Please provide a letter of recommendation (if applicable):

- If you are a business member, please include a letter of recommendation for appointment to the San Luis Obispo WDB from your Chamber of Commerce or other organization, such as the Human Resources Association of the Central Coast (HRCC).
- If you are representing a labor organization, please include a letter of recommendation from the Central Labor Council affirming that you have been recommended, by popular vote, for a labor position on the San Luis Obispo County WDB.

San Luis Obispo WDB Related Questions

Please answer the following questions and attach any additional pages if necessary:

1. Please list any areas in which you are currently involved in workforce development:
   Our chamber is working to host job fairs. Our visitor center includes resources for job seekers and for those employers looking for employees.
2. What experience in the areas of fundraising, budget analysis, workforce policy development, youth services, knowledge of the labor market, and community involvement or linkages with educational agencies do you bring to the San Luis Obispo County WDB, as applicable?
   Significant fundraising with donors on behalf of the Chamber. Responsible for overseeing a $500,000 budget.
   Regularly monitor labor trends for use in writing articles in the Atascadero News Magazine.

3. Does your business/organization utilize the America’s Job Center of California (AJCC)? No
   If so, which services? (i.e. recruitment, job posting, labor market information)

4. What do you think are the critical workforce issues in our region?
   Cost of housing, lack of understanding of available workforce development resources

5. Why do you wish to serve on the San Luis Obispo County WDB?
   As someone who represents 600 businesses in Atascadero I have the desire and ability to inform business owners of the tools available to help them grow their workforce.

Signature and Acknowledgement

I formally request that consideration be given to my nomination for appointment to the Workforce Development Board of San Luis Obispo County. I, the undersigned, certify that the information on this application is true and correct to the best of my knowledge and that, if appointed to serve, I will do so to the best of my ability and in the best interest of San Luis Obispo County and its citizens.

Signature: Josh Cross
Date: 6/9/2021
Dear Workforce Development Board,

I am delighted to write this letter of reference on behalf Josh Cross. It is hard to believe that I have known Josh for almost five years, since I worked for the wine industry, and he worked at the Paso Robles Chamber of Commerce. From the outset, Josh was a great source of support for our company. He was and remains a dedicated chamber employee and has always impressed everyone around him with his accomplishments.

Our friendship has deepened through the years. He is a warm, thoughtful, dependable person, the type that can juggle multiple projects at once no matter how hectic his own life is at the time. While his career has achieved many successes, he has managed to maintain a sense of balance in his life through travel (well, pre-COVID) and family relations.

As the new Director of SLO County Programs for REACH, I am aware of the importance and challenge of allocating scarce resources to the people who are most deserving of it. With confidence, I can say that Josh has all the qualities you are looking for in a workforce development leader, friend, and asset to the WDB.

If I can provide any additional information, please do not hesitate to contact me.

Sincerely,

Maria Kelly

Chair | Atascadero Chamber of Commerce Board of Directors

Director of SLO County Programs | REACH
San Luis Obispo County Workforce Development Board (WDB)
Member Application

Name: Rachael Hendricks                         Date Submitted: 6/25/2021
Title: Human Resources Manager
Business/Organization Name: Trust Automation, Inc.

Representation

Please indicate the category that you represent (Please Select One):

- [ ] Business
- [x] Education & Training
- [ ] Economic and Community Development
- [ ] Community Based Organization
- [ ] Labor Organization / Workforce Representative
- [ ] Wagner-Peyser
- [ ] Rehabilitation

Please indicate the industry cluster(s) that you represent (Please Select All That Apply):

- [ ] Building, Design & Construction
- [ ] Energy
- [x] Specialized Manufacturing
- [ ] Health Services
- [ ] Uniquely SLO (Agriculture, Recreation & Accommodation, Wine)
- [x] Knowledge & Innovation (information, communication & technology, professional & technical services, education & training)

Contact Information

Business/Organization Address: 
City: San Luis Obispo             State: CA          Zip Code: 
Phone: 
Fax: n/a 
Mobile: 
City of Residence: 
Email Address: 
Website Address: www.trustautomation.com
Business License Number: 
Assistant: Vicky Atieh            Phone: 
Email Address: 

Business Related Questions

Please answer the following questions and attach any additional pages if necessary:

1. Number of current employees: 132

2. Number of years with current business/organization: 2.7
3. Number of years in business in San Luis Obispo County: 20

4. Please describe the nature of your business and your position:
   Trust Automation designs, builds and supports control and power management systems.
   I manage the Human Resources department and the employee experience.

5. Please list your current chamber and association memberships, the duration of each membership and the positions you currently hold:
   SLO Chamber Member - 3 years, SHRM Member (Society for Human Resources Management) 18 years.
   Assisted the Human Resources Association of Central Coast (HRACC) with their compensation study, current member.

6. Please list any professional award(s) or recognition you have received within the last 5 years:
   n/a

7. As a member of your business with optimum policy authority, please describe your responsibilities within your organization:
   Responsible for overseeing all aspects of human resources for a manufacturing/engineering company with 135 employees and a preschool for infants to age 5.

References

<table>
<thead>
<tr>
<th>Business Reference:</th>
<th>Name: Ty Safreno</th>
<th>Title: CEO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company: Trust Automation, Inc.</td>
<td>Phone: [redacted]</td>
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<table>
<thead>
<tr>
<th>Personal Reference:</th>
<th>Name: Brandy Cheek</th>
<th>Phone: [redacted]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship: Long-time friend</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Other Reference:</th>
<th>Name: Javi Gonzales</th>
<th>Phone: [redacted]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship: Co-worker/Manufacturing Supervisor</td>
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</table>

Please provide a letter of recommendation (if applicable):

- If you are a business member, please include a letter of recommendation for appointment to the San Luis Obispo WDB from your Chamber of Commerce or other organization, such as the Human Resources Association of the Central Coast (HRCC).

- If you are representing a labor organization, please include a letter of recommendation from the Central Labor Council affirming that you have been recommended, by popular vote, for a labor position on the San Luis Obispo County WDB.

San Luis Obispo WDB Related Questions

Please answer the following questions and attach any additional pages if necessary:

1. Please list any areas in which you are currently involved in workforce development:
   Currently on the advisory committee for SLO Partners. SLO Partners is a non-profit with a mission to develop, train and provide opportunities for workers in San Luis Obispo County.
2. What experience in the areas of fundraising, budget analysis, workforce policy development, youth services, knowledge of the labor market, and community involvement or linkages with educational agencies do you bring to the San Luis Obispo County WDB, as applicable?  
As a human resources professional since 2001 in San Luis Obispo county, I have personally spoken with thousands of job seekers, and keep apprised of local labor market data. I am on the advisory committee with SLO Partners.

3. Does your business/organization utilize the America’s Job Center of California (AJCC)? Yes  
If so, which services? (i.e. recruitment, job posting, labor market information)  
Job postings and labor market information.

4. What do you think are the critical workforce issues in our region?  
Cost of living is high, and living wage jobs are not plentiful. Many must have 2 or more jobs to survive. Opportunities to develop new skills, while working full-time are few.

5. Why do you wish to serve on the San Luis Obispo County WDB?  
There are few things more satisfying to me than giving individuals the career/tools/training to be successful, so they and their families can thrive here on the Central Coast.

Signature and Acknowledgement

I formally request that consideration be given to my nomination for appointment to the Workforce Development Board of San Luis Obispo County. I, the undersigned, certify that the information on this application is true and correct to the best of my knowledge and that, if appointed to serve, I will do so to the best of my ability and in the best interest of San Luis Obispo County and its citizens.

Signature: Rachael Hendricks Date: 6-25-2021
To: San Luis Obispo County Workforce Development Board  
PO Box 8119  
San Luis Obispo, CA 93403-8119

Re: Letter of Recommendation for Rachael Hendricks

This letter provides a recommendation for Rachael Hendricks, Human Resources Manager at Trust Automation, to become a San Luis Obispo Workforce Development Board Member. I have had the pleasure to work with Rachael via her involvement with SLO Partners, an initiative of the San Luis Obispo County Office of Education that develops skilled workers in SLO County. Rachael has supported the SLO Partners career development program as both an employer and as an active member of the SLO Partners Advisory Committee.

If appointed, Rachael would bring her Masters of Public Administration education, 20 years of experience in Human Resources, and voice for manufacturing employers to the San Luis Obispo County Workforce Development Board. On the SLO Partners Advisory Committee, I have found her passionate about job development, training opportunities, and strengthening our local economy to create well-paying jobs that make San Luis Obispo County “the place” to work and live in California.

This summer marks the third year Rachael has been involved with the SLO Partners Precision Manufacturing Bootcamp. Rachael has provided input on curriculum from an employer’s perspective, presented to students in the classroom setting, organized tours for students and ultimately provided valuable career opportunities. Rachael consistently demonstrates a high level of engagement with furthering careers in manufacturing in the San Luis Obispo area and would be an excellent asset to your board.

Please feel free to call or email me if you would like to discuss Rachael’s involvement with SLO Partners further.

Sincerely,

Paula Mathias-Fryer  
Director, SLO Partners
San Luis Obispo County Workforce Development Board (WDB)
Member Application

Name: Melissa James                      Date Submitted: jul 12, 21
Title: CEO

Business/Organization Name: REACH

Representation

Please indicate the category that you represent (Please Select One):

☐ Business
☐ Economic and Community Development
☐ Labor Organization / Workforce Representative
☐ Rehabilitation
☐ Education & Training
☐ Community Based Organization
☐ Wagner-Peyser

Please indicate the industry cluster(s) that you represent (Please Select All That Apply):

☐ Building, Design & Construction
☐ Specialized Manufacturing
☐ Energy
☐ Health Services
☐ Uniquely SLO (Agriculture, Recreation & Accommodation, Wine)
☐ Knowledge & Innovation (information, communication & technology, professional & technical services, education & training)

Contact Information

Business/Organization Address: TBD
City: San Luis Obispo          State: Zip Code: 
Phone: [REDACTED]          Fax: 
Mobile: [REDACTED]          City of Residence: [REDACTED]
Email Address: [REDACTED]
Website Address: reachcentralcoast.org
Business License Number: N/A
Assistant: N/A          Phone: 
Email Address: 

Business Related Questions

Please answer the following questions and attach any additional pages if necessary:

1. Number of current employees: 5
2. Number of years with current business/organization: 2.5
3. Number of years in business in San Luis Obispo County: 15

4. Please describe the nature of your business and your position:
   CEO, Regional ED org

5. Please list your current chamber and association memberships, the duration of each membership and the positions you currently hold:
   We work with all Chambers as community partners of REACH

6. Please list any professional award(s) or recognition you have received within the last 5 years:
   PCBT Top 50 Regional Influencer, PCBT Top 50 Women in Biz, PCBT Top 40 under 40, SLO Tribune 20 under 40

7. As a member of your business with optimum policy authority, please describe your responsibilities within your organization:
   CEO of the organization.

References

Business Reference:
Name: Ty Sareno
Company: Trust Automation
Title: CEO
Phone: 

Personal Reference:
Name: Jocelyn Brennan
Relationship: 
Phone: 

Other Reference:
Name: Clint Pearce
Relationship: 
Phone: 

Please provide a letter of recommendation (if applicable):

- If you are a business member, please include a letter of recommendation for appointment to the San Luis Obispo WDB from your Chamber of Commerce or other organization, such as the Human Resources Association of the Central Coast (HRCC).
- If you are representing a labor organization, please include a letter of recommendation from the Central Labor Council affirming that you have been recommended, by popular vote, for a labor position on the San Luis Obispo County WDB.

San Luis Obispo WDB Related Questions

Please answer the following questions and attach any additional pages if necessary:

1. Please list any areas in which you are currently involved in workforce development:
   Workforce Development is a strategic initiative of REACH 2030 and a key priority for REACH.
2. What experience in the areas of fundraising, budget analysis, workforce policy development, youth services, knowledge of the labor market, and community involvement or linkages with educational agencies do you bring to the San Luis Obispo County WDB, as applicable?
   In my current and prior roles I have experience with fundraising, budget management, policy (state and local) and higher ed.

3. Does your business/organization utilize the America’s Job Center of California (AJCC)?
   If so, which services? (i.e. recruitment, job posting, labor market information)
   Not actively, but it is something we could certainly partner on in the future.

4. What do you think are the critical workforce issues in our region?
   Aligning supply/demand and depth of talent in the market.

5. Why do you wish to serve on the San Luis Obispo County WDB?
   To better align, integrate and partner on ED/WD issues for the Central Coast region.

---

**Signature and Acknowledgement**

I formally request that consideration be given to my nomination for appointment to the Workforce Development Board of San Luis Obispo County. I, the undersigned, certify that the information on this application is true and correct to the best of my knowledge and that, if appointed to serve, I will do so to the best of my ability and in the best interest of San Luis Obispo County and its citizens.

Signature: Melissa James  
Date: 7/12/2021
Business Council Member Application Form

Applicant Information:

Name: Kely Blackburn
Job Title: HR Business Consultant

Address: [Redacted] County: San Luis Obispo

Telephone: (Office) [Redacted] (Cell): [Redacted]
Fax #: [Redacted] Email: [Redacted]

Company/Organization: Morris and Garritano No. of Employees: 130

Company Website: https://www.morrisgarritano.com/

Assistant/Secretary Name: n/a
Assistant/Secretary Email: n/a
Assistant Telephone: (Office) n/a Fax#: n/a

Industry Cluster Represented: Knowledge & Innovation
1. Building Design & Construction
2. Energy
3. Knowledge & Innovation (information, communication & technology, professional & technical services, education & training)
4. Specialized Manufacturing
5. Health Services
6. Uniquely SLO (Agriculture/Food, Tourism, Wine)

Experience with local business, workforce development, economic development, human resources, or education:
I am a HR Professional whose worked in various industries including retail, transportation (air/ground), healthcare (hospital and dental care), education, manufacturing and wine. My HR expertise includes, but is not limited to: employee labor and relations, engagement strategies, compensation management, training and development, organizational effectiveness, data analysis and interpretation. I have a strong educational background holding a Masters in Organizational Performance from Bellevue University complimented by a Bachelors in Organizational Leadership and Communications from Penn State.

Does your organization participate in an industry cluster initiative? We service a wide range of industry clusters in California. If not, why? __________________________________________________________________________________________________________________________________________________________

List any affiliations and offices held with other associations/organizations/committees presently serving on: SLO Chamber, SM Chamber, Kiwanis - Pismo Beach, Employment Advisory Council (EAC), AAUW, and soon to be the Workforce Development - Business Council.
What do you think are the critical workforce issues in our County?
Today, we need to focus on going back to the basics and getting creative with workforce strategies that can be utilized across all industries. Building a one-stop-shop resource bank that business in the central coast can access and utilize when developing their post-pandemic operations. Generating strong channels and partnerships between local educational institutions, workforce resources and business can help rebuild what was lost. Initiating proactive approaches will aid the current and projected workforce challenges.

What will you bring to the Business Council?
(i.e., network, resources, experience, insight into workforce needs in your industry, etc.)
I am born and raised local of the Central Coast who has a deep connection and invested interest in the success of our community. I have worked in a variety of industries with professional expertise allows me to generate real-world solutions that can specific industries and or bridge a deficiency being experienced by many.

What are your goals for participation on the Business Council?
Specific fields of interest include organizational performance, data analytics, process improvement and organizational effectiveness, I enjoy generating new ideas new ideas and devising feasible solutions to broadly relevant problems that impact business objectives. Additionally, this opportunity will expose me to specific challenges in the Central Coast, widen my networking capabilities and build solid professional resources to better serve my community and client base.

I formally request that consideration be given to my nomination for appointment to the Business Council of the San Luis Obispo County Workforce Development Board.

__________________________________________  ______________________________
Signature of Applicant                      Date

6/29/2021
AGENDA ITEM NUMBER: 4.1

SUBJECT: Review and Approve Contract with Ventura County for California Climate Investments Program Grant in the Amount of $148,011

ACTION REQUIRED: Approve Contract with Ventura County for High Road Construction Careers: California Climate Investments Program Grant Funds.

SUMMARY NARRATIVE: The San Luis Obispo, Santa Barbara and Ventura County Workforce Development Boards (WDB) partnered with the Tri-Counties Building and Construction Trades Council and were awarded a regional grant by the California Workforce Development Board for a High Road Construction Careers: California Climate Investments Program (HRCC: CCI) in the amount of $551,553. This grant will expand upon the existing HRCC SB-1 grant that is currently being implemented in the region to provide pre-apprenticeship training leading to the registered apprenticeship training programs of the various Building & Construction Trades programs operating in the region. Specifically, the HRCC: CCI grant will:

- Increase Multi-Craft Core (MC3) curriculum pre-apprenticeship training opportunities through additional class curriculum focused on renewable energy and greenhouse gas reduction industries.
- Explore construction projects that support greenhouse gas reduction methods.
- Provide in-person educational trips to sites where greenhouse gas reduction projects are underway, thereby allowing participants to apply classroom learning to actual construction projects.

The term of the grant is August 1, 2021 – March 31, 2023. Ventura County WDB serves as the fiscal agent for this grant with the funds being distributed as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Services Provided</th>
<th>Funds Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>WDB Ventura County</td>
<td></td>
<td>$100,987.44</td>
</tr>
<tr>
<td>Tri-Counties Building &amp;</td>
<td>Training, regional and local coordination, host career events, identify instructors,</td>
<td>$177,490.24</td>
</tr>
<tr>
<td>Construction Trades Council</td>
<td>provide MC3 Training through JATC MC3 trained instructors.</td>
<td></td>
</tr>
<tr>
<td>WDB Santa Barbara County</td>
<td>Provide program implementation in Santa Barbara County</td>
<td>$90,398</td>
</tr>
<tr>
<td>San Luis Obispo County WDB</td>
<td>Provide program implementation in San Luis Obispo County; Contract for digital marketing/outreach services</td>
<td>$148,011.25</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Goodwill Industries of Santa Barbara &amp; Ventura Counties</td>
<td>Providing Case Management to participants enrolling into CalJOBS, tracking, reporting, referrals and supportive services</td>
<td>$34,666.60</td>
</tr>
</tbody>
</table>

**Grant Award Total** $551,553.53

The contract with WDB SLO and Ventura County WDB (attachment 4.1a) outlines the scope of work and budget for operating the program in San Luis Obispo County. The grant funds coming to WDB SLO will be used as follows:

<table>
<thead>
<tr>
<th>Services Provided</th>
<th>Funds Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSS WDB Staff Salaries – Contract Management, Fiscal Management, State Reporting and CalJOBS support</td>
<td>$33,497.60</td>
</tr>
<tr>
<td>Contract with Eckerd – Case Management &amp; Participant Supportive Services</td>
<td>$49,501.65</td>
</tr>
<tr>
<td>Contract with County Office of Education – Digital Marketing/Outreach for 3-County Region</td>
<td>$65,012</td>
</tr>
<tr>
<td><strong>Total WDB SLO Contract w/Ventura</strong></td>
<td><strong>$148,011.25</strong></td>
</tr>
</tbody>
</table>

**BUDGET/FINANCIAL IMPACT:**
A total amount of $148,011.25 will be added to the WDB SLO program year 2021-22 budget and utilized as described above and further detailed in the attached contract with Ventura County (Item 4.1a)

**STAFF COMMENTS:**
Following the WDB SLO's approval, and the approval of the Ventura County Board of Supervisors, the HRCC:CCI contract with WDB SLO and Ventura County WDB will be executed with implementation anticipated to begin in August 2021.
COUNTY OF VENTURA

Contractor | Workforce Development Board of San Luis Obispo County
Contract # | C2122.22
Contract Project | High Road Construction Careers: California Climate Investments Program
Term | August 1, 2021-March 31, 2023
Contract Amount | $148,011
Fund Source | California Workforce Development Board’s Greenhouse Gas Reduction Fund (GGRF) Allocation
Is this contract a subaward of federal funds? | ☒ No ☐ Yes (If yes please see Schedule of Federal Funding Exhibit for Details)

C O N T R A C T

This contract is entered into this 1st day of August 2021, by and between the COUNTY OF VENTURA, a political subdivision of the State of California, hereinafter called "County," and WORKFORCE DEVELOPMENT BOARD OF SAN LUIS OBISPO COUNTY, hereinafter called "Contractor."

W I T N E S S E T H

WHEREAS, it is necessary and desirable that Contractor be engaged by County for the purpose of providing the services hereinafter described:

NOW, THEREFORE, IT IS HEREBY AGREED by the parties as follows:

1. SERVICES TO BE PERFORMED BY CONTRACTOR
   In consideration of the payments hereinafter set forth, Contractor will perform services for County in accordance with the terms, conditions and specifications set forth herein and in Exhibits A, B, and C to this contract.

2. PAYMENTS
   In consideration of the services rendered in accordance with all applicable terms, conditions and specifications, County will make payment to Contractor in the manner specified in Exhibit A and in accordance with the approved budget for this contract herein included as Exhibit B.

3. REDUCTION OR TERMINATION OF CONTRACT DUE TO BUDGET REDUCTIONS
   This contract is approved based on budget estimates for the fiscal year. The County reserves the right, at its sole discretion, to decrease the dollar amount of or terminate this contract as needed to address any budget reductions from federal, state and county funding sources.

4. INDEPENDENT CONTRACTOR
   No relationship of employer and employee is created by this contract, it being understood that Contractor is an independent contractor, and neither Contractor nor any of the persons performing services for Contractor pursuant to this contract, whether said person be member, partner, employee, subcontractor, or otherwise,
will have any claim under this contract or otherwise against County for sick leave, vacation pay, retirement benefits, social security, workers' compensation, disability, unemployment insurance benefits, or employee benefits of any kind.

It is further understood and agreed by the parties hereto that, except as provided in this contract, Contractor in the performance of its obligation hereunder is subject to the control or direction of County merely as to the result to be accomplished by the services hereunder agreed to be rendered and performed and not as to the means and methods for accomplishing the results.

If, in the performance of this contract, any third persons are employed by Contractor, such persons will be entirely and exclusively under direction, supervision and control of Contractor. All terms of employment, including hours, wages, working conditions, discipline, hiring and discharging or any other terms of employment or requirements of law, will be determined by Contractor, and County will have no right or authority over such persons or the terms of such employment, except as provided in this contract.

The Contractor will comply with all of the provisions of the Worker’s Compensation Insurance and Safety Acts of the State of California, the applicable provisions of Division 4 and 5 of the California Labor Code and all amendments, thereto; and all similar State and Federal acts or laws applicable; and will indemnify and hold harmless the County of Ventura from and against all claims, demands, payments, suits, actions, proceedings and judgments of every nature and description, including attorney’s fees and costs, presented, brought or recovered against the County of Ventura, for or on account of any liability under any of said Acts which may be incurred by reason of any work to be performed under this Contract.

5. **Non-Assignability**

Contractor will not assign this Contract or any portion thereof, to a third party without the prior written consent of County, and any attempted assignment without such prior written consent will be null and void and will be cause, at County’s sole and absolute discretion, for immediate termination of this Contract.

6. **Term**

The term of this contract is from August 1, 2021 – March 31, 2023, subject to all terms and conditions set forth herein and subject to the appropriation of funds by the Board of Supervisors. If funds are not appropriated for this Contract and/or if the maximum amount of funds appropriated is expended, then this Contract may be immediately terminated by the County with no further obligations to Contractor. Time is of the essence in the performance of this Contract.

7. **Termination**

Either County or Contractor may terminate this contract at any time with or without cause, upon thirty (30) days written notice to the other party. In the event of termination under this paragraph, Contractor will be paid for all work provided to the date of termination, as long as such work meets the terms and conditions of
this contract. On completion or termination of this contract, County will be entitled to immediate possession of and Contractor will furnish on request, all computations, plans, correspondence and other pertinent data gathered or computed by Contractor for this particular Contract prior to any termination. Contractor may retain copies of said original documents for Contractor's files. Contractor hereby expressly waives any and all claims for damages or compensation in the event of termination.

This right of termination belonging to the County of Ventura may be exercised without prejudice to any other remedy to which it may be entitled at law or under this contract.

8. DEFAULT
If Contractor defaults in the performance of any term or condition of this contract, Contractor must cure that default by a satisfactory performance within ten (10) days after service upon Contractor of written notice of the default. If Contractor fails to cure the default within that time, County may terminate this contract without further notice.

The foregoing requirement for written notice and opportunity to cure does not apply with respect to paragraph 4 above.

9. INDEMNIFICATION, HOLD HARMLESS AND WAIVER OF SUBROGATION
County of San Luis Obispo shall defend, indemnify and hold harmless the County of Ventura, its Board of Supervisors, officers, directors, agents, employees and volunteers from and against all demands, claims, actions, liabilities, losses, damages, and costs, including reasonable attorney's fees, arising out of or resulting from the performance of the Agreement, caused in whole or in part by the negligent or intentional acts or omissions of County of San Luis Obispo officers, directors, agents, employees, or subcontractors.

County of Ventura shall defend, indemnify, and hold harmless the County of San Luis Obispo, its officers, directors, agents, employees, and subcontractors from and against all demands, claims, actions, liabilities, losses, damages and costs, including reasonable attorney’s fees, arising out of or resulting from the performance of the Agreement, caused in whole or in part by the negligent or intentional acts or omissions of County of Ventura’s Board of Supervisors, officers, directors, agents, employees, or volunteers.

10. INSURANCE PROVISIONS
Contractor, at its sole cost and expense, will obtain and maintain in full force during the term of this contract the following types of insurance unless waived or reduced by County Risk Management:

a. Commercial General Liability "occurrence" coverage in the minimum amount of $1,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and $2,000,000 aggregate, including personal injury, broad form
b. Commercial Automobile Liability coverage in the minimum amount of $1,000,000 CSL bodily injury & property damage, including owned, non-owned, and hired automobiles. Also to include Uninsured/Underinsured Motorists coverage in the minimum amount of $100,000 when there are owned vehicles. Contractor must have on file evidence of auto insurance in the minimum amount of $100,000 CSL bodily injury & property damage for all employees and volunteers associated with the contract.

c. Workers' Compensation coverage, in full compliance with California statutory requirements, for all employees of Contractor and Employer's Liability in the minimum amount of $1,000,000.

d. All insurance required will be primary coverage as respects County and any insurance or self-insurance maintained by County will be excess of Contractor's insurance coverage and will not contribute to it.

e. County is to be notified immediately if any aggregate insurance limit is exceeded. Additional coverage must be purchased to meet requirements.

f. The County of Ventura, its Boards, Agencies, Departments, Officers, Employees, Agents, and Volunteers are to be named as Additional Insured as respects work done by Contractor under the terms of this contract on all policies required (except Workers' Compensation).

g. Contractor agrees to waive all rights of subrogation against the County of Ventura, Its Boards, Agencies, Departments, Officers, Employees, Agents and Volunteers for losses arising from work performed by Contractor under the terms of this contract.

h. Policies will not be canceled, non-renewed or reduced in scope of coverage until after sixty (60) days written notice has been given to the County of Ventura, Risk Management Division.

i. Contractor agrees to provide County with the following insurance documents on or before the effective date of this contract:

1. Certificates of Insurance for all required coverage.

2. Additional Insured endorsements.

3. Waiver of Subrogation endorsements (a.k.a.: Waiver of Transfer Rights of Recovery Against Others, Waiver of Our Right to Recover from Others).
4. Failure to provide these documents will be grounds for immediate termination or suspension of this contract.

j. If any coverage is on a "Claims Made" form or basis, Contractor must for a period of three (3) years after the date when this contract is terminated, completed, or not renewed, maintain insurance with a retroactive date that is on or before the start of services pursuant to this contract OR purchase an extended reported period endorsement (tail coverage).

11. **NON-DISCRIMINATION**

   a. **General.**
      No person will on the grounds of race, color, national origin, religious affiliation or non-affiliation, sex, age, gender identity, handicap, disability, or political affiliation, be excluded from participation in, be denied the benefits, or be subjected to unlawful discrimination under this Contract.

   b. **Employment.**
      Contractor will insure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under this Contract. Contractor's personnel policies will be made available to County upon request.

12. **SUBSTITUTION**

    If particular people are identified in Exhibit A as working under this Contract, the Contractor will not assign others to work in their place without written permission from the County Contract Representative. Any substitution will be with a person of commensurate experience and knowledge.

13. **INVESTIGATION AND RESEARCH**

    Contractor by investigation and research has acquired reasonable knowledge of all conditions affecting the work to be done and labor and material needed, and the execution of this Contract is to be based upon such investigation and research, and not upon any representation made by the County or any of its officers, agents or employees, except as provided herein.

14. **CONTRACT MONITORING**

    The County will have the right to review the work being performed by the Contractor under this Contract at any time during Contractor's usual working hours. Review, checking, approval or other action by the County will not relieve Contractor of Contractor's responsibility for the thoroughness of the services to be provided hereunder. This Contract will be administered by the Human Services Agency.

15. **ADDENDA**

    County may from time to time require changes in the scope of the services required hereunder. Such changes, including any increase or decrease in the amount of Contractor's compensation which are mutually agreed upon by and between
16. CONFLICT OF INTEREST
Contractor covenants that Contractor presently has no interest, including, but not limited to, other projects or independent contracts, and will not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract. Contractor further covenants that in the performance of this Contract no person having such interest will be employed or retained by Contractor under this contract.

17. CONFIDENTIALITY
Any reports, information, data, statistics, forms, procedures, systems, studies and any other communication or form of knowledge given to or prepared or assembled by Contractor under this Contract which County requests in writing to be kept confidential, will not be made available to any individual or organization by Contractor without the prior written approval of the County except as authorized by law.

18. NOTICES
All notices required under this Contract shall be in writing and may be given by personal delivery, by established overnight delivery service (such as Federal Express, UPS, etc.), by facsimile transmission (with documentation confirming receipt) coupled with notice by mail, or by U.S. mail alone. All notices shall be addressed or delivered as follows:

TO COUNTY: TINA KNIGHT
CONTRACTS MANAGER
HUMAN SERVICES AGENCY
855 PARTRIDGE WAY
VENTURA, CA 93003

TO CONTRACTOR: DAWN BOULANGER
WORKFORCE DEVELOPMENT BOARD DIRECTOR
DEPARTMENT OF SOCIAL SERVICES
3433 S. HIGUERA STREET
PO BOX 8119
SAN LUIS OBISPO, CA 93403-81198

Either party may, by giving written notice in accordance with this paragraph, change the names, addresses or facsimile numbers of the persons or departments designated for receipt of future notices. When addressed in accordance with this section and deposited in the United States mail, certified or registered mail, postage prepaid, notices shall be deemed given on the third day following such deposit in the United States mail. When given by facsimile transmission, as provided above, notice shall be deemed given on the first regular working day
following transmission and receipt of the facsimile transmission. In all other instances, notices shall be deemed given at the time of actual delivery.

19. **MERGER CLAUSE**
This Contract supersedes any and all other contracts, either oral or written, between Contractor and the County of Ventura, with respect to the subject of this contract. This contract contains all of the covenants and contracts between the parties with respect to the services required hereunder. Contractor acknowledges that no representations, inducements, promises or contracts have been made by or on behalf of County except those covenants and contracts embodied in this contract. No contract, statement, or promise not contained in this contract will be valid or binding.

20. **GOVERNING LAW**
The validity of this contract and any of its terms or provisions, as well as the rights and duties of the parties under this contract, will be construed pursuant to and in accordance with the laws of the State of California.

21. **SEVERABILITY OF CONTRACT**
If any term of this contract is held by a court of competent jurisdiction to be void or unenforceable, the remainder of the contract terms will remain in full force and effect and will not be affected.

22. **CUMULATIVE REMEDIES**
The exercise or failure to exercise of legal rights and remedies by the County of Ventura in the event of any default or breach hereunder will not constitute a waiver or forfeiture of any other rights and remedies, and will be without prejudice to the enforcement of any other right or remedy available by law or authorized by this contract.

23. **COMPLIANCE WITH LAWS**
Each party to this contract will comply with all applicable laws.

24. **CONSTRUCTION OF COVENANTS AND CONDITIONS**
Each term and each provision of this contract will be construed to be both a covenant and a condition.

25. **LIVING WAGE ORDINANCE**
Unless otherwise exempt in accordance with the provisions of the Ordinance, this contract is subject to the applicable provisions of the County’s “Living Wage Ordinance” (“LWO”) (Ventura County Ordinance Code section 4950 et seq.), as amended from time to time. As specified elsewhere in this Agreement, to the extent that federal, state or other applicable requirements require payment of particular employees at a higher rate, the higher rate must be paid.

a. Under the LWO, covered employees must be paid at no less than the minimum
initial wage rate as defined in the LWO, as the same may be adjusted each July 1, with provision of health benefits as defined in the LWO when required.

b. Ventura County Ordinance Code section 4957 requires that the following be included in contracts subject to the LWO: “This contract is subject to the County of Ventura Living Wage Ordinance. The Ordinance requires the payment of a living wage and accompanying paid time off to all covered employees engaged in providing services pursuant to a service contract as defined in Sec. 4952(f). Misrepresentation during the procurement or contracting process in order to secure the contract will disqualify a bidder or contractor from further consideration in the procurement or contracting process. Failure to comply once a contract has been awarded will constitute a material breach of the contract and may result, among other things, in the suspension or termination of the affected contract and debarment from future County contracting opportunities for a period not to exceed three (3) years.”

c. Contractor pledges that it will comply with federal law proscribing retaliation for union organizing and will not retaliate for activities related to the LWO. Contractor shall require each of its Subcontractors within the meaning of the LWO to pledge to comply with the terms of federal law proscribing retaliation for union organizing. Contractor shall deliver executed pledges from each such Subcontractor to the County within 90 days of the execution of the Subcontract.

d. The Contractor, whether an employer, as defined in the LWO, or any other person employing individuals, shall not discharge, reduce in compensation, or otherwise discriminate against any employee for complaining to the County with regard to the employer's compliance or anticipated compliance with the LWO, for participating in proceedings related to the LWO, for seeking to enforce his or her rights under the LWO by any lawful means, or for otherwise asserting rights under the LWO. Contractor shall post the Notice of Prohibition Against Retaliation provided by the County.

e. Any Subcontract entered into by the Contractor relating to this Agreement shall, unless exempt or excepted under the LWO, be subject to the provisions of the LWO and shall incorporate the “Living Wage Ordinance.”

f. Contractor shall comply with all rules, regulations, and policies promulgated by the County administrative agency administering the LWO, as the same presently exist or as they may be amended from time to time.

g. Contractor shall complete a Declaration of Compliance within ten (10) days of contract award proclaiming its adherence to the Living Wage Ordinance.

h. Under the provisions of Section 4960 of the LWO, the County shall have the authority, under appropriate circumstances, to terminate this contract and otherwise pursue legal remedies that may be available if the County determines that the subject Contractor has violated provisions of the LWO.
i. Where under the LWO Section 4959, the County administrative agency administering the LWO has determined (1) that the Contractor is in violation of the LWO in having failed to pay some or all of the living wage, and (2) that such violation has gone uncured, the awarding authority in such circumstances may impound monies otherwise due the Contractor in accordance with the following procedures. Impoundment shall mean that from monies due the Contractor, the awarding authority may deduct the amount determined to be due and owing by the Contractor to its employees. Such monies shall be placed in the holding account referred to in LWO policies and procedures. Whether the Contractor is to continue work following an impoundment shall remain in the unfettered discretion of the awarding authority. The Contractor may not elect to discontinue work either because there has been an impoundment or because of the ultimate disposition of the impoundment by the County.

26. **Exhibit List**

Contractor shall comply with the Contract along with the Exhibits listed below.

- Exhibit A-Scope of Work
- Exhibit B-Budget
- Exhibit C-General Contract Conditions

IN WITNESS WHEREOF the parties hereto have executed this Contract.

<table>
<thead>
<tr>
<th>COUNTY OF VENTURA</th>
<th>CONTRACTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>By:</td>
<td>By:</td>
</tr>
<tr>
<td>Printed Name:</td>
<td>Printed Name:</td>
</tr>
<tr>
<td>MELISSA LIVINGSTON</td>
<td></td>
</tr>
<tr>
<td>DIRECTOR, HUMAN SERVICES AGENCY</td>
<td>Title:</td>
</tr>
<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

Tax ID # 95-6000939
EXHIBIT A – SCOPE OF WORK
CONTRACTOR: WORKFORCE DEVELOPMENT BOARD OF SAN LUIS OBISPO COUNTY
PROGRAM NAME: HIGH ROAD CONSTRUCTION CAREERS: CALIFORNIA CLIMATE INVESTMENTS PROGRAM

I. PROGRAM OBJECTIVE

County of Ventura-Human Services Agency (COUNTY) and Workforce Development Board of San Luis Obispo County (CONTRACTOR) enter into this Agreement for the High Road Construction Careers: California Climate Investments Program (HRCC:CCI), which shall be referred to herein as “the HRCC:CCI Program” or “the Program.” The HRCC:CCI Program will supplement the High Road Construction Careers: SB-1 Program (contract #2021.24) by expanding services of the Multi-Craft Core Curriculum (MC3) pre-apprenticeship training program through a focus on projects and skills that support greenhouse gas reduction and mitigate climate change. The Program will operate from August 1, 2021, through March 31, 2023.

II. PROGRAM DESCRIPTION

The Program is a collaborative effort among the Workforce Development Board of Ventura County (WDBVC), Santa Barbara County Workforce Development Board, Workforce Development Board of San Luis Obispo County, Tri-Counties Building and Construction Trades Council (BTC), Joint Apprenticeship Training Council (JATC), Goodwill Industries of Ventura and Santa Barbara Counties, and San Luis Obispo County Office of Education. WDBVC is the Fiscal Agent for the Program. Each WDB is responsible for implementing the Program in their respective county and for providing timely reports to the Fiscal Agent. The BTC and JATC will drive the project to ensure that pre-apprentices receive the necessary training to be qualified to apply for apprenticeships and that the pre-apprenticeships are linked to apprenticeship opportunities.

The Program will:

A. Increase MC3 training opportunities through additional class curriculum focused on renewable energy and greenhouse gas reduction industries.

B. Explore construction projects that support greenhouse gas reduction methods.

C. Provide in-person educational trips to sites where greenhouse gas reduction projects are underway, thereby allowing participants to apply classroom learning to actual construction projects.

III. POPULATIONS TO BE SERVED

The Program will focus outreach and apprenticeship services on five (5) primary population groups: women, disadvantaged youth (aged 18-24 with barriers to employment and/or education), formerly incarcerated individuals, veterans and those from low-income households.
A minimum of 50% of the participants will be residents of disadvantaged communities, residents of low-income communities or from a low-income household, and who may experience barriers to employment and training opportunities.

A. Disadvantaged communities are identified by the California Environmental Protection Agency as the top 25 percent most impacted communities disproportionally burdened by multiple sources of pollution and with vulnerable populations (https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-30).

B. Low-income communities are defined as census tracts with median household incomes that are either at or below 80 percent of the statewide median income (https://ww2.arb.ca.gov/sites/default/files/classic/cc/capandtrade/auctionproceeds/kml/ab1550_maps_documentation.pdf) or at or below the threshold designated as low-income by California Department of Housing and Community Development's State Income Limits (https://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits/docs/income-limits-2021.pdf).

C. Low-income households are defined as households that are either at or below 80 percent of the statewide median income or at or below the threshold designated as low-income by California Department of Housing and Community Development's State Income Limits.

### Participants by County

<table>
<thead>
<tr>
<th></th>
<th>Ventura</th>
<th>San Luis Obispo</th>
<th>Santa Barbara</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals to be Served</td>
<td>100</td>
<td>37</td>
<td>38</td>
<td>175</td>
</tr>
<tr>
<td>Completion of MC3</td>
<td>60</td>
<td>22</td>
<td>23</td>
<td>105</td>
</tr>
<tr>
<td>Apprenticeship Placement</td>
<td>40</td>
<td>15</td>
<td>15</td>
<td>70</td>
</tr>
<tr>
<td>Employment Placement</td>
<td>40</td>
<td>18</td>
<td>18</td>
<td>76</td>
</tr>
</tbody>
</table>

### IV. CONTRACTOR RESPONSIBILITIES

CONTRACTOR shall:

A. Manage grant and project activities in San Luis Obispo County.

B. Outreach extensively for enrollment into the Program.

C. Work with partner agencies and other service providers for outreach and recruitment of participants from target populations/communities and for job placements.

D. Act as the Apprenticeship Project Liaison between HRCC:CCI and the established workforce system, including the private sector, county and city governments, educational institutions and community-based organizations throughout San Luis Obispo County and work to identify job opportunities related to greenhouse gas reduction.

E. Provide Participant Supportive Services, as needed, based on individually assessed needs to facilitate participation in, or successful completion of, the MC3 pre-apprenticeship training. Supportive Services may include, but are not limited to, transportation, childcare, tools, equipment, books, materials, IT equipment (loaned laptop computers, wi-fi hot spot connections, etc.) and other items as authorized by the Employment Development Department (EDD).
F. Track participant services in CalJOBS, ensuring relevant Program data and activities are posted timely and thoroughly.

G. Subcontract to the San Luis Obispo County Office of Education for strategic digital marketing and outreach to recruit and enroll qualified participants into the HRCC MC3 pre-apprenticeship program.
   1. Marketing and outreach shall be data-driven and reach targeted audiences and demographics throughout the tri-county region.
   2. Subcontracted costs will include implementation, set-up, training and outreach campaign management for two regional recruitment efforts and advertising costs to post targeted digital outreach ads for two campaigns as outlined in the approved budget.

H. Comply with the General Conditions, Assurances and Certifications, as applicable, included herein as part of this contract as Exhibit C.

V. COUNTY RESPONSIBILITIES

COUNTY shall:
A. Serve as the Fiscal Agent for the tri-counties region to receive grant funds and distribute budgeted amounts to each partner as agreed.
B. Oversee the grant and coordinate with project partners to achieve grant objectives.
C. Complete fiscal, programmatic, performance and closeout reports for the region and submit timely to the State.
D. Manage grant and project activities in Ventura County.
E. Outreach extensively for enrollment into the Program.
F. Work with partner agencies and other service providers for outreach and recruitment of participants from target populations/communities and for job placements.
G. Track participant services in CalJOBS, ensuring relevant Program data and activities are posted timely and thoroughly.

VI. PERFORMANCE MEASURES

A. CONTRACTOR will have performance measured against the required and allowable workforce and apprenticeship activities outlined in the California Workforce Development Board’s (CWDB) HRCC and CCI programs, with benchmarks for success as set forth in this exhibit.

B. CONTRACTOR shall submit progress reports to COUNTY on a quarterly basis. The CWDB is in the process of developing the reporting structure and requirements. Once finalized, COUNTY will provide CONTRACTOR with a reporting template to use and required quarterly due dates. An accompanying narrative outlining reasons for underperformance and plan for improvement should accompany quarterly reports for any measure(s) where CONTRACTOR is not meeting the stated goal.
VII. COMPENSATION SCHEDULE

A. CONTRACTOR and COUNTY acknowledge and agree that this is a cost reimbursement contract. The total compensation amount of this contract shall not exceed $148,011. CONTRACTOR shall be paid in arrears for all costs incurred and paid in support of this contract.

B. CONTRACTOR shall submit an invoice monthly for all expenses incurred and paid for the previous month no later than the fifteenth (15th) calendar day of the subsequent month to Human Services Agency-Fiscal Division.

C. Subcontractor invoices for services shall be paid by CONTRACTOR first with such amounts included in CONTRACTOR’S regular invoice to COUNTY for reimbursement.

D. In accordance with the approved budget, included herein as Exhibit B, COUNTY shall reimburse to CONTRACTOR the approved costs within thirty (30) days of receipt of an approved invoice. If COUNTY finds that an invoice is incorrect or incomplete, COUNTY shall notify CONTRACTOR of the deficiency within 30 days of receipt of the invoice and CONTRACTOR shall make all corrections no later than 90 days upon COUNTY’S initial receipt of invoice.

VIII. ADDITIONAL PROVISIONS


B. In the event of short- or long-term conditions which impact CONTRACTOR’S normal service delivery operations, such as a declared public health emergency, CONTRACTOR shall immediately notify COUNTY of the status and impact on operations, staffing and client populations and will work with COUNTY to develop a strategy for alternative methods to deliver services while also adhering to federal, state and local safety and public health directives at all times.

IX. MONITORING

A. COUNTY may monitor and evaluate CONTRACTOR to ensure compliance with the terms of this agreement.

B. CONTRACTOR’S failure to resolve a County-identified deficiency within 60 days of the monitoring notice is sufficient cause for COUNTY to withhold payment of funds to CONTRACTOR.
## BUDGET SUMMARY

<table>
<thead>
<tr>
<th>Section</th>
<th>Direct Program Expenses</th>
<th>Indirect Costs</th>
<th>Total Contract Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Staff Salaries</td>
<td>$54,051</td>
<td>$ -</td>
<td>$148,011</td>
</tr>
<tr>
<td>B. Staff Fringe Benefits</td>
<td>$24,448</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>C. Direct Program Operating Expenses</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>D. Contractual Services</td>
<td>$65,012</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>E. Client/Participant Direct Costs</td>
<td>$4,500</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>F. Other</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>SUBTOTAL SECTION I - DIRECT PROGRAM EXPENSES</strong></td>
<td><strong>$148,011</strong></td>
<td><strong>$</strong></td>
<td><strong>$148,011</strong></td>
</tr>
<tr>
<td>II. INDIRECT COSTS</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>TOTAL CONTRACT BUDGET</strong></td>
<td><strong>$148,011</strong></td>
<td><strong>$</strong></td>
<td><strong>$148,011</strong></td>
</tr>
</tbody>
</table>

## BUDGET DETAIL

### I. DIRECT PROGRAM EXPENSES

<table>
<thead>
<tr>
<th>Position</th>
<th>Title</th>
<th>Monthly Salary</th>
<th>FTE(S)</th>
<th># of Months</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>WDBSLO: WDB Director, will provide project coordination, partner planning, fiscal oversight and grant reporting</td>
<td>8835</td>
<td>0.04</td>
<td>21</td>
<td>$7,421</td>
<td></td>
</tr>
<tr>
<td>WDBSLO: WIOA Program Manager, will provide contract management, fiscal &amp; program compliance oversight and monitoring</td>
<td>$7,494</td>
<td>0.04</td>
<td>21</td>
<td>$6,295</td>
<td></td>
</tr>
<tr>
<td>WDBSLO: MIS Admin Manager, will provide CalJOBS data entry compliance &amp; oversight, CalJOBS reporting, and monitoring</td>
<td>$5,026</td>
<td>0.06</td>
<td>21</td>
<td>$6,333</td>
<td></td>
</tr>
<tr>
<td>WDBSLO: Contracted AJCC Case Manager, will provide direct participant services, eligibility, enrollment CalJOBS data entry and case management</td>
<td>$3,778</td>
<td>0.5</td>
<td>18</td>
<td>$34,002</td>
<td></td>
</tr>
<tr>
<td><strong>Total Staff Salaries</strong></td>
<td>$54,051</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rate (%)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits for WDB Director</td>
<td>65.47%</td>
</tr>
<tr>
<td>Benefits for WIOA Program Manager</td>
<td>63.84%</td>
</tr>
<tr>
<td>Benefits for MIS Admin Manager</td>
<td>72.18%</td>
</tr>
<tr>
<td>Benefits for AJCC Case Manager</td>
<td>32.35%</td>
</tr>
<tr>
<td>Other (please describe):</td>
<td>$ -</td>
</tr>
</tbody>
</table>

### C. Direct Program Operating Expenses

(Must be verifiable and cannot also be treated as an Indirect Cost.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget Justification &amp; Calculation Details</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Travel</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>Facility Lease/Mortgage</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>Telephone/Utilities</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>Insurance Related to the Program</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>Office Supplies &amp; Equipment*</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>Program Outreach</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>Other Program Costs</td>
<td>$ -</td>
<td></td>
</tr>
</tbody>
</table>

### C. Subtotal Direct Program Operating Expenses

$ -

(*Note: For equipment items over $5,000 and a useful life of more than one year, additional approval is needed. Please list all such items individually with the per-unit costs.*)
**Contract Budget**

<table>
<thead>
<tr>
<th>D. CONTRACTUAL SERVICES</th>
<th>Contract Description &amp; Cost Details</th>
<th>Subaward ($) or Vendor (V)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Luis Obispo County Office of Education</td>
<td>Implementation, set-up, training and outreach campaign management for two regional recruitment efforts ($43,500)</td>
<td>V</td>
<td>$43,500</td>
</tr>
<tr>
<td>San Luis Obispo County Office of Education</td>
<td>Advertising costs @ $10,756 per campaign x 2 campaigns (totaling $21,512) for posting targeted digital outreach ads.</td>
<td>V</td>
<td>$21,512</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td><strong>D. Subtotal Contractual Services</strong></td>
<td></td>
<td></td>
<td><strong>$65,012</strong></td>
</tr>
</tbody>
</table>

**E. CLIENT/PARTICIPANT DIRECT COSTS**

<table>
<thead>
<tr>
<th>Vocational Training Costs</th>
<th>Avg. Cost Per Participant</th>
<th># of Participants</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant Wages</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participant Benefits</td>
<td>Avg. Benefit Rate (%)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participant supportive services (average of $150/ea x 30 participants) based on individual assessed need.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Stabilization Support Funds (CFS contracts only, when permitted)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**E. Subtotal Client/Participant Direct Costs**

| **E. Subtotal Client/Participant Direct Costs** | **$4,500** |

**F. OTHER (Please Describe)**

<table>
<thead>
<tr>
<th>Budget Justification &amp; Calculation Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ -</td>
</tr>
<tr>
<td>$ -</td>
</tr>
<tr>
<td>$ -</td>
</tr>
<tr>
<td>$ -</td>
</tr>
<tr>
<td>$ -</td>
</tr>
</tbody>
</table>

**F. Subtotal Other**

| **F. Subtotal Other** | **$ -** |

**DIRECT PROGRAM COSTS TOTAL.**

| **DIRECT PROGRAM COSTS TOTAL.** | **$148,011** |

**II. INDIRECT COSTS* (Use one of the options below.)**

<table>
<thead>
<tr>
<th>Rate (%)</th>
<th>Cost Base Rate Applied to (Amount)</th>
<th>Cost Base (Type)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Federally Negotiated Indirect Cost Rate (Must attach your approved ICRA)</td>
<td></td>
<td></td>
<td>$ -</td>
</tr>
<tr>
<td>2. De Minimis 10%</td>
<td></td>
<td></td>
<td>$ -</td>
</tr>
<tr>
<td>3. Other Program Special Rate (May be referenced in RFP, provide details)</td>
<td></td>
<td></td>
<td>$ -</td>
</tr>
</tbody>
</table>

**INDIRECT COSTS TOTAL.**

| **INDIRECT COSTS TOTAL.** | **$ -** |

---

*Please note that items cannot be charged as both Direct Program Expenses and Indirect Costs. See 2 CFR §200.412-§200.415.

Please list the general items classified by your agency as Indirect Costs:
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INTRODUCTION

The General Conditions, Assurances and Certifications shall apply to and are incorporated into this contract. To the extent there is any conflict between the General Conditions, Assurances and Certifications and any other provision in this contract, the General Conditions, Assurances and Certifications shall prevail. To the extent that provisions in the General Conditions, Assurances and Certifications relate to services or activities not encompassed in the subject contract, those provisions do not apply.

A. GENERAL CONTRACT CONDITIONS

1. Reports
The Contractor shall submit timely and accurate programmatic and financial reports in accordance with the contract and County Directives.

2. Limits of Obligation
The Contractor shall be paid in accordance with the contract and budget, not to exceed the maximum amount specified. Any cost incurred by the Contractor over and above the maximum amount obligated by the contract and budget shall be at the sole risk and expense of the Contractor.

3. Documentation and Procurement Requirements
The Contractor shall maintain documentation of all services and contract costs and comply with all applicable procurement requirements. Such documentation and procurement must be in accordance with the contract requirements and all applicable federal, State, and County requirements, and provide sufficient detail (i.e., original source documents) to support Contractor purchases, claims for reimbursement and payments made under the contract.

4. Disallowed Costs
Contractor shall be liable for all amounts which are determined to be due as a result of disallowance by the Federal Government, the State of California, or the County of Ventura or any other governmental agency with jurisdiction, when such disallowance is the result of the Contractor’s or its Subcontractor’s conduct. Payment of any disallowed costs must be made within 30 days of notification of the disallowed costs, unless otherwise specified by County. The Contractor shall comply with the provisions set forth in the County’s Audit Resolution Procedure, hereby incorporated by reference, regarding Contractor’s liability for expenditures disallowed by an auditor. Contractor will be notified of any disallowed costs or any other controversy or proceeding between County, the State of California or the federal government arising from the performance of the contract.

5. Availability of Funds
   a. The contract is valid and enforceable only if sufficient funds are made available to the County from the appropriate funding source and are appropriated by the County Board of Supervisors for the purpose set forth in the contract.

   b. At the expiration of the term of the contract or upon termination prior to the
expiration of the contract, and after all payments have been made to the Contractor for services provided, any remaining funds that were previously obligated under the contract shall revert to the County.

c. The County retains the right to suspend financial assistance, in whole or in part, to protect the integrity of the funds or to ensure proper operation of the program, providing the Contractor is given prompt notice and the opportunity for a hearing within 30 days from such suspension. Failure on the part of the Contractor or a Subcontractor to comply with the provisions of the contract or with applicable law, when such failure involves the allegation of fraud as a result of a monitoring or other program review or misappropriation of funds, may result in immediate de-obligation and withholding of funds and debarment from program operation.

6. Administrative Directives, Unilateral Modifications, Contract Directives
The County may issue administrative directives, unilateral modifications and contract directives concerning interpretations of Federal or State laws, rules and regulations, and directives received from the Federal Government or the State, and/or from the County Board of Supervisors, which may require changes in procedures by the Contractor.

Contractor will be deemed responsible for complying with such administrative and contract directives and/or modifications only after being formally notified in writing of appropriate action necessary.

7. Venue and Construction
The validity of this contract and any of its terms or provisions, as well as the rights and duties of the parties under this contract, will be construed pursuant to and in accordance with the laws of the State of California. The parties acknowledge that the contract is entered into and is to be performed in the County of Ventura, State of California. In any legal proceeding relating to the contract, the parties agree that for all purposes venue shall be in the County of Ventura, State of California.

8. Ownership of Work Product
Upon the termination of the contract for any reason, all data, documents, films, tapes and all reports or any other work products paid for by grant or other funds provided by federal, State, and County and prepared by the Contractor in the course of operating the program, will become the property of the County. This will not include any information that is proprietary to the Contractor, unless otherwise agreed to by the parties in writing.

9. Personnel Disclosure
Contractor shall make available to County, upon request, a current list of all personnel providing services under the contract. The list shall include: (1) the names and job titles of all full or part-time staff and volunteers providing services under the contract, (2) a brief description of each position and the FTE hours allocated, and (3) the professional degree, if applicable, and experience required for each position.

10. Responsibility for Equipment
County shall not be responsible nor be held liable for any damage to person or property

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consequent upon the use, misuse, or failure of any equipment used by Contractor or any of Contractor’s employees, even though such equipment is furnished, rented, or loaned to Contractor by County. The acceptance or use of any such equipment by Contractor or Contractor’s employees shall be construed to mean that Contractor accepts full responsibility for and agrees to exonerate, indemnify and hold harmless County from and against any and all claims for any damage whatsoever resulting from the use, misuse, or failure of such equipment.

11. Contamination and Pollution
Contractor, solely at its own cost and expense, will provide clean up of any premises, property or natural resources contaminated or polluted due to Contractor activities. Any fines, penalties, punitive or exemplary damages assigned due to contaminating or polluting activities of the Contractor will be borne entirely by the Contractor.

12. Hiring/Paying Board of Directors Prohibited
Contractor shall not hire, nor compensate from contract funds, any of its governing body to provide services under the contract without the written approval of County.

13. Subcontracts
All subcontracts between Contractor and another party involving the operation of the contract must be in writing and will first be presented to the County for approval, and do not create a contractual relationship between such third party and the County. Failure to obtain such prior approval of the County may result in the immediate termination of the contract at the sole and absolute discretion of the County.

a. Any subcontracts entered into by the Contractor must be in compliance with all applicable Federal and State procurement laws, policies, or regulations.

b. Any of the work or services specified in the contract which will be performed by other than the Contractor will be evidenced by a written agreement specifying the terms and conditions of such performance.

c. The Contractor will maintain and adhere to an appropriate system, consistent with Federal, state, and local law, for the procurement, award and monitoring of contracts which contain acceptable standards for insuring accountability.

d. The system for awarding contracts will contain safeguards to ensure that the Contractor does not contract with any entity whose officers have been convicted of fraud or misappropriation of funds within the last five (5) years.

e. The system for soliciting and/or developing fixed unit price contracts must include sufficient documented analysis to assure that costs billed as a single-unit charge are reasonable and supportable, based on the prevailing rate of such services obtained from competitive sources, or that costs are justifiable, predicated on the unique nature of the service provided.

f. No subcontract shall alter in any way any legal responsibility of Contractor to
GENERAL CONDITIONS, ASSURANCES AND CERTIFICATIONS

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County. County has the right to refuse reimbursement for obligations incurred under any subcontract which does not comply with the terms of the contract.

g. For any contract being supported in part or in whole with federal funds, it is the responsibility of the Contractor to ensure that any subcontractors are not debarred or suspended from receiving from federal funds prior to issuance of the subaward, and that subcontracts adhere to the same criteria set forth in this contract in section 48. Debarment and Suspension Certification. Contractors must verify that subcontractors have no active exclusions by using the System for Award Management at www.SAM.gov.

14. Political Activities Prohibited (Hatch Act) & Byrd Anti-Lobbying Amendment
None of the funds, provided directly or indirectly, under the contract shall be used for any political activities or to further the election or defeat of any candidate for public office. In addition, the Contractor will comply with the provisions of the Hatch Act as amended, which limits the political activities of employees.

For contracts over $100,000 Contractor must comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).

15. Energy Efficiency
Contractor shall comply with mandatory standards and policies relating to energy efficiency in the California Energy Code, Title 24, part 6, as required by the U.S. Energy Policy and Conservation Act (42 U. S. C. § § 6201 et seq.).

16. Clean Air and Water Acts
For all contracts between County and Contractor in excess of $150,000, Contractor shall comply with Section 306 of the Clean Air Act (42 USC § 7606), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738 and United States Environmental Protection Agency regulations (Title 2 of CFR).

For all contracts between County and Contractor in which an item or items in excess of $10,000 are procured, Contractor shall comply with Section 6002 of the Solid Waste Disposal Act (42 U.S.C. § 6962) and 40 CFR part 247.

18. Sectarian Activities
As part of or in connection with the performance of this contract, Contractor shall not engage in, aid or permit religious instruction, proselytization, or any other activities that would amount to an improper aid to or establishment of religion, or a violation of "free exercise" rights, in violation of the United States Constitution (First Amendment), California Constitution (Art. I, § 4; art. XVI, § 5), or any other law.

19. Licenses and Standards
Contractor shall comply with all applicable federal, State, County and local rules and regulations, including, business, facility and professional licensing and certification laws, and shall keep in effect and current any and all licenses, permits, notices and certificates

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required for Contractor’s provision of services under the contract and for the duration of the term of the contract. Contractor shall further comply with all laws applicable to wages and hours of employment, occupational safety, and fire safety, health and sanitation.

In the performance of this contract, Contractor shall comply with all applicable provisions of the California Welfare and Institutions Code, Title 45 of the Code of Federal Regulations, all applicable laws and regulations of the United States, State of California, and County and all administrative regulations, rules and policies adopted thereunder as each and all may now exist or be hereinafter amended or changed. In addition, Contractor shall comply with all rules and regulations set forth in 2 CFR 200 as applicable to form of entity by which Contractor transacts its business.

20. Maintenance of Records (Records Retention)
Contractor agrees to maintain all records under the contract in accordance with applicable federal, state and local requirements:

   a. Contractor agrees to retain all records pertinent to all contracts, sub-contracts, and agreements including statistical, property and participant/client records and supporting documentation for a period of three (3) years and all payroll and financial records for a period of seven (7) years from the date of final payment of the Contract. If at the end of the retention period there is ongoing litigation or an audit involving these records, the Contractor will retain the records until the resolution of such litigation or audit.

   b. Working Paper Retention and Access to Working Papers - All work papers and reports must be maintained at the Contractor’s office where work is performed, at Contractor’s expense for a minimum of seven (7) years, unless the contractor is notified by the County that the retention period must be extended. If the Contractor goes out of business, all working papers must be turned over to the County for retention.

   c. Records for non-expendable property will be retained for a period of three (3) years after final disposition of the property, if applicable.

   d. In the event of the termination of the relationship with a Contractor, the Governor of the State of California will be responsible for the maintenance and retention of the records of any Contractor unable to retain them.

   e. Upon request, Contractor shall make these records available within Ventura County to all authorized County, State (including State Auditor) and federal personnel or representatives.

21. Internal Monitoring (fiscal and program review)
The Contractor is responsible for the internal monitoring of fiscal and program operational goals to ensure contract compliance. All monitoring formats to be used will be submitted to the County, upon request.

Revised 4/2/2021
22. Inspection of Records/Monitoring/Audits

Authorized federal, State or County representatives shall have the right to monitor, audit, assess, or evaluate Contractor’s performance under the contract in accordance with federal and State laws and regulations and local policies, and to inspect any necessary records for such purpose. The Contractor will be responsible for maintaining appropriate records for all services provided under the contract.

a. **Records Inspection:** At any time during normal business hours, and as often as County may deem necessary, Contractor shall make available to County, State or federal officials and their representatives for examination, all records pertaining to all matters covered by this contract and shall permit County, State or federal officials to audit, examine and make excerpts or transcripts from such records, and to make audits of all invoices, materials, payrolls, records of personnel, information regarding clients receiving services, and other data relating to all matters covered by this contract. Upon request, Contractor shall furnish to County, copies of all records, documents, files and forms that are necessary to review the program. Records must be available in Ventura County for review unless other arrangements are agreed to by the parties.

b. **Monitoring:** Because program and fiscal monitoring conducted may be limited in scope, it should not be construed as a comprehensive assessment or audit of the Contractor’s performance or Contract compliance. Therefore, deficiencies identified in any other subsequent audit, monitoring, or review remain the Contractor’s responsibility. The Contractor will respond in a timely manner to identified corrective action needs as a result of County (or other) monitoring. The Contractor will submit to the County all required reports and monitoring corrective action plans on a timely basis, as requested by the County.

c. **Audits (Single Audit applicable to $750,000 or more in Federal Funds):** The Contractor shall conduct or have conducted on an annual basis an audit of their organization in accordance and in compliance with the Single Audit Act, 31 U.S.C. § § 7501 et seq., 2 CFR 200, Subpart F, WIOA Regulations at 20 CFR 667.200(b) or other Regulations as applicable to the fund source, and any State Administrative Regulations or Directive and County Directives, as applicable, incorporated into a company audit of books and financial statements. The appropriate share of costs for such audit may be included in the contract budget and shall adhere to contract requirements, for administration costs. A copy of the completed audit will be submitted to the County within six (6) months of the Contractor’s fiscal year-end and will be performed by a qualified independent auditor. If Contractor does not meet the Single Audit threshold of $750,000, County may require Contractor to submit other forms of audits and/or financial reviews regarding costs and expenses under the contract.

If any administrative findings are identified by the Auditor during the yearly audit, Contractor shall comply with the audit resolution requirements in 2 CFR 200. Subpart F and have all findings resolved within six (6) months after receipt of the audit report.

Revised 4/2/2021
23. In-Kind or Cash Match
If a match requirement is included in the contract, Contractor shall make such cash and/or in-kind match contribution to the program in the amount specified in the contract budget. Contractor shall document the cash and/or in-kind match provided and report the match on the monthly invoices. Documentation supporting the match and its source must be maintained by the Contractor.

24. Termination
The agreement may be terminated in whole or in part for any of the three (3) following circumstances:

a. Termination for Cause: If, through any cause, the Contractor fails to fulfill in a timely and proper manner, its obligations under the contract, fails to make sufficient progress toward specified outcomes, or violates any of the covenants, agreements, or stipulations of the contract, the County shall have the right to terminate the contract, by giving written notice to the Contractor of such termination and the effective date thereof.

b. Termination for Convenience: Either County or Contractor may terminate this contract at any time with or without cause, upon thirty-(30) days’ written notice to the other party.

c. Termination Due to Cessation of Funding: The County may unilaterally terminate the contract at will any time its funding/grants are suspended, reduced, or terminated by the State of California before or during the contract period. All notices of termination must be in writing and be delivered personally or by deposit in the U. S. Mail, postage prepaid, Certified Mail-Return Receipt Requested, and will be deemed to have been given at the time of personal delivery or of the date of the postmark by the U. S. Postal Service.

25. Closeout Upon Termination
Upon termination of this contract, the parties shall perform all closeout procedures that are reasonable and necessary to complete the obligations owed, but not yet performed under this contract.

a. All reasonable and necessary costs defined under this contract and incurred up to the point of termination will be reimbursed to Contractor by County.

b. Any monies owed to County by Contractor may be offset against any compensation due to Contractor for final payment from County, as covered under this contract.

c. Contractor shall return to County any equipment or supplies purchased in whole or in part with funds provided under this contract and all related parts, unless otherwise specified by County.

Revised 4/2/2021
d. Within forty-five (45) calendar days following the termination of the contract, the Contractor shall report and submit to the County on forms provided, all final claims and contract closeout forms for earned funds under the contract, unless specified otherwise by County.

26. Partial Performance
In the event less than all services are performed in a proper and timely manner, Contractor shall be paid only the reasonable cost for the services performed for the payment period as determined by County.

27. Non-Discrimination/Grievance/Complaint Procedures
Contractor agrees to provide a system through which recipients of service shall have the opportunity to express and have considered their views, grievances, and complaints regarding the delivery of services:

All Contractors must comply with all Equal Employment Opportunity requirements as delineated with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations and in any applicable federal, State or County Directive.

Section 188 of WIOA prohibits discrimination based on race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, gender identity and transgender status), national origin (including limited English proficiency), age, disability (temporary or permanent), unlawful harassment, political affiliation or belief, citizenship, or participation in WIOA.

The Contractor will establish and maintain a grievance procedure for grievances or complaints about its programs and activities from participants, subcontractors, and other interested persons. Hearings on any grievance will be conducted within 30 days of filing a grievance and decisions will be made not later than 60 days after the filing of a grievance.

A copy of the Contractor's procedures will be provided to the County upon request by the County. The Contractor will maintain on file documentation and data tracking verifying compliance with the Equal Opportunity Act.

Participation in programs and activities financially assisted in whole or in part under WIOA or other fund source(s) will be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States. Contractor agrees to abide by the Immigration Reform and Control Act of 1986, as amended.

28. Purchase of Service
County and Contractor agree to comply with principles established in 45 CFR, Part 74, Cost Principles, and 2 CFR 200, as applicable. No WIOA or other funds paid under the Contract may be used for direct purchase or lease of non-expendable equipment or software, except Revised 4/2/2021
with the prior written approval of the County. Equipment purchased with these funds is the property of the County of Ventura. The County retains the right to have all such property returned upon conclusion of the contract period.

29. Supplemental Invoices
No supplemental invoice shall be accepted by County without prior notification to County of the need and justification for such an invoice and authorization by County to submit such invoice. Payments for authorized supplemental invoices shall be made as part of the next regular claim cycle.

30. Budgeted Expenses and Payments
Contractor charges shall be in accordance with the contract detailed line item budget or other agreed upon cost method (i.e., fee for service, fixed rate) as specified in the contract and payments will be made accordingly.

31. Working Capital
Contractor must provide for sufficient working capital to meet the fiscal demands of this Contract.

32. Budget Deviations
Shifts to contract budget line items (staff salaries, facilities, travel, etc.) are allowable if not in excess of 20% or $5,000, whichever is less, with County approval. If changes are made, Contractor shall notify the Department Program Manager immediately and submit a revised budget (Exhibit B-1) to the Contracts Manager. Any budget shifts in excess of 20% or $5,000, whichever is less, require pre-approval by the County before the budget shift may be made. Contractor shall submit a written request along with the proposed revised budget to the Contracts Manager for approval. The request shall include, at a minimum, a justification for the requested change and a description of the areas being impacted. Regardless to the shifts to the contract budget line items, the total contract dollar amount cannot be modified.

33. Minimum Standards for Salaries and Benefits
CONTRACTOR shall maintain the following minimum standards with regard to salaries and benefits for all employees:

   a. All employees shall receive basic statutory coverage of FICA, Workers Compensation, Unemployment Insurance Benefits and Disability Insurance Benefits.

   b. All wages and benefits shall be no less than the minimum required by applicable State and federal law, and in compliance with the County’s Living Wage Ordinance, as applicable.

34. Audit Exceptions
Contractor agrees to indemnify County for State and/or federal audit exceptions, whether resulting from contract non-compliance on the part of Contractor or otherwise, and for claims made against County arising from Contractor performance of this contract.

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CONTRACTOR is subject to the examination and audit of the State Auditor for a period of three (3) years after final payment under the Government Code Section 8546.7.

35. Conditions Prerequisite to Payments
Notwithstanding any other provision of the contract, the County may elect not to make payment on this contract if:

a. Misrepresentation. Contractor, with or without knowledge, makes any misrepresentation of a substantial nature with respect to information furnished to the County.

b. Litigation. There is pending litigation with respect to the performance by Contractor of any of its duties or obligations hereunder which may jeopardize or adversely affect carrying out the project, including any court action or proceeding involving the Federal Bankruptcy Act.

c. Default. Contractor is in default under any provision of the contract.

d. Unauthorized Actions by Contractor. Contractor shall have taken any action pertaining to this contract which required prior County approval, without having first received said approval.

e. Fiscal and Non-Fiscal Reporting. Contractor has not submitted the required statements and reports as specified in this contract.

36. Reimbursement from Other Sources
Contractor shall not claim reimbursement from County, or apply sums received from County, with respect to that portion of its obligations, which have been paid by another source of revenue.

37. Authority to Bind/Independent Contractor
By entering into the contract, the Contractor certifies it is qualified and licensed to conduct business in the State of California. The Contractor is an independent contractor and not an employee or agent of the County. Upon request, the Contractor will provide proof that the person(s) executing this contract on behalf Contractor have authority to so execute this contract and to bind Contractor to the performance of its obligations hereunder.

38. Standard of Conduct/Conflict of Interest
The Contractor hereby assures that in administering the contract, it will comply with the standards of conduct hereinafter set out for maintaining the integrity of the contract and avoiding any conflict of interest in its administration.

a. General Assurance: Every reasonable course of action will be taken by the Contractor in order to maintain the integrity of the expenditure of public funds and to avoid any favoritism, questionable or improper conduct. The contract will be administered in an impartial manner, free from improper personal, financial or
b. Nepotism: Under this contract no relative by blood, adoption or marriage of any executive of the Contractor will be eligible for enrollment in services provided by the Contractor. For the purpose of this contract, a relative by blood, adoption, or marriage will include: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, stepbrother, stepsister, grandfather, grandmother, granddaughter, or grandson.

c. Conducting Business Involving Close Personal Friends and Associates: Executives and employees of the Contractor will be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering the contract, will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates.

39. Technical Assistance
All requests for technical assistance must be submitted in writing. Requests should specify the problem area, particular assistance being requested, and proposed or desired solution.

40. Corrective Action
The management, administration and implementation of all the terms and conditions of the contract shall be performed in a manner satisfactory to the County. In the event that the County determines the Contractor's performance to be unsatisfactory, the County may act in its own best interest, including, but not limited to:

   a. Requiring corrective action within specific time frames;
   b. Withholding payment;
   c. Disallowing inappropriate claims, payments, or costs;
   d. De-obligating contract funds;
   e. Terminating or suspending the contract; or,
   f. Debarment from Program Operations for a prescribed period of time.

If the Contractor determines that the program described in the contract is not functioning as intended, the Contractor shall notify the County immediately by telephone, followed by written notice, which may result in bilateral corrective action or adjustment of payment terms or extension of contract period through modification of the contract.

41. Penalties
If the Contractor fails to comply with the contract, the County may withhold all or any portion of amounts otherwise payable under the contract. The Contractor agrees that performance satisfactory to the County is essential to the life of the contract. Performance that does not meet programmatic and financial requirements in the contract, will constitute non-compliance with the terms of the contract. In this event, the County may require the Contractor to present a Program Improvement Plan, including the date(s) by which
improved results may be expected, or to present just cause for modification of the contract.

The Contractor has ten (10) working days from receipt of notification in which to respond with a written Program Improvement Plan acceptable to the County, deficiencies correction, or with just cause for Contract Modification. If the Contractor does not respond within the appointed time, or does not present an acceptable written response, the County may immediately modify, suspend, or terminate the Contract.

42. Staff Representatives
The staff representative for the County is the Contracts Manager and may be reached at 855 Partridge Drive, Ventura, California 93003, (805) 477-5442. The staff representative for the Contractor shall be Contractor’s Executive Director or CEO unless otherwise specified.

43. Copyrights (applicable only if funds provided are used to develop a copyright or if purchasing ownership of a copyright)
The application of this clause is limited to those awards, which involve the use or development of copyrighted materials. Contractor shall comply with copyright regulations cited in the Code of Federal Regulations (Title 29 -- LABOR, Part 97 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, Subpart C - Post-Award Requirements -- Section 97.34 --Copyrights) as follows:

The Federal awarding agency, State of California, and County reserve a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government, State, or County purposes:

a. The copyright in any work developed under a grant, sub-grant, or contract under a grant or sub-grant; and

b. Any rights of copyright to which a grantee, sub-grantee or a contractor purchases ownership with grant support.

44. Signatures
The agreement is of no force and effect until signed by the authorized representatives of the Contractor and County.

45. Remedies
Noncompliance or failure to perform may result in a demand for corrective action, disallowance of costs, suspension or termination of contract, set-off of damages from monies due under this or other contracts with Contractor, whether related or unrelated, or such other lawful remedies as the County may determine are appropriate; and may include debarment for a year or more.

46. Employment of Convicted Individuals
The Contractor certifies that none of its officers, agents, employees, servants, subcontractors or contract signatories associated with funds available under the Contract

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have been convicted of fraud, theft, misappropriation of funds, embezzlement, or related/similar crimes and torts including, but not limited to, crimes and torts of moral turpitude in the last five (5) years.

47. Drug-Free Workplace Certification
Contractor shall comply with 20 CFR Section 667.200(d) which states, in part, that contracts must have language requiring compliance with government-wide requirements for a Drug-Free workplace. By signing this agreement Contractor hereby certifies under penalty of perjury under the laws of the State of California that Contractor will comply with the requirements of the Drug-Free Workplace Act of 1988 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness program as required to inform employees about:
   1) The dangers of drug abuse in the workplace;
   2) The person’s or organization’s policy of maintaining a drug-free workplace;
   3) Any available counseling, rehabilitation and employee assistance programs; and,
   4) Penalties that may be imposed upon employees for drug abuse violations

c. Every employee who works on the proposed contract or grant:
   1) Will receive a copy of the company’s drug-free policy statement; and,
   2) Will agree to abide by the terms of the company’s statement as a condition of employment on the contract or grant.

48. Debarment and Suspension Certification
Contractor shall comply with 20 CFR Section 667.200(d) which states, in part, that contracts must have language requiring compliance with government-wide requirements for Debarment and Suspension. By signing this agreement, the Contractor hereby certifies under penalty of perjury under the laws of the State of California that the Contractor will comply with regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98.510, that the Contractor, to the best of its knowledge and belief, that it and its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from, covered transactions by any Federal department or agency;

b. Have not, within the three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false

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statements, or receiving stolen property;

c. Are not presently indicted for, or otherwise criminally or civilly charged by, a government entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph 2 of this certification; and

d. Have not, within a three-year period preceding this contract, had one or more public transactions (Federal, State, Local) terminated for cause or default.

When the Contractor is unable to certify to any of the statements in this certification, Contractor shall attach an explanation to this agreement.

49. Modification Provision
Any change in the contract or its attachments shall require written approval by both parties before becoming effective.

Notwithstanding the first paragraph, the County may unilaterally modify the contract whenever such action may be required to accommodate:

a. Any change in any applicable local, state, or federal laws, regulations, rules, policies, or grant terms providing funding under the contract;

b. Modifications to the contract must be in writing. Contract modifications will not be retroactive unless mutually agreed.

50. Fiscal Control
The Contractor will establish such fiscal controls and accounting procedures as required by applicable State and Federal regulations, County requirements or any amendments thereto, or as may be deemed necessary by the Governor of the State of California to assure the proper disbursal of, and accounting for, Federal funds paid to the Contractor under the contract. The Contractor will comply with applicable Office of Management and Budget (regulations, 2 CFR 200, and code of Federal Regulations as amended.)

51. Submittal and Payment of Claims and Source Documents
Payments shall be made within thirty (30) days of legitimate, accurate and timely fiscal claims and invoices. Original source documents (billing claims/invoices, along with any required back-up) are due within ten (10) calendar days of their effective dates, unless otherwise specified by County. Failure to comply with this requirement may result in a demand for corrective action or other appropriate remedy. Payments will not be construed as a waiver of the County’s right to challenge the level of the Contractor’s performance or the allowability of such claims under the Contract, and to seek appropriate legal remedies.

52. Program Income
Program income is defined as income received by the Contractor that is directly generated by a grant or sub-grant supported activity, or earned only as a result of the grant or sub-grant.

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a. Program income includes:
   i. Interest income earned on advances of sub-grant funds; for example, interest earned on an advance to a Contractor;
   ii. Income from fees for services performed and from conferences; for example, excess revenue earned on a training conference or fees charged for utilization of systems developed using WIOA or other funds;
   iii. Income from the use or rental of real or personal property acquired with grant or sub-grant funds; for example, income earned from the subleasing of a facility for use by a social service group;
   iv. Income from the sale of commodities or items fabricated under a grant or sub-grant; for example, income from any product developed by a Contractor or participant with WIOA or other funds; and,
   v. Revenues earned by a governmental or private non-profit Service Provider under a fixed price or reimbursable award that are in excess of the actual costs incurred in providing the services; for example, a Contractor who earns more than the cost of running the program.

b. Program income does not include:
   i. Rebates, credits, discounts, refunds, etc., or interest earned on any of them;
   ii. Taxes, special assessments, levies, fines, and other such governmental revenues raised by a recipient or sub-recipient; or,
   iii. Income from royalties and license fees for copyrighted material patents, patent applications, trademarks, and inventions developed by a recipient or sub-recipient, unless developed using funds awarded under WIOA or other funds as identified by County.

Program income shall only be spent on allowable program activities during the term of the contract, and limited for use to the WIOA title under which it was earned. All unexpended program income shall be returned to the County within fifteen (15) days after the end of the contract period. All program income and expenditures must be reported to the County. In the event that program income is not reported and/or spent prior to the Contract closeout, the County shall withhold final payment(s) until revenues are identified and/or returned.

53. False Claims
Any person who:

a. knowingly presents, or causes to be presented, a false or fraudulent claim for payment or approval;

b. knowingly makes, uses, or causes to be made or used, a false record or statement material to a false or fraudulent claim;

c. conspires to commit a violation of subparagraph (A), (B), (D), (E), (F), or (G);

d. has possessions, custody, or control of property or money used, or to be used, by the Government and knowingly delivers, or causes to be delivered, less than all of that money or property;

e. is authorized to make or deliver a document certifying receipt of property used, or to be used, by the Government and, intending to defraud the Government, makes

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or delivers the receipt without completely knowing that the information on the receipt is true;
f. knowingly buys, or receives as a pledge of an obligation or debt, public property from an officer or employee of the Government, or a member of the Armed Forces, who lawfully many not sell or pledge property; or
g. knowingly makes, uses, or causes to be made or used, a false record or statement material to an obligation to pay or transmit money or property to the Government, or knowingly conceals or knowingly and improperly avoids or decreases an obligation to pay or transmit money or property to the Government, is liable to the United States Government for a civil penalty of not less than $5,000 and not more than $10,000, as adjusted by the Federal Civil Penalties Inflation Adjustment Act of 1990 (28 U.S.C. 2461 note; Public Law 104-410), plus three (3) times the amount of damages which the Government sustains because of the act of that person.

54. Protection of Personally Identifiable Information (PII)
Contractor shall comply with Training and Employment Guidance Letter No. 39-11 dated June 28, 2012 which states, in part, that Contractors are required to protect PII when transmitting information, but are also required to protect PII and sensitive information when collecting, storing and/or disposing of information as well. Contractors shall ensure that any PII used during the performance of the contract has been obtained in conformity with applicable Federal and state laws governing the confidentiality of information. A Contractor’s failure to comply with PII requirements identified in the Training and Employment Guidance Letter No. 39-11, or any improper use or disclosure of PII for an unauthorized purpose, may result in the termination or suspension of the contract, or the imposition of special conditions or restrictions, or such other actions as may deem necessary to protect the privacy of participants or the integrity of data.

55. Domestic Preference for Procurements
Per 2 CFR section 200.322, if this contract involves a “Federal award” as defined in 2 CFR section 200.1, the Contractor should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products), in alignment with the Buy American presidential executive orders (E.O. 13788 and E.O. 13858).

B. WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA) PROGRAMS

Note: In addition to the above provisions, all Contractors receiving Workforce Innovation & Opportunity Act (WIOA) funds are required to comply with the following additional provisions:

1. Compliance
In its performance under the contract, the Contractor will comply with the requirements of:
   a. The Workforce Innovation & Opportunity Act (WIOA, Public Law 105-220), all Federal regulations and Governors’ policies and procedures issued pursuant to

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the Act, and any new legislation, regulation, policy and procedures which may replace or amend the Act.

b. The terms and conditions of the Contract between the State and County for WIOA funds for the applicable Fiscal Year in which WIOA funds are provided by County to Contractor, and all applicable Federal, State, County and Workforce Innovation & Opportunity Act Regulations, County Contract Directives and Policies.

c. The Contractor represents and warrants that it is familiar with all laws, regulations, rules and County policies and procedures affecting its requirements under the Contract. The Contractor will obtain all necessary permits and licenses for its performance of the Contract. Measured performance below goals and standards and/or non-compliance with applicable rules and regulations will constitute non-compliance with the terms of the contract.

2. Charging of Costs
The Contractor will comply with Federal Regulations 29 CFR 97, as they may be amended from time to time, as they relate to charging direct and indirect costs.

3. Allowable Costs
A cost must meet the following criteria in order to be an allowable WIOA charge:

a. Be necessary and reasonable for the performance of the contract.
b. Be allocable to the contract.
c. Conform to any limitations or exclusions set forth in the contract.
d. Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-federal entity.
e. Be accorded consistent treatment.
f. Be determined in accordance with generally accepted accounting principles.
g. Not to be used to meet cost sharing or matching requirements of any other federally-financed program (without prior approval from the County).
h. Be adequately documented.

4. Maintenance of Effort/Union Concurrence
No currently employed worker will be displaced by any participant (including partial displacement such as a reduction in the hours of non-overtime work, wages or employment benefits.) No program will impair existing Contracts for services or collective bargaining agreements, except that no program under this Act which would be inconsistent with the terms of a collective bargaining agreement, will be undertaken without the written concurrence of the labor organization and employer concerned.

No participant will be employed or job opening filled: (1) When any other individual is on layoff from the same or any substantially equivalent job; or (2) When the employer has terminated the employment of any regular employee or otherwise reduced its work force with the intention of filling the vacancy so created by hiring a participant whose wages are subsidized under this Act. No jobs will be created in a promotional line that will infringe in anyway upon the promotional opportunities of currently employed individuals. (WIOA Revised 4/2/2021)
5. Prevailing Wage
Individuals employed in activities under Title I of WIOA must be compensated at the same rates, including periodic increases, as trainees or employees who are similarly situated in similar occupations by the same employer and who have similar training, experience and skills. Such rates must be in accordance with applicable law, but may not be less than the higher of the rate specified in Section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the applicable State or local minimum wage law. (WIOA Reg. 667.272)

6. Minimum Wage
Individuals employed in activities authorized under the Act will be paid wages which will not be less than the highest of (a) the minimum wage under Section 6(a)(1) of the Fair Labor Standards Act of 1938 (b) the minimum wage under the applicable State or local minimum wage law, (c) the prevailing rates of pay for individuals employed in similar occupations by the same employer, or (d) minimum wage as determined by the County Demand Occupation List. (WIOA Reg. 667.272)

7. Benefits and Working Conditions
All trainees employed in subsidized jobs in a training capacity (i.e., On the Job Training) will be provided benefits and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work (WIOA Reg. 667.272). This provision does not apply to participants enrolled in unpaid work experience. Unpaid work experience will be as specified in the participant’s work experience agreement and any applicable Federal, State and local requirements.

In accordance with 29 CFR 37 and 29 CFR 38, as a condition to the award of financial assistance from the Department of Labor under Title I of the Workforce Innovation and Opportunity Act, the Contractor assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, gender identity and transgender status), national origin (including limited English proficiency), age, disability (temporary or permanent), unlawful harassment, political affiliation or belief, citizenship, or participation in WIOA.

The Contractor also assures that it will comply with WIOA’s implementing regulations when they are promulgated and all other regulations implementing the laws listed above. This assurance applies to the grant applicant’s operation of the WIOA Title I financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I financially assisted program or activity. The Contractor understands that the United States has the right to seek judicial enforcement of this assurance.

Participation in programs and activities financially assisted in whole or in part under WIOA or other fund source will be open to citizens and nationals of the United States, lawfully

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admitted permanent resident aliens, lawfully admitted refugees and parolees, and other 
individuals authorized by the Attorney General to work in the United States. Contractor 
agrees to abide by the Immigration Reform and Control Act of 1986, as amended. 
Additionally, priority for services should be given to veterans and their eligible spouses, 
as outlined in EDD Directive WSD19-04 Priority of Service for Veterans and Eligible 
Spouses.


a. In the event there is a conflict between the provisions of these conditions and the 
provisions of the County’s Workforce Innovation & Opportunity Act (WIOA) 
Strategic five-year Local Plan, contract template, or scope of work including 
attachments thereto and the documents incorporated therein as presently worded 
or as amended in the future, the parties hereto agree that the provisions of the 
Contract will prevail pending a Contract modification to comply with the WIOA 
Local Plan.

b. Variances - by negotiating to fund a proposal, the County does not necessarily 
accept any variances contained in the proposal. All variances submitted are 
subject to review and approval by the County. If any proposal contains material 
variances that, in the County’s sole opinion, make that proposal conditional in 
nature, the County reserves the right to reject the proposal or part of the proposal 
that is declared, by the County as conditional.

10. Definitions

For the purpose of the Contract, the definitions enumerated in the Act as amended, and 
the glossary of WIOA terms as amended, published by the State of California, will govern. 
Where references to these definitions is not possible, the definition or meaning of a word, 
phrase, section, clause, part, condition, or other requirement will be determined by the 
common meaning or business usage.

11. Tracking Costs by WIOA Cost Category

In order to determine reasonableness of contract costs and to comply with Federal 
legislation, the Contractor shall:

a. Develop and submit to the County a Cost Allocation Plan, which identifies all costs 
shared among each separate funding source, WIOA, or non-WIOA.


c. Maintain its accounting records and make such available to Federal, State and 
County auditors and/or monitors.

d. Document and indicate in Budget and invoices submitted to the County, any in-
kind costs contributed to the contract. In-kind costs shall be applied to the 
appropriate WIOA Cost Category.
12. Financial Aid

Educational assistance, grants and loans to WIOA participants for the purpose of supplementing training costs must reduce the costs chargeable to the Contract. The Contractor shall evaluate Supportive Services or Needs Based Payments, if any, received by the participant from WIOA funds to ensure that duplicate payments are not made to the participant from WIOA and Pell Grants or other sources of financial aid. (WIOA Reg. 663.320)

13. Reporting Fraud and Abuse

All sub-recipients that receive WIOA funds shall promptly report within 48 hours to County of Ventura, Human Services Agency, Workforce Development Board all allegations of WIOA-related fraud, abuse, and other criminal activity in accordance with local directive(s).


Appropriate standards for health and safety in work and training situations will be maintained, and facilities and equipment will be adequate for the achievement of learning, as follows:

a. Health and safety standards established under State and Federal Law, otherwise applicable to the working conditions of employees, will be equally applicable to working conditions of participants. With respect to any participant in a program conducted under the Act who is engaged in activities which are not covered by health and safety standards under the Occupational Safety and Health Act of 1970 as amended, the Secretary will prescribe, by regulation, such standards as may be necessary to protect the health and safety of such participants. Contractor hereby assures and certifies compliance with all provisions of the California Labor Code and the Fair Labor Standards Act as amended by the Occupational Safety and Health Act of 1970, as amended. (WIOA Reg. 667.274)

b. Where participants are engaged in activities not covered under the Occupational Safety and Health Act of 1970 as amended, Contractor will ensure that participants are not permitted to work, be trained, or receive services in buildings or surroundings or under working conditions which are unsanitary, hazardous or dangerous to the participant’s health or safety. Participants employed or trained for occupations that are inherently dangerous (e.g., fire or police jobs) will be assigned to work in accordance with reasonable safety practices.

15. Training Conditions

Conditions of employment and training will be appropriate and reasonable with regard to the type of work, the geographical region and the proficiency of the participant.

Training and related services will, to the maximum extent practicable, be consistent with every individual’s fullest capabilities and lead to employment opportunities which will enable participants to become economically self-sufficient. The program will, to the maximum extent feasible, contribute to the occupational development and/or upward mobility of individual participants.

Revised 4/2/2021
16. Recovery of WIOA Tuition and Training Refunds
All sub-recipients that receive WIOA funds shall obtain the designated training provider’s policy regarding refunds of tuitions. In accordance with local directives, sub-recipients shall monitor participant’s enrollment and attendance in training programs and will be responsible to pursue recovery of unused WIOA training monies and/or tuition refunds for any participant who does not complete a training program.

17. Property Management
   a. Insurance
      All property and equipment purchased, received, or utilized by the Contractor for the purpose of performing the Contract shall be insured against fire, theft, and destruction, equal to the full replacement cost.

   b. Purchase and Maintenance of Equipment
      The Contractor shall ensure and document open competition and shall procure, in accordance with all WIOA and Federal regulations when purchasing at a cost of $1,000 per unit or more, any property described in the Project Budget. If the low bid or quotation is not accepted by the Contractor, the County’s approval of the expenditure shall be required. The Contractor shall have and use a procurement policy that complies with all pertinent WIOA and Federal regulations.

      Unless otherwise specified, ownership of all non-expendable real property and equipment purchased with WIOA funds belongs to the U. S. Department of Labor through the State of California. The County may take possession of all such equipment and property at any time it determines necessary.

      The Contractor shall maintain an up-to-date inventory of all WIOA property in its custody with an individual purchase price of $500 or more, and shall implement adequate maintenance procedures to keep such property in good condition.

      Further, Contractor shall conduct an annual inventory of equipment and property at any time during and upon termination of the Contract. A copy of the inventory shall be sent to the County as part of the closeout report documents.

      Records for non-expendable real property shall be retained for a period of three (3) years from the date of final disposition of the property. These records shall be retained beyond the three (3) years if any litigation or audit is begun or if a claim is instituted involving the Contract. In these instances, the records shall be retained until the litigation, audit or claim has been finally resolved.

18. Theft and Embezzlement
   a. Whoever, being an officer, director, agent, or employee of, or connected in any capacity with any agency or organization receiving financial assistance or any funds under Title I of the Workforce Innovation and Opportunity Act knowingly enrolls an ineligible participant, embezzles, willfully misapplies, steals, or obtains by fraud any of the monies, funds, assets, or property which are the subject of a
19. Duplicate Funding
The Contractor shall submit to the County copies of all requests for Federal, State or local grants that may materially affect the quality or cost of the services provided under the Contract, prior to submitting the request to the funding source. The Contractor shall also inform the County of the receipt of any such grant, in which event the County shall have the right to renegotiate the price or deliverable performance of the Contract. Contractor costs or earnings claimed under one contract or grant may not also be claimed under any other contract or grant.

20. Relocation Act
Contractor will comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 as amended, which requires fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs. (42 U.S.C. sections 4601 et seq.)

21. Selective Service Act
The County, unless stated otherwise in the Contract, will ensure that each participant under the Contract has not violated, or is not in violation of Section 3 of the Military Selective Act (50 U.S.C. Appen. § 453), as amended, by not presenting and submitting to registration as required pursuant to such section.

22. Employment Generating Activities Prohibition
a. No funds available under the Act shall be used for employment generating activities, economic development activities, investment in revolving loan funds, capitalization of businesses, investment in contract bidding resource centers, or similar activities.

Revised 4/2/2021
GENERAL CONDITIONS, ASSURANCES AND CERTIFICATIONS

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b. No funds available under the Act shall be used for foreign travel for employment generating activities, economic development activities, or similar activities. (WIOA Reg. 667.264(b))

23. Duplication of Facilities or Services
Funds provided under this Act shall not be used to duplicate facilities or services available in the area (with or without reimbursement) from Federal, State, or local sources, unless the Workforce Innovation & Opportunity Act Strategic Five-Year Local Plan establishes that alternative services or facilities would be more effective or more likely to achieve performance goals.

24. Rights
Contractor shall comply with 29 CFR Section 97.36 (i) (8) which states, in part, that contracts must contain languages pertaining to any patent rights that might be discovered under the contract. With respect to inventions made by Contractor in the performance of this contract, which did not result from research and development specifically included in the contract’s scope of work, Contractor hereby grants to County and state a license as described in paragraphs 1 and 2 below of this section for devices or material incorporating, or made through the use of such inventions. If such inventions result from research work specifically included within the contract’s scope of work, then Contractor agrees to assign to County and state, without additional compensation, all its right, title and interest in and to such inventions and to assist County and state in securing United States and foreign patent with respect thereto.

Retained Rights/License Rights
1. Except for intellectual Property made, conceived, derived from, or reduced to practice by Contractor or County and state and which result directly or indirectly from this contract, Contractor shall retain title to all of its Intellectual Property to the extent such Intellectual property is in existence prior to the effective date of this agreement. Contractor hereby grants to County and state, without additional compensation, a permanent, non-exclusive, royalty free, paid-up, worldwide, irrevocable, perpetual, non-terminable license to use, reproduce, manufacture, sell, offer to sell, import, export, modify, publicly and privately display/perform, distribute, and dispose of Contractor’s Intellectual Property with the right to sublicense through multiple layers, for any purpose whatsoever, to the extent it is incorporated in the Intellectual Property resulting from this contract, unless Contractor assigns all rights, title and interest in the Intellectual Property as set forth herein.

2. Nothing in this provision shall restrict, limit, or otherwise prevent Contractor from using any ideas, concepts, know-how, methodology or techniques related to its performance under this contract, provided that Contractor’s use does not infringe the patent, copyright, trademark rights, license or other Intellectual Property rights of County and state or third party, or result in a breach or default of any provisions required by County or state including the Intellectual Property Provisions specified in the WIOA subgrant agreement for the applicable program year incorporated herein by this reference as though set forth in full, or result in a breach of any provisions of law relating to confidentiality.
COUNTY OF VENTURA

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<thead>
<tr>
<th>Contractor</th>
<th>Workforce Development Board of San Luis Obispo County</th>
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<tr>
<td>Contract #</td>
<td>C2122.22</td>
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<tr>
<td>Contract Project</td>
<td>High Road Construction Careers: California Climate Investments Program</td>
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<tr>
<td>Term</td>
<td>August 1, 2021-March 31, 2023</td>
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<td>Fund Source</td>
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<tr>
<td>Is this contract a subaward of federal funds?</td>
<td>☒ No ☐ Yes <em>(If yes please see Schedule of Federal Funding Exhibit for Details)</em></td>
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C O N T R A C T

This contract is entered into this 1st day of August 2021, by and between the COUNTY OF VENTURA, a political subdivision of the State of California, hereinafter called "County," and WORKFORCE DEVELOPMENT BOARD OF SAN LUIS OBISPO COUNTY, hereinafter called "Contractor."

W I T N E S S E T H

WHEREAS, it is necessary and desirable that Contractor be engaged by County for the purpose of providing the services hereinafter described:

NOW, THEREFORE, IT IS HEREBY AGREED by the parties as follows:

1. **SERVICES TO BE PERFORMED BY CONTRACTOR**
   In consideration of the payments hereinafter set forth, Contractor will perform services for County in accordance with the terms, conditions and specifications set forth herein and in Exhibits A, B, and C to this contract.

2. **PAYMENTS**
   In consideration of the services rendered in accordance with all applicable terms, conditions and specifications, County will make payment to Contractor in the manner specified in Exhibit A and in accordance with the approved budget for this contract herein included as Exhibit B.

3. **REDUCTION OR TERMINATION OF CONTRACT DUE TO BUDGET REDUCTIONS**
   This contract is approved based on budget estimates for the fiscal year. The County reserves the right, at its sole discretion, to decrease the dollar amount of or terminate this contract as needed to address any budget reductions from federal, state and county funding sources.

4. **INDEPENDENT CONTRACTOR**
   No relationship of employer and employee is created by this contract, it being understood that Contractor is an independent contractor, and neither Contractor nor any of the persons performing services for Contractor pursuant to this contract, whether said person be member, partner, employee, subcontractor, or otherwise,
will have any claim under this contract or otherwise against County for sick leave, vacation pay, retirement benefits, social security, workers' compensation, disability, unemployment insurance benefits, or employee benefits of any kind.

It is further understood and agreed by the parties hereto that, except as provided in this contract, Contractor in the performance of its obligation hereunder is subject to the control or direction of County merely as to the result to be accomplished by the services hereunder agreed to be rendered and performed and not as to the means and methods for accomplishing the results.

If, in the performance of this contract, any third persons are employed by Contractor, such persons will be entirely and exclusively under direction, supervision and control of Contractor. All terms of employment, including hours, wages, working conditions, discipline, hiring and discharging or any other terms of employment or requirements of law, will be determined by Contractor, and County will have no right or authority over such persons or the terms of such employment, except as provided in this contract.

The Contractor will comply with all of the provisions of the Worker’s Compensation Insurance and Safety Acts of the State of California, the applicable provisions of Division 4 and 5 of the California Labor Code and all amendments, thereto; and all similar State and Federal acts or laws applicable; and will indemnify and hold harmless the County of Ventura from and against all claims, demands, payments, suits, actions, proceedings and judgments of every nature and description, including attorney’s fees and costs, presented, brought or recovered against the County of Ventura, for or on account of any liability under any of said Acts which may be incurred by reason of any work to be performed under this Contract.

5. NON-ASSIGNABILITY
Contractor will not assign this Contract or any portion thereof, to a third party without the prior written consent of County, and any attempted assignment without such prior written consent will be null and void and will be cause, at County’s sole and absolute discretion, for immediate termination of this Contract.

6. TERM
The term of this contract is from August 1, 2021 – March 31, 2023, subject to all terms and conditions set forth herein and subject to the appropriation of funds by the Board of Supervisors. If funds are not appropriated for this Contract and/or if the maximum amount of funds appropriated is expended, then this Contract may be immediately terminated by the County with no further obligations to Contractor. Time is of the essence in the performance of this Contract.

7. TERMINATION
Either County or Contractor may terminate this contract at any time with or without cause, upon thirty (30) days written notice to the other party. In the event of termination under this paragraph, Contractor will be paid for all work provided to the date of termination, as long as such work meets the terms and conditions of
this contract. On completion or termination of this contract, County will be entitled
to immediate possession of and Contractor will furnish on request, all
computations, plans, correspondence and other pertinent data gathered or
computed by Contractor for this particular Contract prior to any termination.
Contractor may retain copies of said original documents for Contractor’s files.
Contractor hereby expressly waives any and all claims for damages or
compensation in the event of termination.

This right of termination belonging to the County of Ventura may be exercised
without prejudice to any other remedy to which it may be entitled at law or under
this contract.

8. **DEFAULT**

If Contractor defaults in the performance of any term or condition of this contract,
Contractor must cure that default by a satisfactory performance within ten (10)
days after service upon Contractor of written notice of the default. If Contractor
fails to cure the default within that time, County may terminate this contract without
further notice.

The foregoing requirement for written notice and opportunity to cure does not apply
with respect to paragraph 4 above.

9. **INDEMNIFICATION, HOLD HARMLESS AND WAIVER OF SUBROGATION**

County of San Luis Obispo shall defend, indemnify and hold harmless the County
of Ventura, its Board of Supervisors, officers, directors, agents, employees and
volunteers from and against all demands, claims, actions, liabilities, losses,
damages, and costs, including reasonable attorney’s fees, arising out of or
resulting from the performance of the Agreement, caused in whole or in part by the
negligent or intentional acts or omissions of County of San Luis Obispo officers,
directors, agents, employees, or subcontractors.

County of Ventura shall defend, indemnify, and hold harmless the County of San
Luis Obispo, its officers, directors, agents, employees, and subcontractors from
and against all demands, claims, actions, liabilities, losses, damages and costs,
including reasonable attorney’s fees, arising out of or resulting from the
performance of the Agreement, caused in whole or in part by the negligent or
intentional acts or omissions of County of Ventura’s Board of Supervisors, officers,
directors, agents, employees, or volunteers.

10. **INSURANCE PROVISIONS**

   Contractor, at its sole cost and expense, will obtain and maintain in full force during
   the term of this contract the following types of insurance unless waived or reduced
   by County Risk Management:

   a. Commercial General Liability "occurrence" coverage in the minimum amount of
      $1,000,000 combined single limit (CSL) bodily injury & property damage each
      occurrence and $2,000,000 aggregate, including personal injury, broad form
property damage, products/completed operations, broad form blanket contractual and $50,000 fire legal liability.

b. Commercial Automobile Liability coverage in the minimum amount of $1,000,000 CSL bodily injury & property damage, including owned, non-owned, and hired automobiles. Also to include Uninsured/Underinsured Motorists coverage in the minimum amount of $100,000 when there are owned vehicles. Contractor must have on file evidence of auto insurance in the minimum amount of $100,000 CSL bodily injury & property damage for all employees and volunteers associated with the contract.

c. Workers' Compensation coverage, in full compliance with California statutory requirements, for all employees of Contractor and Employer's Liability in the minimum amount of $1,000,000.

d. All insurance required will be primary coverage as respects County and any insurance or self-insurance maintained by County will be excess of Contractor's insurance coverage and will not contribute to it.

e. County is to be notified immediately if any aggregate insurance limit is exceeded. Additional coverage must be purchased to meet requirements.

f. The County of Ventura, its Boards, Agencies, Departments, Officers, Employees, Agents, and Volunteers are to be named as Additional Insured as respects work done by Contractor under the terms of this contract on all policies required (except Workers' Compensation).

g. Contractor agrees to waive all rights of subrogation against the County of Ventura, Its Boards, Agencies, Departments, Officers, Employees, Agents and Volunteers for losses arising from work performed by Contractor under the terms of this contract.

h. Policies will not be canceled, non-renewed or reduced in scope of coverage until after sixty (60) days written notice has been given to the County of Ventura, Risk Management Division.

i. Contractor agrees to provide County with the following insurance documents on or before the effective date of this contract:

1. Certificates of Insurance for all required coverage.

2. Additional Insured endorsements.

3. Waiver of Subrogation endorsements (a.k.a.: Waiver of Transfer Rights of Recovery Against Others, Waiver of Our Right to Recover from Others).
4. Failure to provide these documents will be grounds for immediate termination or suspension of this contract.

j. If any coverage is on a "Claims Made" form or basis, Contractor must for a period of three (3) years after the date when this contract is terminated, completed, or not renewed, maintain insurance with a retroactive date that is on or before the start of services pursuant to this contract OR purchase an extended reported period endorsement (tail coverage).

11. NON-DISCRIMINATION
a. General.
   No person will on the grounds of race, color, national origin, religious affiliation or non-affiliation, sex, age, gender identity, handicap, disability, or political affiliation, be excluded from participation in, be denied the benefits, or be subjected to unlawful discrimination under this Contract.

b. Employment.
   Contractor will insure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under this Contract. Contractor's personnel policies will be made available to County upon request.

12. SUBSTITUTION
   If particular people are identified in Exhibit A as working under this Contract, the Contractor will not assign others to work in their place without written permission from the County Contract Representative. Any substitution will be with a person of commensurate experience and knowledge.

13. INVESTIGATION AND RESEARCH
   Contractor by investigation and research has acquired reasonable knowledge of all conditions affecting the work to be done and labor and material needed, and the execution of this Contract is to be based upon such investigation and research, and not upon any representation made by the County or any of its officers, agents or employees, except as provided herein.

14. CONTRACT MONITORING
   The County will have the right to review the work being performed by the Contractor under this Contract at any time during Contractor's usual working hours. Review, checking, approval or other action by the County will not relieve Contractor of Contractor's responsibility for the thoroughness of the services to be provided hereunder. This Contract will be administered by the Human Services Agency.

15. ADDENDA
   County may from time to time require changes in the scope of the services required hereunder. Such changes, including any increase or decrease in the amount of Contractor's compensation which are mutually agreed upon by and between
16. **CONFLICT OF INTEREST**
Contractor covenants that Contractor presently has no interest, including, but not limited to, other projects or independent contracts, and will not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract. Contractor further covenants that in the performance of this Contract no person having such interest will be employed or retained by Contractor under this contract.

17. **CONFIDENTIALITY**
Any reports, information, data, statistics, forms, procedures, systems, studies and any other communication or form of knowledge given to or prepared or assembled by Contractor under this Contract which County requests in writing to be kept confidential, will not be made available to any individual or organization by Contractor without the prior written approval of the County except as authorized by law.

18. **NOTICES**
All notices required under this Contract shall be in writing and may be given by personal delivery, by established overnight delivery service (such as Federal Express, UPS, etc.), by facsimile transmission (with documentation confirming receipt) coupled with notice by mail, or by U.S. mail alone. All notices shall be addressed or delivered as follows:

**TO COUNTY:**
TINA KNIGHT  
CONTRACTS MANAGER  
HUMAN SERVICES AGENCY  
855 PARTRIDGE WAY  
VENTURA, CA 93003

**TO CONTRACTOR:**
DAWN BOULANGER  
WORKFORCE DEVELOPMENT BOARD DIRECTOR  
DEPARTMENT OF SOCIAL SERVICES  
3433 S. HIGUERA STREET  
PO BOX 8119  
SAN LUIS OBISPO, CA 93403-81198

Either party may, by giving written notice in accordance with this paragraph, change the names, addresses or facsimile numbers of the persons or departments designated for receipt of future notices. When addressed in accordance with this section and deposited in the United States mail, certified or registered mail, postage prepaid, notices shall be deemed given on the third day following such deposit in the United States mail. When given by facsimile transmission, as provided above, notice shall be deemed given on the first regular working day.
19. **MERGER CLAUSE**
This Contract supersedes any and all other contracts, either oral or written, between Contractor and the County of Ventura, with respect to the subject of this contract. This contract contains all of the covenants and contracts between the parties with respect to the services required hereunder. Contractor acknowledges that no representations, inducements, promises or contracts have been made by or on behalf of County except those covenants and contracts embodied in this contract. No contract, statement, or promise not contained in this contract will be valid or binding.

20. **GOVERNING LAW**
The validity of this contract and any of its terms or provisions, as well as the rights and duties of the parties under this contract, will be construed pursuant to and in accordance with the laws of the State of California.

21. **SEVERABILITY OF CONTRACT**
If any term of this contract is held by a court of competent jurisdiction to be void or unenforceable, the remainder of the contract terms will remain in full force and effect and will not be affected.

22. **CUMULATIVE REMEDIES**
The exercise or failure to exercise of legal rights and remedies by the County of Ventura in the event of any default or breach hereunder will not constitute a waiver or forfeiture of any other rights and remedies, and will be without prejudice to the enforcement of any other right or remedy available by law or authorized by this contract.

23. **COMPLIANCE WITH LAWS**
Each party to this contract will comply with all applicable laws.

24. **CONSTRUCTION OF COVENANTS AND CONDITIONS**
Each term and each provision of this contract will be construed to be both a covenant and a condition.

25. **LIVING WAGE ORDINANCE**
Unless otherwise exempt in accordance with the provisions of the Ordinance, this contract is subject to the applicable provisions of the County’s “Living Wage Ordinance” (“LWO”) (Ventura County Ordinance Code section 4950 et seq.), as amended from time to time. As specified elsewhere in this Agreement, to the extent that federal, state or other applicable requirements require payment of particular employees at a higher rate, the higher rate must be paid.

   a. Under the LWO, covered employees must be paid at no less than the minimum
initial wage rate as defined in the LWO, as the same may be adjusted each July 1, with provision of health benefits as defined in the LWO when required.

b. Ventura County Ordinance Code section 4957 requires that the following be included in contracts subject to the LWO: “This contract is subject to the County of Ventura Living Wage Ordinance. The Ordinance requires the payment of a living wage and accompanying paid time off to all covered employees engaged in providing services pursuant to a service contract as defined in Sec. 4952(f). Misrepresentation during the procurement or contracting process in order to secure the contract will disqualify a bidder or contractor from further consideration in the procurement or contracting process. Failure to comply once a contract has been awarded will constitute a material breach of the contract and may result, among other things, in the suspension or termination of the affected contract and debarment from future County contracting opportunities for a period not to exceed three (3) years.”

c. Contractor pledges that it will comply with federal law proscribing retaliation for union organizing and will not retaliate for activities related to the LWO. Contractor shall require each of its Subcontractors within the meaning of the LWO to pledge to comply with the terms of federal law proscribing retaliation for union organizing. Contractor shall deliver executed pledges from each such Subcontractor to the County within 90 days of the execution of the Subcontract.

d. The Contractor, whether an employer, as defined in the LWO, or any other person employing individuals, shall not discharge, reduce in compensation, or otherwise discriminate against any employee for complaining to the County with regard to the employer's compliance or anticipated compliance with the LWO, for participating in proceedings related to the LWO, for seeking to enforce his or her rights under the LWO by any lawful means, or for otherwise asserting rights under the LWO. Contractor shall post the Notice of Prohibition Against Retaliation provided by the County.

e. Any Subcontract entered into by the Contractor relating to this Agreement shall, unless exempt or excepted under the LWO, be subject to the provisions of the LWO and shall incorporate the "Living Wage Ordinance."

f. Contractor shall comply with all rules, regulations, and policies promulgated by the County administrative agency administering the LWO, as the same presently exist or as they may be amended from time to time.

g. Contractor shall complete a Declaration of Compliance within ten (10) days of contract award proclaiming its adherence to the Living Wage Ordinance.

h. Under the provisions of Section 4960 of the LWO, the County shall have the authority, under appropriate circumstances, to terminate this contract and otherwise pursue legal remedies that may be available if the County determines that the subject Contractor has violated provisions of the LWO.
Where under the LWO Section 4959, the County administrative agency administering the LWO has determined (1) that the Contractor is in violation of the LWO in having failed to pay some or all of the living wage, and (2) that such violation has gone uncured, the awarding authority in such circumstances may impound monies otherwise due the Contractor in accordance with the following procedures. Impoundment shall mean that from monies due the Contractor, the awarding authority may deduct the amount determined to be due and owing by the Contractor to its employees. Such monies shall be placed in the holding account referred to in LWO policies and procedures. Whether the Contractor is to continue work following an impoundment shall remain in the unfettered discretion of the awarding authority. The Contractor may not elect to discontinue work either because there has been an impoundment or because of the ultimate disposition of the impoundment by the County.

26. **EXHIBIT LIST**
Contractor shall comply with the Contract along with the Exhibits listed below.

- Exhibit A-Scope of Work
- Exhibit B-Budget
- Exhibit C-General Contract Conditions

IN WITNESS WHEREOF the parties hereto have executed this Contract.

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<thead>
<tr>
<th>COUNTY OF VENTURA</th>
<th>CONTRACTOR</th>
</tr>
</thead>
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<tr>
<td>Printed Name: MELISSA LIVINGSTON</td>
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EXHIBIT A – SCOPE OF WORK
CONTRACTOR: WORKFORCE DEVELOPMENT BOARD OF SAN LUIS OBISPO COUNTY
PROGRAM NAME: HIGH ROAD CONSTRUCTION CAREERS: CALIFORNIA CLIMATE INVESTMENTS PROGRAM

I. PROGRAM OBJECTIVE
County of Ventura-Human Services Agency (COUNTY) and Workforce Development Board of San Luis Obispo County (CONTRACTOR) enter into this Agreement for the High Road Construction Careers: California Climate Investments Program (HRCC:CCI), which shall be referred to herein as “the HRCC:CCI Program” or “the Program.” The HRCC:CCI Program will supplement the High Road Construction Careers: SB-1 Program (contract #2021.24) by expanding services of the Multi-Craft Core Curriculum (MC3) pre-apprenticeship training program through a focus on projects and skills that support greenhouse gas reduction and mitigate climate change. The Program will operate from August 1, 2021, through March 31, 2023.

II. PROGRAM DESCRIPTION
The Program is a collaborative effort among the Workforce Development Board of Ventura County (WDBVC), Santa Barbara County Workforce Development Board, Workforce Development Board of San Luis Obispo County, Tri-Counties Building and Construction Trades Council (BTC), Joint Apprenticeship Training Council (JATC), Goodwill Industries of Ventura and Santa Barbara Counties, and San Luis Obispo County Office of Education. WDBVC is the Fiscal Agent for the Program. Each WDB is responsible for implementing the Program in their respective county and for providing timely reports to the Fiscal Agent. The BTC and JATC will drive the project to ensure that pre-apprentices receive the necessary training to be qualified to apply for apprenticeships and that the pre-apprenticeships are linked to apprenticeship opportunities.

The Program will:
A. Increase MC3 training opportunities through additional class curriculum focused on renewable energy and greenhouse gas reduction industries.
B. Explore construction projects that support greenhouse gas reduction methods.
C. Provide in-person educational trips to sites where greenhouse gas reduction projects are underway, thereby allowing participants to apply classroom learning to actual construction projects.

III. POPULATIONS TO BE SERVED
The Program will focus outreach and apprenticeship services on five (5) primary population groups: women, disadvantaged youth (aged 18-24 with barriers to employment and/or education), formerly incarcerated individuals, veterans and those from low-income households.
A minimum of 50% of the participants will be residents of disadvantaged communities, residents of low-income communities or from a low-income household, and who may experience barriers to employment and training opportunities.

A. Disadvantaged communities are identified by the California Environmental Protection Agency as the top 25 percent most impacted communities disproportionately burdened by multiple sources of pollution and with vulnerable populations (https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-30).

B. Low-income communities are defined as census tracts with median household incomes that are either at or below 80 percent of the statewide median income (https://ww2.arb.ca.gov/sites/default/files/classic/cc/capandtrade/auctionproceeds/kml/ab1550_maps_documentation.pdf) or at or below the threshold designated as low-income by California Department of Housing and Community Development's State Income Limits (https://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits/docs/income-limits-2021.pdf).

C. Low-income households are defined as households that are either at or below 80 percent of the statewide median income or at or below the threshold designated as low-income by California Department of Housing and Community Development's State Income Limits.

<table>
<thead>
<tr>
<th>Participants by County</th>
<th>Ventura</th>
<th>San Luis Obispo</th>
<th>Santa Barbara</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals to be Served</td>
<td>100</td>
<td>37</td>
<td>38</td>
<td>175</td>
</tr>
<tr>
<td>Completion of MC3</td>
<td>60</td>
<td>22</td>
<td>23</td>
<td>105</td>
</tr>
<tr>
<td>Apprenticeship Placement</td>
<td>40</td>
<td>15</td>
<td>15</td>
<td>70</td>
</tr>
<tr>
<td>Employment Placement</td>
<td>40</td>
<td>18</td>
<td>18</td>
<td>76</td>
</tr>
</tbody>
</table>

IV. CONTRACTOR RESPONSIBILITIES

CONTRACTOR shall:

A. Manage grant and project activities in San Luis Obispo County.

B. Outreach extensively for enrollment into the Program.

C. Work with partner agencies and other service providers for outreach and recruitment of participants from target populations/communities and for job placements.

D. Act as the Apprenticeship Project Liaison between HRCC:CCI and the established workforce system, including the private sector, county and city governments, educational institutions and community-based organizations throughout San Luis Obispo County and work to identify job opportunities related to greenhouse gas reduction.

E. Provide Participant Supportive Services, as needed, based on individually assessed needs to facilitate participation in, or successful completion of, the MC3 pre-apprenticeship training. Supportive Services may include, but are not limited to, transportation, childcare, tools, equipment, books, materials, IT equipment (loaned laptop computers, wi-fi hot spot connections, etc.) and other items as authorized by the Employment Development Department (EDD).
F. Track participant services in CalJOBS, ensuring relevant Program data and activities are posted timely and thoroughly.

G. Subcontract to the San Luis Obispo County Office of Education for strategic digital marketing and outreach to recruit and enroll qualified participants into the HRCC MC3 pre-apprenticeship program.
   1. Marketing and outreach shall be data-driven and reach targeted audiences and demographics throughout the tri-county region.
   2. Subcontracted costs will include implementation, set-up, training and outreach campaign management for two regional recruitment efforts and advertising costs to post targeted digital outreach ads for two campaigns as outlined in the approved budget.

H. Comply with the General Conditions, Assurances and Certifications, as applicable, included herein as part of this contract as Exhibit C.

V. COUNTY RESPONSIBILITIES

COUNTY shall:
A. Serve as the Fiscal Agent for the tri-counties region to receive grant funds and distribute budgeted amounts to each partner as agreed.
B. Oversee the grant and coordinate with project partners to achieve grant objectives.
C. Complete fiscal, programmatic, performance and closeout reports for the region and submit timely to the State.
D. Manage grant and project activities in Ventura County.
E. Outreach extensively for enrollment into the Program.
F. Work with partner agencies and other service providers for outreach and recruitment of participants from target populations/communities and for job placements.
G. Track participant services in CalJOBS, ensuring relevant Program data and activities are posted timely and thoroughly.

VI. PERFORMANCE MEASURES

A. CONTRACTOR will have performance measured against the required and allowable workforce and apprenticeship activities outlined in the California Workforce Development Board’s (CWDB) HRCC and CCI programs, with benchmarks for success as set forth in this exhibit.
B. CONTRACTOR shall submit progress reports to COUNTY on a quarterly basis. The CWDB is in the process of developing the reporting structure and requirements. Once finalized, COUNTY will provide CONTRACTOR with a reporting template to use and required quarterly due dates. An accompanying narrative outlining reasons for underperformance and plan for improvement should accompany quarterly reports for any measure(s) where CONTRACTOR is not meeting the stated goal.
VII. COMPENSATION SCHEDULE

A. CONTRACTOR and COUNTY acknowledge and agree that this is a cost reimbursement contract. The total compensation amount of this contract shall not exceed $148,011. CONTRACTOR shall be paid in arrears for all costs incurred and paid in support of this contract.

B. CONTRACTOR shall submit an invoice monthly for all expenses incurred and paid for the previous month no later than the fifteenth (15th) calendar day of the subsequent month to Human Services Agency-Fiscal Division.

C. Subcontractor invoices for services shall be paid by CONTRACTOR first with such amounts included in CONTRACTOR’S regular invoice to COUNTY for reimbursement.

D. In accordance with the approved budget, included herein as Exhibit B, COUNTY shall reimburse to CONTRACTOR the approved costs within thirty (30) days of receipt of an approved invoice. If COUNTY finds that an invoice is incorrect or incomplete, COUNTY shall notify CONTRACTOR of the deficiency within 30 days of receipt of the invoice and CONTRACTOR shall make all corrections no later than 90 days upon COUNTY’S initial receipt of invoice.

VIII. ADDITIONAL PROVISIONS


B. In the event of short- or long-term conditions which impact CONTRACTOR’S normal service delivery operations, such as a declared public health emergency, CONTRACTOR shall immediately notify COUNTY of the status and impact on operations, staffing and client populations and will work with COUNTY to develop a strategy for alternative methods to deliver services while also adhering to federal, state and local safety and public health directives at all times.

IX. MONITORING

A. COUNTY may monitor and evaluate CONTRACTOR to ensure compliance with the terms of this agreement.

B. CONTRACTOR’S failure to resolve a County-identified deficiency within 60 days of the monitoring notice is sufficient cause for COUNTY to withhold payment of funds to CONTRACTOR.
### BUDGET SUMMARY

<table>
<thead>
<tr>
<th>I. DIRECT PROGRAM EXPENSES</th>
<th>LEVERAGED COSTS</th>
<th>LEVERAGE TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Staff Salaries</td>
<td>$54,051</td>
<td>(In-Kind or Cash)</td>
</tr>
<tr>
<td>B. Staff Fringe Benefits</td>
<td>$24,448</td>
<td></td>
</tr>
<tr>
<td>C. Direct Program Operating Expenses</td>
<td>$65,012</td>
<td></td>
</tr>
<tr>
<td>D. Contractual Services</td>
<td>$4,500</td>
<td></td>
</tr>
<tr>
<td>E. Client/Participant Direct Costs</td>
<td>$148,011</td>
<td></td>
</tr>
<tr>
<td>F. Other</td>
<td>$-</td>
<td></td>
</tr>
</tbody>
</table>

**SUBTOTAL SECTION I -DIRECT PROGRAM EXPENSES**

$148,011

II. INDIRECT COSTS

- $-

**TOTAL CONTRACT BUDGET**

$148,011

### BUDGET DETAIL

#### I. DIRECT PROGRAM EXPENSES

<table>
<thead>
<tr>
<th>A. Staff Salaries (List Position/Title)</th>
<th>Monthly Salary</th>
<th>FTE(S)</th>
<th># of Months</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>WDDB/SLO: WDB Director, will provide project coordination, partner planning, fiscal oversight and grant reporting</td>
<td>8835</td>
<td>0.04</td>
<td>21</td>
<td>$7,421</td>
</tr>
<tr>
<td>WDDB/SLO: WIOA Program Manager, will provide contract management, fiscal &amp; program compliance oversight and monitoring</td>
<td>$7,494</td>
<td>0.04</td>
<td>21</td>
<td>$6,295</td>
</tr>
<tr>
<td>WDDB/SLO: MIS Admin Manager, will provide CalJOBS data entry compliance &amp; oversight, CalJOBS reporting, and monitoring</td>
<td>$5,026</td>
<td>0.06</td>
<td>21</td>
<td>$6,333</td>
</tr>
<tr>
<td>WDDB/SLO: Contracted AJCC Case Manager, will provide direct participant services, eligibility, enrollment CalJOBS data entry and case management</td>
<td>$3,778</td>
<td>0.5</td>
<td>18</td>
<td>$34,002</td>
</tr>
</tbody>
</table>

| A. Subtotal Staff Salaries | $54,051 |

<table>
<thead>
<tr>
<th>B. Staff Fringe Benefits</th>
<th>Rate (%)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits for WDB Director</td>
<td>65.47%</td>
<td>$4,859</td>
</tr>
<tr>
<td>Benefits for WIOA Program Manager</td>
<td>63.84%</td>
<td>$4,019</td>
</tr>
<tr>
<td>Benefits for MIS Admin Manager</td>
<td>72.18%</td>
<td>$4,571</td>
</tr>
<tr>
<td>Benefits for AJCC Case Manager</td>
<td>32.35%</td>
<td>$11,000</td>
</tr>
<tr>
<td>Other (please describe):</td>
<td>$-</td>
<td></td>
</tr>
</tbody>
</table>

| B. Subtotal Staff Fringe Benefits | $24,448 |

C. Direct Program Operating Expenses

(Must be verifiable and cannot also be treated as an Indirect Cost.)

<table>
<thead>
<tr>
<th>Budget Justification &amp; Calculation Details</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Travel</td>
<td>$-</td>
</tr>
<tr>
<td>Facility Lease/Mortgage</td>
<td>$-</td>
</tr>
<tr>
<td>Telephone/Utilities</td>
<td>$-</td>
</tr>
<tr>
<td>Insurance Related to the Program</td>
<td>$-</td>
</tr>
<tr>
<td>Office Supplies &amp; Equipment*</td>
<td>$-</td>
</tr>
<tr>
<td>Program Outreach</td>
<td>$-</td>
</tr>
<tr>
<td>Other Program Costs</td>
<td>$-</td>
</tr>
</tbody>
</table>

| C. Subtotal Direct Program Operating Expenses | $- |

*(Note: For equipment items over $5,000 and a useful life of more than one year, additional approval is needed. Please list all such items individually with the per-unit costs.)*
## Contract Budget

<table>
<thead>
<tr>
<th>D. CONTRACTUAL SERVICES</th>
<th>Contract Description &amp; Cost Details</th>
<th>Subaward ($) or Vendor (V) (to)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Luis Obispo County Office of Education</td>
<td>Implementation, set-up, training and outreach campaign management for two regional recruitment efforts ($43,500)</td>
<td>V</td>
<td>$43,500</td>
</tr>
<tr>
<td>San Luis Obispo County Office of Education</td>
<td>Advertising costs @ $10,756 per campaign x 2 campaigns (totaling $21,512) for posting targeted digital outreach ads.</td>
<td>V</td>
<td>$21,512</td>
</tr>
<tr>
<td><strong>D. Subtotal Contractual Services</strong></td>
<td></td>
<td></td>
<td><strong>$65,012</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E. CLIENT/PARTICIPANT DIRECT COSTS</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vocational Training Costs</strong></td>
<td></td>
</tr>
<tr>
<td>Avg. Cost Per Participant</td>
<td># of Participants</td>
</tr>
<tr>
<td><strong>On-the-Job Training</strong></td>
<td></td>
</tr>
<tr>
<td>Avg. Rate Per Hour</td>
<td>Avg. Hours Per Month</td>
</tr>
<tr>
<td>Participant Wages</td>
<td></td>
</tr>
<tr>
<td>Participant Benefits</td>
<td>Avg. Benefit Rate (%):</td>
</tr>
<tr>
<td><strong>Supportive Services</strong></td>
<td>Add Budget Justification &amp; Calculation Details Below</td>
</tr>
<tr>
<td>Participant supportive services (average of $150/ea x 30 participants) based on individual assessed need.</td>
<td>Supportive Services may include, but are not limited to, transportation, childcare, tools, equipment, books, materials, IT equipment (loaned laptop computers, wi-fi hot spot connections, etc.) and other items as authorized by the Employment Development Department (EDD.)</td>
</tr>
<tr>
<td>Family Stabilization Support Funds (CFS contracts only, when permitted)</td>
<td>Add Budget Justification &amp; Calculation Details Below</td>
</tr>
<tr>
<td><strong>E. Subtotal Client/Participant Direct Costs</strong></td>
<td></td>
</tr>
</tbody>
</table>

| F. OTHER (Please Describe) | Budget Justification & Calculation Details | $ | - |
|---------------------------|---------------------------------------------| $ | - |
| | $ | - |
| | $ | - |
| | $ | - |
| | $ | - |
| | $ | - |
| **F. Subtotal Other** | | | $ - |

**DIRECT PROGRAM COSTS TOTAL:** $148,011

## Indirect Costs

**II. INDIRECT COSTS** *(Use one of the options below.)*

<table>
<thead>
<tr>
<th>Rate (%)</th>
<th>Cost Base Rate Applied to (Amount)</th>
<th>Cost Base (Type)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Federally Negotiated Indirect Cost Rate <em>(Must attach your approved ICRA)</em></td>
<td>$</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>2. De Minimis 10%</td>
<td>$</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>3. Other Program Special Rate <em>(May be referenced in RFP, provide details)</em></td>
<td>$</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

**INDIRECT COSTS TOTAL:** $ -

*Please note that items cannot be charged as both Direct Program Expenses and Indirect Costs. See 2 CFR §200.412-§200.415.

Please list the general items classified by your agency as Indirect Costs:
GENERAL CONTRACT CONDITIONS – EXHIBIT C

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INTRODUCTION
The General Conditions, Assurances and Certifications shall apply to and are incorporated into this contract. To the extent there is any conflict between the General Conditions, Assurances and Certifications and any other provision in this contract, the General Conditions, Assurances and Certifications shall prevail. To the extent that provisions in the General Conditions, Assurances and Certifications relate to services or activities not encompassed in the subject contract, those provisions do not apply.

A. GENERAL CONTRACT CONDITIONS

1. Reports
The Contractor shall submit timely and accurate programmatic and financial reports in accordance with the contract and County Directives.

2. Limits of Obligation
The Contractor shall be paid in accordance with the contract and budget, not to exceed the maximum amount specified. Any cost incurred by the Contractor over and above the maximum amount obligated by the contract and budget shall be at the sole risk and expense of the Contractor.

3. Documentation and Procurement Requirements
The Contractor shall maintain documentation of all services and contract costs and comply with all applicable procurement requirements. Such documentation and procurement must be in accordance with the contract requirements and all applicable federal, State, and County requirements, and provide sufficient detail (i.e., original source documents) to support Contractor purchases, claims for reimbursement and payments made under the contract.

4. Disallowed Costs
Contractor shall be liable for all amounts which are determined to be due as a result of disallowance by the Federal Government, the State of California, or the County of Ventura or any other governmental agency with jurisdiction, when such disallowance is the result of the Contractor’s or its Subcontractor’s conduct. Payment of any disallowed costs must be made within 30 days of notification of the disallowed costs, unless otherwise specified by County. The Contractor shall comply with the provisions set forth in the County’s Audit Resolution Procedure, hereby incorporated by reference, regarding Contractor’s liability for expenditures disallowed by an auditor. Contractor will be notified of any disallowed costs or any other controversy or proceeding between County, the State of California or the federal government arising from the performance of the contract.

5. Availability of Funds
   a. The contract is valid and enforceable only if sufficient funds are made available to the County from the appropriate funding source and are appropriated by the County Board of Supervisors for the purpose set forth in the contract.

   b. At the expiration of the term of the contract or upon termination prior to the
expiration of the contract, and after all payments have been made to the Contractor for services provided, any remaining funds that were previously obligated under the contract shall revert to the County.

c. The County retains the right to suspend financial assistance, in whole or in part, to protect the integrity of the funds or to ensure proper operation of the program, providing the Contractor is given prompt notice and the opportunity for a hearing within 30 days from such suspension. Failure on the part of the Contractor or a Subcontractor to comply with the provisions of the contract or with applicable law, when such failure involves the allegation of fraud as a result of a monitoring or other program review or misappropriation of funds, may result in immediate de-obligation and withholding of funds and debarment from program operation.

6. Administrative Directives, Unilateral Modifications, Contract Directives
The County may issue administrative directives, unilateral modifications and contract directives concerning interpretations of Federal or State laws, rules and regulations, and directives received from the Federal Government or the State, and/or from the County Board of Supervisors, which may require changes in procedures by the Contractor.

Contractor will be deemed responsible for complying with such administrative and contract directives and/or modifications only after being formally notified in writing of appropriate action necessary.

7. Venue and Construction
The validity of this contract and any of its terms or provisions, as well as the rights and duties of the parties under this contract, will be construed pursuant to and in accordance with the laws of the State of California. The parties acknowledge that the contract is entered into and is to be performed in the County of Ventura, State of California. In any legal proceeding relating to the contract, the parties agree that for all purposes venue shall be in the County of Ventura, State of California.

8. Ownership of Work Product
Upon the termination of the contract for any reason, all data, documents, films, tapes and all reports or any other work products paid for by grant or other funds provided by federal, State, and County and prepared by the Contractor in the course of operating the program, will become the property of the County. This will not include any information that is proprietary to the Contractor, unless otherwise agreed to by the parties in writing.

9. Personnel Disclosure
Contractor shall make available to County, upon request, a current list of all personnel providing services under the contract. The list shall include: (1) the names and job titles of all full or part-time staff and volunteers providing services under the contract, (2) a brief description of each position and the FTE hours allocated, and (3) the professional degree, if applicable, and experience required for each position.

10. Responsibility for Equipment
County shall not be responsible nor be held liable for any damage to person or property Revised 4/2/2021
consequent upon the use, misuse, or failure of any equipment used by Contractor or any of Contractor’s employees, even though such equipment is furnished, rented, or loaned to Contractor by County. The acceptance or use of any such equipment by Contractor or Contractor’s employees shall be construed to mean that Contractor accepts full responsibility for and agrees to exonerate, indemnify and hold harmless County from and against any and all claims for any damage whatsoever resulting from the use, misuse, or failure of such equipment.

11. Contamination and Pollution
Contractor, solely at its own cost and expense, will provide clean up of any premises, property or natural resources contaminated or polluted due to Contractor activities. Any fines, penalties, punitive or exemplary damages assigned due to contaminating or polluting activities of the Contractor will be borne entirely by the Contractor.

12. Hiring/Paying Board of Directors Prohibited
Contractor shall not hire, nor compensate from contract funds, any of its governing body to provide services under the contract without the written approval of County.

13. Subcontracts
All subcontracts between Contractor and another party involving the operation of the contract must be in writing and will first be presented to the County for approval, and do not create a contractual relationship between such third party and the County. Failure to obtain such prior approval of the County may result in the immediate termination of the contract at the sole and absolute discretion of the County.

   a. Any subcontracts entered into by the Contractor must be in compliance with all applicable Federal and State procurement laws, policies, or regulations.

   b. Any of the work or services specified in the contract which will be performed by other than the Contractor will be evidenced by a written agreement specifying the terms and conditions of such performance.

   c. The Contractor will maintain and adhere to an appropriate system, consistent with Federal, state, and local law, for the procurement, award and monitoring of contracts which contain acceptable standards for insuring accountability.

   d. The system for awarding contracts will contain safeguards to ensure that the Contractor does not contract with any entity whose officers have been convicted of fraud or misappropriation of funds within the last five (5) years.

   e. The system for soliciting and/or developing fixed unit price contracts must include sufficient documented analysis to assure that costs billed as a single-unit charge are reasonable and supportable, based on the prevailing rate of such services obtained from competitive sources, or that costs are justifiable, predicated on the unique nature of the service provided.

   f. No subcontract shall alter in any way any legal responsibility of Contractor to
GENERAL CONDITIONS, ASSURANCES AND CERTIFICATIONS
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County. County has the right to refuse reimbursement for obligations incurred under any subcontract which does not comply with the terms of the contract.

g. For any contract being supported in part or in whole with federal funds, it is the responsibility of the Contractor to ensure that any subcontractors are not debarred or suspended from receiving from federal funds prior to issuance of the subaward, and that subcontracts adhere to the same criteria set forth in this contract in section 48. Debarment and Suspension Certification. Contractors must verify that subcontractors have no active exclusions by using the System for Award Management at www.SAM.gov.

14. Political Activities Prohibited (Hatch Act) & Byrd Anti-Lobbying Amendment
None of the funds, provided directly or indirectly, under the contract shall be used for any political activities or to further the election or defeat of any candidate for public office. In addition, the Contractor will comply with the provisions of the Hatch Act as amended, which limits the political activities of employees.

For contracts over $100,000 Contractor must comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).

15. Energy Efficiency
Contractor shall comply with mandatory standards and policies relating to energy efficiency in the California Energy Code, Title 24, part 6, as required by the U.S. Energy Policy and Conservation Act (42 U. S. C. § § 6201 et seq.).

16. Clean Air and Water Acts
For all contracts between County and Contractor in excess of $150,000, Contractor shall comply with Section 306 of the Clean Air Act (42 USC § 7606), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738 and United States Environmental Protection Agency regulations (Title 2 of CFR).

For all contracts between County and Contractor in which an item or items in excess of $10,000 are procured, Contractor shall comply with Section 6002 of the Solid Waste Disposal Act (42 U.S.C. § 6962) and 40 CFR part 247.

18. Sectarian Activities
As part of or in connection with the performance of this contract, Contractor shall not engage in, aid or permit religious instruction, proselytization, or any other activities that would amount to an improper aid to or establishment of religion, or a violation of “free exercise” rights, in violation of the United States Constitution (First Amendment), California Constitution (Art. I, § 4; art. XVI, § 5), or any other law.

19. Licenses and Standards
Contractor shall comply with all applicable federal, State, County and local rules and regulations, including, business, facility and professional licensing and certification laws, and shall keep in effect and current any and all licenses, permits, notices and certificates Revised 4/2/2021
required for Contractor’s provision of services under the contract and for the duration of the term of the contract. Contractor shall further comply with all laws applicable to wages and hours of employment, occupational safety, and fire safety, health and sanitation.

In the performance of this contract, Contractor shall comply with all applicable provisions of the California Welfare and Institutions Code, Title 45 of the Code of Federal Regulations, all applicable laws and regulations of the United States, State of California, and County and all administrative regulations, rules and policies adopted thereunder as each and all may now exist or be hereinafter amended or changed. In addition, Contractor shall comply with all rules and regulations set forth in 2 CFR 200 as applicable to form of entity by which Contractor transacts its business.

**20. Maintenance of Records (Records Retention)**
Contractor agrees to maintain all records under the contract in accordance with applicable federal, state and local requirements:

a. Contractor agrees to retain all records pertinent to all contracts, sub-contracts, and agreements including statistical, property and participant/client records and supporting documentation for a period of three (3) years and all payroll and financial records for a period of seven (7) years from the date of final payment of the Contract. If at the end of the retention period there is ongoing litigation or an audit involving these records, the Contractor will retain the records until the resolution of such litigation or audit.

b. Working Paper Retention and Access to Working Papers - All work papers and reports must be maintained at the Contractor’s office where work is performed, at Contractor’s expense for a minimum of seven (7) years, unless the contractor is notified by the County that the retention period must be extended. If the Contractor goes out of business, all working papers must be turned over to the County for retention.

c. Records for non-expendable property will be retained for a period of three (3) years after final disposition of the property, if applicable.

d. In the event of the termination of the relationship with a Contractor, the Governor of the State of California will be responsible for the maintenance and retention of the records of any Contractor unable to retain them.

e. Upon request, Contractor shall make these records available within Ventura County to all authorized County, State (including State Auditor) and federal personnel or representatives.

**21. Internal Monitoring (fiscal and program review)**
The Contractor is responsible for the internal monitoring of fiscal and program operational goals to ensure contract compliance. All monitoring formats to be used will be submitted to the County, upon request.
22. Inspection of Records/Monitoring/Audits

Authorized federal, State or County representatives shall have the right to monitor, audit, assess, or evaluate Contractor’s performance under the contract in accordance with federal and State laws and regulations and local policies, and to inspect any necessary records for such purpose. The Contractor will be responsible for maintaining appropriate records for all services provided under the contract.

a. Records Inspection: At any time during normal business hours, and as often as County may deem necessary, Contractor shall make available to County, State or federal officials and their representatives for examination, all records pertaining to all matters covered by this contract and shall permit County, State or federal officials to audit, examine and make excerpts or transcripts from such records, and to make audits of all invoices, materials, payrolls, records of personnel, information regarding clients receiving services, and other data relating to all matters covered by this contract. Upon request, Contractor shall furnish to County, copies of all records, documents, files and forms that are necessary to review the program. Records must be available in Ventura County for review unless other arrangements are agreed to by the parties.

b. Monitoring: Because program and fiscal monitoring conducted may be limited in scope, it should not be construed as a comprehensive assessment or audit of the Contractor’s performance or Contract compliance. Therefore, deficiencies identified in any other subsequent audit, monitoring, or review remain the Contractor’s responsibility. The Contractor will respond in a timely manner to identified corrective action needs as a result of County (or other) monitoring. The Contractor will submit to the County all required reports and monitoring corrective action plans on a timely basis, as requested by the County.

c. Audits (Single Audit applicable to $750,000 or more in Federal Funds): The Contractor shall conduct or have conducted on an annual basis an audit of their organization in accordance and in compliance with the Single Audit Act, 31 U.S.C. § § 7501 et seq., 2 CFR 200, Subpart F, WIOA Regulations at 20 CFR 667.200(b) or other Regulations as applicable to the fund source, and any State Administrative Regulations or Directive and County Directives, as applicable, incorporated into a company audit of books and financial statements. The appropriate share of costs for such audit may be included in the contract budget and shall adhere to contract requirements, for administration costs. A copy of the completed audit will be submitted to the County within six (6) months of the Contractor’s fiscal year-end and will be performed by a qualified independent auditor. If Contractor does not meet the Single Audit threshold of $750,000, County may require Contractor to submit other forms of audits and/or financial reviews regarding costs and expenses under the contract.

If any administrative findings are identified by the Auditor during the yearly audit, Contractor shall comply with the audit resolution requirements in 2 CFR 200. Subpart F and have all findings resolved within six (6) months after receipt of the audit report.

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23. In-Kind or Cash Match
If a match requirement is included in the contract, Contractor shall make such cash and/or in-kind match contribution to the program in the amount specified in the contract budget. Contractor shall document the cash and/or in-kind match provided and report the match on the monthly invoices. Documentation supporting the match and its source must be maintained by the Contractor.

24. Termination
The agreement may be terminated in whole or in part for any of the three (3) following circumstances:

a. **Termination for Cause**: If, through any cause, the Contractor fails to fulfill in a timely and proper manner, its obligations under the contract, fails to make sufficient progress toward specified outcomes, or violates any of the covenants, agreements, or stipulations of the contract, the County shall have the right to terminate the contract, by giving written notice to the Contractor of such termination and the effective date thereof.

b. **Termination for Convenience**: Either County or Contractor may terminate this contract at any time with or without cause, upon thirty-(30) days' written notice to the other party.

c. **Termination Due to Cessation of Funding**: The County may unilaterally terminate the contract at will any time its funding/grants are suspended, reduced, or terminated by the State of California before or during the contract period. All notices of termination must be in writing and be delivered personally or by deposit in the U. S. Mail, postage prepaid, Certified Mail-Return Receipt Requested, and will be deemed to have been given at the time of personal delivery or of the date of the postmark by the U. S. Postal Service.

25. Closeout Upon Termination
Upon termination of this contract, the parties shall perform all closeout procedures that are reasonable and necessary to complete the obligations owed, but not yet performed under this contract.

a. All reasonable and necessary costs defined under this contract and incurred up to the point of termination will be reimbursed to Contractor by County.

b. Any monies owed to County by Contractor may be offset against any compensation due to Contractor for final payment from County, as covered under this contract.

c. Contractor shall return to County any equipment or supplies purchased in whole or in part with funds provided under this contract and all related parts, unless otherwise specified by County.

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d. Within forty-five (45) calendar days following the termination of the contract, the Contractor shall report and submit to the County on forms provided, all final claims and contract closeout forms for earned funds under the contract, unless specified otherwise by County.

26. Partial Performance
In the event less than all services are performed in a proper and timely manner, Contractor shall be paid only the reasonable cost for the services performed for the payment period as determined by County.

27. Non-Discrimination/Grievance/Complaint Procedures
Contractor agrees to provide a system through which recipients of service shall have the opportunity to express and have considered their views, grievances, and complaints regarding the delivery of services:

All Contractors must comply with all Equal Employment Opportunity requirements as delineated with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations and in any applicable federal, State or County Directive.

Section 188 of WIOA prohibits discrimination based on race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, gender identity and transgender status), national origin (including limited English proficiency), age, disability (temporary or permanent), unlawful harassment, political affiliation or belief, citizenship, or participation in WIOA.

The Contractor will establish and maintain a grievance procedure for grievances or complaints about its programs and activities from participants, subcontractors, and other interested persons. Hearings on any grievance will be conducted within 30 days of filing a grievance and decisions will be made not later than 60 days after the filing of a grievance.

A copy of the Contractor’s procedures will be provided to the County upon request by the County. The Contractor will maintain on file documentation and data tracking verifying compliance with the Equal Opportunity Act.

Participation in programs and activities financially assisted in whole or in part under WIOA or other fund source(s) will be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States. Contractor agrees to abide by the Immigration Reform and Control Act of 1986, as amended.

28. Purchase of Service
County and Contractor agree to comply with principles established in 45 CFR, Part 74, Cost Principles, and 2 CFR 200, as applicable. No WIOA or other funds paid under the Contract may be used for direct purchase or lease of non-expendable equipment or software, except

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with the prior written approval of the County. Equipment purchased with these funds is the property of the County of Ventura. The County retains the right to have all such property returned upon conclusion of the contract period.

29. Supplemental Invoices
No supplemental invoice shall be accepted by County without prior notification to County of the need and justification for such an invoice and authorization by County to submit such invoice. Payments for authorized supplemental invoices shall be made as part of the next regular claim cycle.

30. Budgeted Expenses and Payments
Contractor charges shall be in accordance with the contract detailed line item budget or other agreed upon cost method (i.e., fee for service, fixed rate) as specified in the contract and payments will be made accordingly.

31. Working Capital
Contractor must provide for sufficient working capital to meet the fiscal demands of this Contract.

32. Budget Deviations
Shifts to contract budget line items (staff salaries, facilities, travel, etc.) are allowable if not in excess of 20% or $5,000, whichever is less, with County approval. If changes are made, Contractor shall notify the Department Program Manager immediately and submit a revised budget (Exhibit B-1) to the Contracts Manager. Any budget shifts in excess of 20% or $5,000, whichever is less, require pre-approval by the County before the budget shift may be made. Contractor shall submit a written request along with the proposed revised budget to the Contracts Manager for approval. The request shall include, at a minimum, a justification for the requested change and a description of the areas being impacted. Regardless to the shifts to the contract budget line items, the total contract dollar amount cannot be modified.

33. Minimum Standards for Salaries and Benefits
CONTRACTOR shall maintain the following minimum standards with regard to salaries and benefits for all employees:

   a. All employees shall receive basic statutory coverage of FICA, Workers Compensation, Unemployment Insurance Benefits and Disability Insurance Benefits.

   b. All wages and benefits shall be no less than the minimum required by applicable State and federal law, and in compliance with the County’s Living Wage Ordinance, as applicable.

34. Audit Exceptions
Contractor agrees to indemnify County for State and/or federal audit exceptions, whether resulting from contract non-compliance on the part of Contractor or otherwise, and for claims made against County arising from Contractor performance of this contract.

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CONTRACTOR is subject to the examination and audit of the State Auditor for a period of three (3) years after final payment under the Government Code Section 8546.7.

35. Conditions Prerequisite to Payments
Notwithstanding any other provision of the contract, the County may elect not to make payment on this contract if:

a. Misrepresentation. Contractor, with or without knowledge, makes any misrepresentation of a substantial nature with respect to information furnished to the County.

b. Litigation. There is pending litigation with respect to the performance by Contractor of any of its duties or obligations hereunder which may jeopardize or adversely affect carrying out the project, including any court action or proceeding involving the Federal Bankruptcy Act.

c. Default. Contractor is in default under any provision of the contract.

d. Unauthorized Actions by Contractor. Contractor shall have taken any action pertaining to this contract which required prior County approval, without having first received said approval.

e. Fiscal and Non-Fiscal Reporting. Contractor has not submitted the required statements and reports as specified in this contract.

36. Reimbursement from Other Sources
Contractor shall not claim reimbursement from County, or apply sums received from County, with respect to that portion of its obligations, which have been paid by another source of revenue.

37. Authority to Bind/Independent Contractor
By entering into the contract, the Contractor certifies it is qualified and licensed to conduct business in the State of California. The Contractor is an independent contractor and not an employee or agent of the County. Upon request, the Contractor will provide proof that the person(s) executing this contract on behalf Contractor have authority to so execute this contract and to bind Contractor to the performance of its obligations hereunder.

38. Standard of Conduct/Conflict of Interest
The Contractor hereby assures that in administering the contract, it will comply with the standards of conduct hereinafter set out for maintaining the integrity of the contract and avoiding any conflict of interest in its administration.

a. General Assurance: Every reasonable course of action will be taken by the Contractor in order to maintain the integrity of the expenditure of public funds and to avoid any favoritism, questionable or improper conduct. The contract will be administered in an impartial manner, free from improper personal, financial or
b. **Nepotism:** Under this contract no relative by blood, adoption or marriage of any executive of the Contractor will be eligible for enrollment in services provided by the Contractor. For the purpose of this contract, a relative by blood, adoption, or marriage will include: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, stepbrother, stepsister, grandfather, grandmother, granddaughter, or grandson.

c. **Conducting Business Involving Close Personal Friends and Associates:** Executives and employees of the Contractor will be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering the contract, will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates.

**39. Technical Assistance**

All requests for technical assistance must be submitted in writing. Requests should specify the problem area, particular assistance being requested, and proposed or desired solution.

**40. Corrective Action**

The management, administration and implementation of all the terms and conditions of the contract shall be performed in a manner satisfactory to the County. In the event that the County determines the Contractor’s performance to be unsatisfactory, the County may act in its own best interest, including, but not limited to:

a. Requiring corrective action within specific time frames;
b. Withholding payment;
c. Disallowing inappropriate claims, payments, or costs;
d. De-obligating contract funds;
e. Terminating or suspending the contract; or,
f. Debarment from Program Operations for a prescribed period of time.

If the Contractor determines that the program described in the contract is not functioning as intended, the Contractor shall notify the County immediately by telephone, followed by written notice, which may result in bilateral corrective action or adjustment of payment terms or extension of contract period through modification of the contract.

**41. Penalties**

If the Contractor fails to comply with the contract, the County may withhold all or any portion of amounts otherwise payable under the contract. The Contractor agrees that performance satisfactory to the County is essential to the life of the contract. Performance that does not meet programmatic and financial requirements in the contract, will constitute non-compliance with the terms of the contract. In this event, the County may require the Contractor to present a Program Improvement Plan, including the date(s) by which

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improved results may be expected, or to present just cause for modification of the contract.

The Contractor has ten (10) working days from receipt of notification in which to respond with a written Program Improvement Plan acceptable to the County, deficiencies correction, or with just cause for Contract Modification. If the Contractor does not respond within the appointed time, or does not present an acceptable written response, the County may immediately modify, suspend, or terminate the Contract.

42. Staff Representatives
The staff representative for the County is the Contracts Manager and may be reached at 855 Partridge Drive, Ventura, California 93003, (805) 477-5442. The staff representative for the Contractor shall be Contractor’s Executive Director or CEO unless otherwise specified.

43. Copyrights (applicable only if funds provided are used to develop a copyright or if purchasing ownership of a copyright)
The application of this clause is limited to those awards, which involve the use or development of copyrighted materials. Contractor shall comply with copyright regulations cited in the Code of Federal Regulations (Title 29 -- LABOR, Part 97 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, Subpart C - Post-Award Requirements -- Section 97.34 --Copyrights) as follows:

The Federal awarding agency, State of California, and County reserve a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government, State, or County purposes:

a. The copyright in any work developed under a grant, sub-grant, or contract under a grant or sub-grant; and

b. Any rights of copyright to which a grantee, sub-grantee or a contractor purchases ownership with grant support.

44. Signatures
The agreement is of no force and effect until signed by the authorized representatives of the Contractor and County.

45. Remedies
Noncompliance or failure to perform may result in a demand for corrective action, disallowance of costs, suspension or termination of contract, set-off of damages from monies due under this or other contracts with Contractor, whether related or unrelated, or such other lawful remedies as the County may determine are appropriate; and may include debarment for a year or more.

46. Employment of Convicted Individuals
The Contractor certifies that none of its officers, agents, employees, servants, subcontractors or contract signatories associated with funds available under the Contract

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have been convicted of fraud, theft, misappropriation of funds, embezzlement, or related/similar crimes and torts including, but not limited to, crimes and torts of moral turpitude in the last five (5) years.

47. Drug-Free Workplace Certification
Contractor shall comply with 20 CFR Section 667.200(d) which states, in part, that contracts must have language requiring compliance with government-wide requirements for a Drug-Free workplace. By signing this agreement Contractor hereby certifies under penalty of perjury under the laws of the State of California that Contractor will comply with the requirements of the Drug-Free Workplace Act of 1988 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness program as required to inform employees about:
   1) The dangers of drug abuse in the workplace;
   2) The person’s or organization’s policy of maintaining a drug-free workplace;
   3) Any available counseling, rehabilitation and employee assistance programs; and,
   4) Penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed contract or grant:
   1) Will receive a copy of the company’s drug-free policy statement; and,
   2) Will agree to abide by the terms of the company’s statement as a condition of employment on the contract or grant.

48. Debarment and Suspension Certification
Contractor shall comply with 20 CFR Section 667.200(d) which states, in part, that contracts must have language requiring compliance with government-wide requirements for Debarment and Suspension. By signing this agreement, the Contractor hereby certifies under penalty of perjury under the laws of the State of California that the Contractor, to the best of its knowledge and belief, that it and its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from, covered transactions by any Federal department or agency;

b. Have not, within the three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false

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statements, or receiving stolen property;

c. Are not presently indicted for, or otherwise criminally or civilly charged by, a government entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph 2 of this certification; and

d. Have not, within a three-year period preceding this contract, had one or more public transactions (Federal, State, Local) terminated for cause or default.

When the Contractor is unable to certify to any of the statements in this certification, Contractor shall attach an explanation to this agreement.

49. Modification Provision
Any change in the contract or its attachments shall require written approval by both parties before becoming effective.

Notwithstanding the first paragraph, the County may unilaterally modify the contract whenever such action may be required to accommodate:

a. Any change in any applicable local, state, or federal laws, regulations, rules, policies, or grant terms providing funding under the contract;

b. Modifications to the contract must be in writing. Contract modifications will not be retroactive unless mutually agreed.

50. Fiscal Control
The Contractor will establish such fiscal controls and accounting procedures as required by applicable State and Federal regulations, County requirements or any amendments thereto, or as may be deemed necessary by the Governor of the State of California to assure the proper disbursal of, and accounting for, Federal funds paid to the Contractor under the contract. The Contractor will comply with applicable Office of Management and Budget (regulations, 2 CFR 200, and code of Federal Regulations as amended.)

51. Submittal and Payment of Claims and Source Documents
Payments shall be made within thirty (30) days of legitimate, accurate and timely fiscal claims and invoices. Original source documents (billing claims/invoices, along with any required back-up) are due within ten (10) calendar days of their effective dates, unless otherwise specified by County. Failure to comply with this requirement may result in a demand for corrective action or other appropriate remedy. Payments will not be construed as a waiver of the County’s right to challenge the level of the Contractor’s performance or the allowability of such claims under the Contract, and to seek appropriate legal remedies.

52. Program Income
Program income is defined as income received by the Contractor that is directly generated by a grant or sub-grant supported activity, or earned only as a result of the grant or sub-grant.

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a. Program income includes:
   i. Interest income earned on advances of sub-grant funds; for example, interest earned on an advance to a Contractor;
   ii. Income from fees for services performed and from conferences; for example, excess revenue earned on a training conference or fees charged for utilization of systems developed using WIOA or other funds;
   iii. Income from the use or rental of real or personal property acquired with grant or sub-grant funds; for example, income earned from the subleasing of a facility for use by a social service group;
   iv. Income from the sale of commodities or items fabricated under a grant or sub-grant; for example, income from any product developed by a Contractor or participant with WIOA or other funds; and,
   v. Revenues earned by a governmental or private non-profit Service Provider under a fixed price or reimbursable award that are in excess of the actual costs incurred in providing the services; for example, a Contractor who earns more than the cost of running the program.

b. Program income does not include:
   i. Rebates, credits, discounts, refunds, etc., or interest earned on any of them;
   ii. Taxes, special assessments, levies, fines, and other such governmental revenues raised by a recipient or sub-recipient; or,
   iii. Income from royalties and license fees for copyrighted material patents, patent applications, trademarks, and inventions developed by a recipient or sub-recipient, unless developed using funds awarded under WIOA or other funds as identified by County.

Program income shall only be spent on allowable program activities during the term of the contract, and limited for use to the WIOA title under which it was earned. All unexpended program income shall be returned to the County within fifteen (15) days after the end of the contract period. All program income and expenditures must be reported to the County. In the event that program income is not reported and/or spent prior to the Contract closeout, the County shall withhold final payment(s) until revenues are identified and/or returned.

53. False Claims
Any person who:

a. knowingly presents, or causes to be presented, a false or fraudulent claim for payment or approval;

b. knowingly makes, uses, or causes to be made or used, a false record or statement material to a false or fraudulent claim;

c. conspires to commit a violation of subparagraph (A), (B), (D), (E), (F), or (G);

d. has possessions, custody, or control of property or money used, or to be used, by the Government and knowingly delivers, or causes to be delivered, less than all of that money or property;

e. is authorized to make or deliver a document certifying receipt of property used, or to be used, by the Government and, intending to defraud the Government, makes
or delivers the receipt without completely knowing that the information on the receipt is true;

f. knowingly buys, or receives as a pledge of an obligation or debt, public property from an officer or employee of the Government, or a member of the Armed Forces, who lawfully many not sell or pledge property; or

g. knowingly makes, uses, or causes to be made or used, a false record or statement material to an obligation to pay or transmit money or property to the Government, or knowingly conceals or knowingly and improperly avoids or decreases an obligation to pay or transmit money or property to the Government, is liable to the United States Government for a civil penalty of not less than $5,000 and not more than $10,000, as adjusted by the Federal Civil Penalties Inflation Adjustment Act of 1990 (28 U.S.C. 2461 note; Public Law 104-410), plus three (3) times the amount of damages which the Government sustains because of the act of that person.

54. Protection of Personally Identifiable Information (PII)
Contractor shall comply with Training and Employment Guidance Letter No. 39-11 dated June 28, 2012 which states, in part, that Contractors are required to protect PII when transmitting information, but are also required to protect PII and sensitive information when collecting, storing and/or disposing of information as well. Contractors shall ensure that any PII used during the performance of the contract has been obtained in conformity with applicable Federal and state laws governing the confidentiality of information. A Contractor’s failure to comply with PII requirements identified in the Training and Employment Guidance Letter No. 39-11, or any improper use or disclosure of PII for an unauthorized purpose, may result in the termination or suspension of the contract, or the imposition of special conditions or restrictions, or such other actions as may deem necessary to protect the privacy of participants or the integrity of data.

55. Domestic Preference for Procurements
Per 2 CFR section 200.322, if this contract involves a “Federal award” as defined in 2 CFR section 200.1, the Contractor should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products), in alignment with the Buy American presidential executive orders (E.O. 13788 and E.O. 13858).

B. WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA) PROGRAMS

Note: In addition to the above provisions, all Contractors receiving Workforce Innovation & Opportunity Act (WIOA) funds are required to comply with the following additional provisions:

1. Compliance
In its performance under the contract, the Contractor will comply with the requirements of:

a. The Workforce Innovation & Opportunity Act (WIOA, Public Law 105-220), all Federal regulations and Governors’ policies and procedures issued pursuant to
the Act, and any new legislation, regulation, policy and procedures which may replace or amend the Act.

b. The terms and conditions of the Contract between the State and County for WIOA funds for the applicable Fiscal Year in which WIOA funds are provided by County to Contractor, and all applicable Federal, State, County and Workforce Innovation & Opportunity Act Regulations, County Contract Directives and Policies.

c. The Contractor represents and warrants that it is familiar with all laws, regulations, rules and County policies and procedures affecting its requirements under the Contract. The Contractor will obtain all necessary permits and licenses for its performance of the Contract. Measured performance below goals and standards and/or non-compliance with applicable rules and regulations will constitute non-compliance with the terms of the contract.

2. Charging of Costs
The Contractor will comply with Federal Regulations 29 CFR 97, as they may be amended from time to time, as they relate to charging direct and indirect costs.

3. Allowable Costs
A cost must meet the following criteria in order to be an allowable WIOA charge:

a. Be necessary and reasonable for the performance of the contract.
b. Be allocable to the contract.
c. Conform to any limitations or exclusions set forth in the contract.
d. Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-federal entity.
e. Be accorded consistent treatment.
f. Be determined in accordance with generally accepted accounting principles.
g. Not to be used to meet cost sharing or matching requirements of any other federally-financed program (without prior approval from the County).
h. Be adequately documented.

4. Maintenance of Effort/Union Concurrence
No currently employed worker will be displaced by any participant (including partial displacement such as a reduction in the hours of non-overtime work, wages or employment benefits.) No program will impair existing Contracts for services or collective bargaining agreements, except that no program under this Act which would be inconsistent with the terms of a collective bargaining agreement, will be undertaken without the written concurrence of the labor organization and employer concerned.

No participant will be employed or job opening filled: (1) When any other individual is on layoff from the same or any substantially equivalent job; or (2) When the employer has terminated the employment of any regular employee or otherwise reduced its work force with the intention of filling the vacancy so created by hiring a participant whose wages are subsidized under this Act. No jobs will be created in a promotional line that will infringe in anyway upon the promotional opportunities of currently employed individuals. (WIOA Revised 4/2/2021)
5. **Prevailing Wage**

Individuals employed in activities under Title I of WIOA must be compensated at the same rates, including periodic increases, as trainees or employees who are similarly situated in similar occupations by the same employer and who have similar training, experience and skills. Such rates must be in accordance with applicable law, but may not be less than the higher of the rate specified in Section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the applicable State or local minimum wage law. (WIOA Reg. 667.272)

6. **Minimum Wage**

Individuals employed in activities authorized under the Act will be paid wages which will not be less than the highest of (a) the minimum wage under Section 6(a)(1) of the Fair Labor Standards Act of 1938 (b) the minimum wage under the applicable State or local minimum wage law, (c) the prevailing rates of pay for individuals employed in similar occupations by the same employer, or (d) minimum wage as determined by the County Demand Occupation List. (WIOA Reg. 667.272)

7. **Benefits and Working Conditions**

All trainees employed in subsidized jobs in a training capacity (i.e., On the Job Training) will be provided benefits and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work (WIOA Reg. 667.272). This provision does not apply to participants enrolled in unpaid work experience. Unpaid work experience will be as specified in the participant’s work experience agreement and any applicable Federal, State and local requirements.

8. **Additional Nondiscrimination and Equal Opportunity Provisions**

In accordance with 29 CFR 37 and 29 CFR 38, as a condition to the award of financial assistance from the Department of Labor under Title I of the Workforce Innovation and Opportunity Act, the Contractor assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, gender identity and transgender status), national origin (including limited English proficiency), age, disability (temporary or permanent), unlawful harassment, political affiliation or belief, citizenship, or participation in WIOA.

The Contractor also assures that it will comply with WIOA’s implementing regulations when they are promulgated and all other regulations implementing the laws listed above. This assurance applies to the grant applicant’s operation of the WIOA Title I financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I financially assisted program or activity. The Contractor understands that the United States has the right to seek judicial enforcement of this assurance.

Participation in programs and activities financially assisted in whole or in part under WIOA or other fund source will be open to citizens and nationals of the United States, lawfully

Revised 4/2/2021
admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States. Contractor agrees to abide by the Immigration Reform and Control Act of 1986, as amended. Additionally, priority for services should be given to veterans and their eligible spouses, as outlined in EDD Directive WSD19-04 Priority of Service for Veterans and Eligible Spouses.

   a. In the event there is a conflict between the provisions of these conditions and the provisions of the County’s Workforce Innovation & Opportunity Act (WIOA) Strategic five-year Local Plan, contract template, or scope of work including attachments thereto and the documents incorporated therein as presently worded or as amended in the future, the parties hereto agree that the provisions of the Contract will prevail pending a Contract modification to comply with the WIOA Local Plan.
   
   b. Variances - by negotiating to fund a proposal, the County does not necessarily accept any variances contained in the proposal. All variances submitted are subject to review and approval by the County. If any proposal contains material variances that, in the County’s sole opinion, make that proposal conditional in nature, the County reserves the right to reject the proposal or part of the proposal that is declared, by the County as conditional.

10. Definitions
For the purpose of the Contract, the definitions enumerated in the Act as amended, and the glossary of WIOA terms as amended, published by the State of California, will govern. Where references to these definitions is not possible, the definition or meaning of a word, phrase, section, clause, part, condition, or other requirement will be determined by the common meaning or business usage.

11. Tracking Costs by WIOA Cost Category
In order to determine reasonableness of contract costs and to comply with Federal legislation, the Contractor shall:

   a. Develop and submit to the County a Cost Allocation Plan, which identifies all costs shared among each separate funding source, WIOA, or non-WIOA.


   c. Maintain its accounting records and make such available to Federal, State and County auditors and/or monitors.

   d. Document and indicate in Budget and invoices submitted to the County, any in-kind costs contributed to the contract. In-kind costs shall be applied to the appropriate WIOA Cost Category.

Revised 4/2/2021
12. Financial Aid
Educational assistance, grants and loans to WIOA participants for the purpose of supplementing training costs must reduce the costs chargeable to the Contract. The Contractor shall evaluate Supportive Services or Needs Based Payments, if any, received by the participant from WIOA funds to ensure that duplicate payments are not made to the participant from WIOA and Pell Grants or other sources of financial aid. (WIOA Reg. 663.320)

13. Reporting Fraud and Abuse
All sub-recipients that receive WIOA funds shall promptly report within 48 hours to County of Ventura, Human Services Agency, Workforce Development Board all allegations of WIOA-related fraud, abuse, and other criminal activity in accordance with local directive(s).

Appropriate standards for health and safety in work and training situations will be maintained, and facilities and equipment will be adequate for the achievement of learning, as follows:

a. Health and safety standards established under State and Federal Law, otherwise applicable to the working conditions of employees, will be equally applicable to working conditions of participants. With respect to any participant in a program conducted under the Act who is engaged in activities which are not covered by health and safety standards under the Occupational Safety and Health Act of 1970 as amended, the Secretary will prescribe, by regulation, such standards as may be necessary to protect the health and safety of such participants. Contractor hereby assures and certifies compliance with all provisions of the California Labor Code and the Fair Labor Standards Act as amended by the Occupational Safety and Health Act of 1970, as amended. (WIOA Reg. 667.274)

b. Where participants are engaged in activities not covered under the Occupational Safety and Health Act of 1970 as amended, Contractor will ensure that participants are not permitted to work, be trained, or receive services in buildings or surroundings or under working conditions which are unsanitary, hazardous or dangerous to the participant’s health or safety. Participants employed or trained for occupations that are inherently dangerous (e.g., fire or police jobs) will be assigned to work in accordance with reasonable safety practices.

15. Training Conditions
Conditions of employment and training will be appropriate and reasonable with regard to the type of work, the geographical region and the proficiency of the participant.

Training and related services will, to the maximum extent practicable, be consistent with every individual’s fullest capabilities and lead to employment opportunities which will enable participants to become economically self-sufficient. The program will, to the maximum extent feasible, contribute to the occupational development and/or upward mobility of individual participants.

Revised 4/2/2021
16. Recovery of WIOA Tuition and Training Refunds
All sub-recipients that receive WIOA funds shall obtain the designated training provider’s policy regarding refunds of tuitions. In accordance with local directives, sub-recipients shall monitor participant’s enrollment and attendance in training programs and will be responsible to pursue recovery of unused WIOA training monies and/or tuition refunds for any participant who does not complete a training program.

17. Property Management
a. Insurance
All property and equipment purchased, received, or utilized by the Contractor for the purpose of performing the Contract shall be insured against fire, theft, and destruction, equal to the full replacement cost.

b. Purchase and Maintenance of Equipment
The Contractor shall ensure and document open competition and shall procure, in accordance with all WIOA and Federal regulations when purchasing at a cost of $1,000 per unit or more, any property described in the Project Budget. If the low bid or quotation is not accepted by the Contractor, the County's approval of the expenditure shall be required. The Contractor shall have and use a procurement policy that complies with all pertinent WIOA and Federal regulations.

Unless otherwise specified, ownership of all non-expendable real property and equipment purchased with WIOA funds belongs to the U. S. Department of Labor through the State of California. The County may take possession of all such equipment and property at any time it determines necessary.

The Contractor shall maintain an up-to-date inventory of all WIOA property in its custody with an individual purchase price of $500 or more, and shall implement adequate maintenance procedures to keep such property in good condition.

Further, Contractor shall conduct an annual inventory of equipment and property at any time during and upon termination of the Contract. A copy of the inventory shall be sent to the County as part of the closeout report documents.

Records for non-expendable real property shall be retained for a period of three (3) years from the date of final disposition of the property. These records shall be retained beyond the three (3) years if any litigation or audit is begun or if a claim is instituted involving the Contract. In these instances, the records shall be retained until the litigation, audit or claim has been finally resolved.

18. Theft and Embezzlement
a. Whoever, being an officer, director, agent, or employee of, or connected in any capacity with any agency or organization receiving financial assistance or any funds under Title I of the Workforce Innovation and Opportunity Act knowingly enrolls an ineligible participant, embezzles, willfully misapplies, steals, or obtains by fraud any of the monies, funds, assets, or property which are the subject of a
financial assistance agreement or Contract pursuant to such Act shall be fined under this title or imprisoned for not more than two (2) years, or both; but if the amount so embezzled, misapplied, stolen, or obtained by fraud does not exceed $1,000, such person shall be fined under this title or imprisoned not more than one (1) year, or both (18 USC Section 665(a)).

b. Whoever, by threat or procuring dismissal of any person from employment or of refusal to employ or refusal to renew a contract of employment in connection with a financial assistance agreement or contract under Title I of the Workforce Innovation and Opportunity Act induces any person to give up any money or thing of any value to any person (including such organization or agency receiving funds) shall be fined under this title, or imprisoned not more than one (1) year, or both (18 USC Section 655.b).

c. Whoever willfully obstructs or impedes or willfully endeavors to obstruct or impede, an investigation or inquiry under the Workforce Innovation and Opportunity Act, or the regulation thereunder, shall be punished by a fine under this title, or by imprisonment for not more than one year, or by both such fine and imprisonment. (18 USC Section 665.c).

19. Duplicate Funding
The Contractor shall submit to the County copies of all requests for Federal, State or local grants that may materially affect the quality or cost of the services provided under the Contract, prior to submitting the request to the funding source. The Contractor shall also inform the County of the receipt of any such grant, in which event the County shall have the right to renegotiate the price or deliverable performance of the Contract. Contractor costs or earnings claimed under one contract or grant may not also be claimed under any other contract or grant.

20. Relocation Act
Contractor will comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 as amended, which requires fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs. (42 U.S.C. sections 4601 et seq.)

21. Selective Service Act
The County, unless stated otherwise in the Contract, will ensure that each participant under the Contract has not violated, or is not in violation of Section 3 of the Military Selective Act (50 U.S.C. Appen. § 453), as amended, by not presenting and submitting to registration as required pursuant to such section.

22. Employment Generating Activities Prohibition
a. No funds available under the Act shall be used for employment generating activities, economic development activities, investment in revolving loan funds, capitalization of businesses, investment in contract bidding resource centers, or similar activities.
b. No funds available under the Act shall be used for foreign travel for employment generating activities, economic development activities, or similar activities. (WIOA Reg. 667.264(b))

23. Duplication of Facilities or Services
Funds provided under this Act shall not be used to duplicate facilities or services available in the area (with or without reimbursement) from Federal, State, or local sources, unless the Workforce Innovation & Opportunity Act Strategic Five-Year Local Plan establishes that alternative services or facilities would be more effective or more likely to achieve performance goals.

24. Rights
Contractor shall comply with 29 CFR Section 97.36 (i) (8) which states, in part, that contracts must contain languages pertaining to any patent rights that might be discovered under the contract. With respect to inventions made by Contractor in the performance of this contract, which did not result from research and development specifically included in the contract’s scope of work, Contractor hereby grants to County and state a license as described in paragraphs 1 and 2 below of this section for devices or material incorporating, or made through the use of such inventions. If such inventions result from research work specifically included within the contract’s scope of work, then Contractor agrees to assign to County and state, without additional compensation, all its right, title and interest in and to such inventions and to assist County and state in securing United States and foreign patent with respect thereto.

Retained Rights/License Rights
1. Except for intellectual Property made, conceived, derived from, or reduced to practice by Contractor or County and state and which result directly or indirectly from this contract, Contractor shall retain title to all of its Intellectual Property to the extent such Intellectual property is in existence prior to the effective date of this agreement. Contractor hereby grants to County and state, without additional compensation, a permanent, non-exclusive, royalty free, paid-up, worldwide, irrevocable, perpetual, non-terminable license to use, reproduce, manufacture, sell, offer to sell, import, export, modify, publicly and privately display/perform, distribute, and dispose of Contractor’s Intellectual Property with the right to sublicense through multiple layers, for any purpose whatsoever, to the extent it is incorporated in the Intellectual Property resulting from this contract, unless Contractor assigns all rights, title and interest in the Intellectual Property as set forth herein.

2. Nothing in this provision shall restrict, limit, or otherwise prevent Contractor from using any ideas, concepts, know-how, methodology or techniques related to its performance under this contract, provided that Contractor’s use does not infringe the patent, copyright, trademark rights, license or other Intellectual Property rights of County and state or third party, or result in a breach or default of any provisions required by County or state including the Intellectual Property Provisions specified in the WIOA subgrant agreement for the applicable program year incorporated herein by this reference as though set forth in full, or result in a breach of any provisions of law relating to confidentiality.

Revised 4/2/2021
Receive Update on Slingshot 4.0 Regional Grant Projects
-Dawn Boulanger, Workforce Development Board Staff
## WIOA FY20/21 Budget & Expenditures

### Fiscal Year 2020-2021

### Budget Narrative

<table>
<thead>
<tr>
<th>Budget Narrative</th>
<th>Budget*</th>
<th>YTD Actuals</th>
<th>Percent Expended</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DSS Salary &amp; Benefits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>These expenses are for DSS salaries and actual time spent on the WIOA Program. This includes WDB support, administrative support, program monitoring, data management, and fiscal management support. The DSS staff includes the Administrative Services Manager, Program Manager, Fiscal Manager, and program staff.</td>
<td>$454,776</td>
<td>$488,605.04</td>
<td>107.44%</td>
<td>$(33,829)</td>
</tr>
<tr>
<td><strong>DSS Operating Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating expenses include travel, registration, memberships, legal notices, auditing and office supplies. Also included are monthly expenses for services and systems expenses that would require Purchase Order. This includes online subscriptions to Labor Market information, CWA trainings, economic analysis &amp; other consultant contracts/projects commissioned by the WDB including teh 20-21 small business layoff aversion grant funds. AJCC facility rent is also included here.</td>
<td>$139,371</td>
<td>$112,866</td>
<td>80.98%</td>
<td>$26,505</td>
</tr>
<tr>
<td><strong>Eckerd Youth</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WIOA Youth Employment and Training Services.</td>
<td>$575,000</td>
<td>$207,872</td>
<td>36.15%</td>
<td>$367,128</td>
</tr>
<tr>
<td><strong>Eckerd AJCC</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WIOA Adult, Dislocated Worker &amp; business services and Rapid Response/Layoff Aversion services</td>
<td>$582,800</td>
<td>$319,004</td>
<td>54.74%</td>
<td>$263,796</td>
</tr>
<tr>
<td><strong>P2E</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating costs only, DSS staff salaries are included above.</td>
<td>$159,741</td>
<td>$25,681</td>
<td>16.08%</td>
<td>$134,060</td>
</tr>
<tr>
<td><strong>Slingshot 2.0</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating costs only, DSS staff salaries are included above.</td>
<td>$21,000</td>
<td>$21,000</td>
<td>100.00%</td>
<td>$-</td>
</tr>
<tr>
<td><strong>Covid SS 1187</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating costs only, DSS staff salaries are included above.</td>
<td>$10,080</td>
<td>$9,945</td>
<td>98.66%</td>
<td>$135</td>
</tr>
<tr>
<td><strong>NDWG</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating costs only, DSS staff salaries are included above.</td>
<td>$139,500</td>
<td>$37,346</td>
<td>26.77%</td>
<td>$102,154</td>
</tr>
<tr>
<td><strong>SB-1</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating costs only, DSS staff salaries are included above.</td>
<td>$87,900</td>
<td>$1,119</td>
<td>1.27%</td>
<td>$86,781</td>
</tr>
<tr>
<td><strong>WDB Set-Aside Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>These expenses are costs associated directly with the WDB. This includes WDB initiative costs, conference registration and travel expenses, membership renewals, and recognition costs.</td>
<td>$4,300</td>
<td>$2,853</td>
<td>66.35%</td>
<td>$1,447</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$2,174,468</td>
<td>$1,226,291</td>
<td>56.39%</td>
<td>$948,177</td>
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Target thru: 06/30/21 | 100.00% | month(s) elapsed
## Operating Expenditure Budget
### Fiscal Year 2020-2021

<table>
<thead>
<tr>
<th>MONTHLY EXPENDITURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>Travel - (AE staff only)</td>
</tr>
<tr>
<td>Registrations for conferences, workshops, seminars (AE staff only)</td>
</tr>
<tr>
<td>Auditing (County Auditor)</td>
</tr>
<tr>
<td>Office Supplies</td>
</tr>
<tr>
<td>Other Program (legal notices, publications, etc)</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Services &amp; Systems Purchase Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>TBD (Labor Market Subscription)</td>
</tr>
<tr>
<td>County Property Services (AJCC Rent and cleaning)</td>
</tr>
<tr>
<td>WBD/DSS LA Small Biz Grant (180RWIOARRLA)</td>
</tr>
<tr>
<td>FIT AJCC &amp; Youth facility moves</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DSS Operating Expense Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>$139,371</td>
</tr>
</tbody>
</table>

*Salary and Benefits included on Summary Tab*
## Eckerd - Youth Services (OSY)
### Fiscal Year 2020-2021
#### Expenditures

<table>
<thead>
<tr>
<th>IN AND OUT OF SCHOOL</th>
<th>Budget</th>
<th>YTD Actuals</th>
<th>Remaining</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>Final June</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Benefits</td>
<td>$286,620.00</td>
<td>$161,594</td>
<td>$125,025.59</td>
<td>$-</td>
<td>$-</td>
<td>$19,007.11</td>
<td>$24,251.20</td>
<td>$25,366.45</td>
<td>$14,966.89</td>
<td>$15,235.54</td>
<td>$15,899.02</td>
<td>$-</td>
<td>$31,901.46</td>
<td>$14,966.74</td>
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</tr>
<tr>
<td>Operations</td>
<td>$46,360.00</td>
<td>$11,437</td>
<td>$34,923.42</td>
<td>$-</td>
<td>$-</td>
<td>$426.65</td>
<td>$1,133.45</td>
<td>$1,285.54</td>
<td>$1,910.05</td>
<td>$376.70</td>
<td>$3,661.87</td>
<td>$-</td>
<td>$1,626.25</td>
<td>$830.07</td>
<td></td>
</tr>
<tr>
<td>Participant Costs</td>
<td>$176,040.00</td>
<td>$9,117</td>
<td>$166,923.01</td>
<td>$-</td>
<td>$-</td>
<td>$26.27</td>
<td>$-</td>
<td>$579.33</td>
<td>$474.51</td>
<td>$1,770.20</td>
<td>$1,819.67</td>
<td>$-</td>
<td>$3,288.12</td>
<td>$2,206.89</td>
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</tr>
<tr>
<td>Indirect</td>
<td>$65,980.00</td>
<td>$25,724</td>
<td>$40,255.75</td>
<td>$-</td>
<td>$-</td>
<td>$2,849.14</td>
<td>$3,662.37</td>
<td>$3,949.13</td>
<td>$2,485.17</td>
<td>$2,548.53</td>
<td>$2,728.22</td>
<td>$-</td>
<td>$5,071.00</td>
<td>$2,486.69</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$575,000.00</strong></td>
<td><strong>$207,872</strong></td>
<td><strong>$367,127.77</strong></td>
<td><strong>$-</strong></td>
<td><strong>$-</strong></td>
<td><strong>$22,297.17</strong></td>
<td><strong>$29,047.02</strong></td>
<td><strong>$31,120.45</strong></td>
<td><strong>$19,836.62</strong></td>
<td><strong>$19,928.97</strong></td>
<td><strong>$24,108.78</strong></td>
<td><strong>$-</strong></td>
<td><strong>$42,042.83</strong></td>
<td><strong>$19,490.39</strong></td>
<td><strong>$-</strong></td>
</tr>
</tbody>
</table>

*Work Experience (included in total)* $23,774.89

---

Expenditures:...

- **Salaries & Benefits**: $286,620.00 (YTD: $161,594, Remaining: $125,025.59)
- **Operations**: $46,360.00 (YTD: $11,437, Remaining: $34,923.42)
- **Participant Costs**: $176,040.00 (YTD: $9,117, Remaining: $166,923.01)
- **Indirect**: $65,980.00 (YTD: $25,724, Remaining: $40,255.75)

**Total Expenditures**: $575,000.00 (YTD: $207,872, Remaining: $367,127.77)

*Work Experience (included in total):* $23,774.89
### Adult

<table>
<thead>
<tr>
<th>Budget</th>
<th>YTD Actuals</th>
<th>Remaining</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>Final June</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Benefits</td>
<td>$159,593.00</td>
<td>137,771.03</td>
<td>$21,821.97</td>
<td>-</td>
<td>$20,715.13</td>
<td>15,981.49</td>
<td>15,286.93</td>
<td>22,126.88</td>
<td>9,622.10</td>
<td>9,266.62</td>
<td>-</td>
<td>$10,928.08</td>
<td>22,905.00</td>
<td>-</td>
<td>10,940.10</td>
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<tr>
<td>Operations</td>
<td>$15,788.00</td>
<td>7,639.73</td>
<td>$8,148.27</td>
<td>-</td>
<td>$434.27</td>
<td>933.67</td>
<td>895.28</td>
<td>2,731.67</td>
<td>$831.62</td>
<td>546.81</td>
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<th>April</th>
<th>May</th>
<th>June</th>
<th>Final June</th>
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<td>804.33</td>
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**AJCC Utility Cost - charged to TANF**

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<th>September</th>
<th>October</th>
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<th>December</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>Final June</th>
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<tbody>
<tr>
<td>Salaries &amp; Benefits</td>
<td>$159,593.00</td>
<td>$105,866.24</td>
<td>$53,726.76</td>
<td>-</td>
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<td>9,886.22</td>
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<td>$318.28</td>
<td>746.50</td>
<td>804.33</td>
<td>2,532.78</td>
<td>(765.51)</td>
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<td>332.10</td>
<td>1,272.52</td>
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<td>1,485.43</td>
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**TOTAL AJCC - One Stop**

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<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>Final June</th>
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<tbody>
<tr>
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<td>21,053.27</td>
<td>23,180.70</td>
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<td>10,439.13</td>
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<td>$14,691.35</td>
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## Prison to Employment (P2E)

**Fiscal Year 2020-2021**

### Eckerd Contract

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### MONTHLY EXPENDITURES

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<th>August</th>
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<th>Feb</th>
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## COVID Supportive Services Grant
Fiscal Year 2020-2021

### MONTHLY EXPENDITURES

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<th>Oct &amp; Nov Invoice</th>
<th>Dec Invoice</th>
<th>Jan Invoice</th>
<th>Feb Invoice</th>
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## National Dislocated Worker Grant (NDWG)
### Fiscal Year 2020-2021

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<td>3. Training Payments</td>
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<table>
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<th>Oct &amp; Nov Invoice</th>
<th>Dec Invoice</th>
<th>Jan Invoice</th>
<th>Feb Invoice</th>
<th>Mar &amp; Apr Invoice</th>
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<tr>
<td>3. Training Payments</td>
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<td>$0</td>
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Total: $139,500.00 $ 37,345.99 $ 102,154.01
## SB-1 High Roads Construction Careers (HRCC) Grant

### Fiscal Year 2020-2021

#### MONTHLY EXPENDITURES

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<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
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<th>Feb</th>
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<th>Apr</th>
<th>May</th>
<th>June</th>
<th>Final June</th>
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<tbody>
<tr>
<td>HRCC - Eckerd</td>
<td>$49,880.73</td>
<td>$ -</td>
<td>$ -</td>
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<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$1,119.27</td>
</tr>
<tr>
<td>HRCC - SLO County Office of Education</td>
<td>$36,900.00</td>
<td>$ -</td>
<td>$ -</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td>$86,780.73</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<td>$ -</td>
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<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$1,119.27</td>
</tr>
</tbody>
</table>
### Monthly Expenditures

#### Budget YTD Actuals

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>July</th>
<th>August</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWA (Youth/Spring/Fall) Conference (WDB Board)</td>
<td>$1,500</td>
<td>$200</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$200</td>
<td>$ -</td>
<td>$ -</td>
<td>$200.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$200.00</td>
<td>$ -</td>
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<tr>
<td>Membership Renewals</td>
<td>$2,500</td>
<td>$2,490</td>
<td>$ -</td>
<td>$2,200</td>
<td>$290.00</td>
<td>$290.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$290.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$290.00</td>
<td>$ -</td>
</tr>
<tr>
<td>Recognition &amp; other</td>
<td>$300</td>
<td>$163</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$163.12</td>
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<td>$ -</td>
<td>$163.12</td>
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<tr>
<td><strong>Total:</strong></td>
<td>$4,300</td>
<td>$2,853</td>
<td>$0.00</td>
<td>$2200.00</td>
<td>$290.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$363.12</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
In the first Quarter (Q1- July-Sept) there were 22 responses to business closures/layoffs. Quarter 2 (Oct-Dec) responses resulted in 11 confirmed affected businesses. In the third Quarter (Q3 Jan-March), 13 responses were conducted. In the fourth Quarter (Q4 April-June) we responded to 9 closures.

In the 2020-2021 program year, there were a total of 55 Rapid Responses conducted. Of the 55, 11 were received via WARN from either the business or the Employment Development Department. Responses gradually decreased throughout the 2020-21 Program Year.

RESPONSES BY QUARTER

RAPID RESPONSES TO DATE

In the 2020-2021 program year, there were a total of 55 Rapid Responses conducted. Of the 55, 11 were received via WARN from either the business or the Employment Development Department. Responses gradually decreased throughout the 2020-21 Program Year.

6.7K
Unemployed civilians in San Luis Obispo County in May 2021

5.2%
Latest Unemployment Rate in San Luis Obispo County

#7
San Luis Obispo County current rank for lowest unemployment rate in CA
This program year, Rapid Response data showed that the Accommodation & Food Services and the Retail industries continue to be the hardest hit. The two industries comprised almost 65% of the Rapid Responses conducted in San Luis Obispo County to date. The Other Services industry (i.e. fitness gyms, salons, barbershops, etc) has also been impacted, making up nearly 13% (or 7) of the total responses. The Healthcare & Social Assistance industry resulted in 3 responses. The Professional, Scientific & Technical Services, Finance & Insurance, and the Educational Services industries each had two responses. The Agriculture, Forestry, Fishing, & Hunting, Arts, Entertainment, & Recreation and Mining, Quarrying, Oil, & Gas Extraction industries each had one response.

RAPID RESPONSE DATA BY LOCATION

Of the Rapid Responses conducted to date, nearly half were for businesses located in the city of San Luis Obispo; a total of 25 responses in SLO. Over 18% of the responses were for businesses in Paso Robles and 9% for Arroyo Grande, 10 and 5 responses respectively. Responses were also conducted in Templeton, Nipomo, Atascadero, Pismo Beach, Morro Bay, Los Osos, and Grover Beach. One of the responses was for a Florida-based company that employs a remote worker in SLO County.
SERVICES

The Rapid Response Orientation Presentations have gone Virtual!

As a result of the pandemic, our presentations have gone virtual. We have partnered with our local AJCC, EDD, local insurance professionals, and County Department of Social Services to hold reoccurring public information sessions for community members who have been affected by a layoff. Our presentations are held every 1st and 3rd Thursday of the month via Zoom. Registration is required. More information can be found on the WDB of SLO County website at SLOworkforce.com and Facebook page at Facebook.com/sloworkforce.

Please notify our team about any business closures or layoffs at (805) 781-1943 or SLOworkforce@co.slo.ca.us