

COUNTY OF VENTURA

Contractor	Arbor E&T, LLC, dba Equus Workforce Solutions
Contract #	C2324.12
Contract Project Title	Sowing Seeds of Success, A Farmworker Advancement Program
Term	June 1, 2024–March 31, 2026
Contract Amount	\$600,500
Funding Source	Federal (Workforce Innovation and Opportunity Act)
Is this contract a subaward of federal funds?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (If yes please see Schedule of Federal Funding Letter for Details)

C O N T R A C T

This contract is entered into this **1st day of June 2024**, by and between the **County of Ventura**, a political subdivision of the State of California, hereinafter called "County," and **Arbor E&T, LLC, dba Equus Workforce Solutions**, 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, C, D, E and F** 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 June 1, 2024 – March 31, 2026, 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

All activities and/or work covered by this contract will be at the risk of Contractor alone. Contractor agrees to defend, indemnify, and save harmless the County of Ventura, including all of its boards, agencies, departments, officers, employees, agents and volunteers, against any and all claims, lawsuits, judgments, debts, demands and/or liability, whether against Contractor, County or others, including without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of the obligations herein described or undertaken or out of operations conducted or subsidized in whole or in part by Contractor, save and except claims or litigation arising through the sole negligence or wrongdoing and/or sole willful misconduct of County. Contractor agrees to waive all rights of subrogation against County for losses arising directly or indirectly from the activities and/or work covered by this contract.

10. INSURANCE PROVISIONS

A) 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:

- 1) 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.

- 2) 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.
 - 3) 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.
- B) All insurance required will be primary coverage as respects to the County and any insurance or self-insurance maintained by County will be excess of Contractor's insurance coverage and will not contribute to it.
 - C) County is to be notified immediately if any aggregate insurance limit is exceeded. Additional coverage must be purchased to meet requirements. Contractor shall notify County of any and all policy cancellations within three working days of the cancellation.
 - D) The County of Ventura, its boards, agencies, departments, offices, 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).
 - E) 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 as it pertains to Workers' Compensation.
 - F) 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's Risk Management Division.
 - G) 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) as it pertains to Workers' Compensation.

Failure to provide these documents will be grounds for immediate termination or suspension of this contract.

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 ensure 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 County's 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 County and Contractor will be effective when incorporated in written amendments to this contract.

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: COUNTY OF VENTURA
HUMAN SERVICES AGENCY
FISCAL - CONTRACTS
855 PARTRIDGE DRIVE
VENTURA, CA 93003

TO CONTRACTOR: EQUUS WORKFORCE SOLUTIONS
ATTN: ERIC WALKER, REGIONAL DIRECTOR
1570 SOLOMON VIEW ROAD
SANTA MARIA, CA 93455

NOTICE COPY: EQUUS WORKFORCE SOLUTIONS
MARK DOUGLASS, PRESIDENT & CEO
9510 ORMSBY STATION RD., SUITE 104
LOUISVILLE, KY 40222

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 contract, 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 contract 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-Monthly Performance Measures
Exhibit D-Performance Based Outcomes
Exhibit E-Non-Employee IT Usage Policy
Exhibit F-General Contract Conditions

IN WITNESS WHEREOF the parties hereto have executed this contract.

COUNTY OF VENTURA	CONTRACTOR
By:	By:
Printed Name: Melissa Livingston	Printed Name: Mark Douglass
Title: Director, Human Services Agency	Title: President & CEO
Date:	Date:
	Tax ID # 46-0508470

EXHIBIT A – SCOPE OF WORK

CONTRACTOR – ARBOR E&T, LLC, dba EQUUS WORKFORCE SOLUTIONS

**PROGRAM NAME – SOWING SEEDS OF SUCCESS, A FARMWORKER
ADVANCEMENT PROGRAM**

I. PROGRAM OBJECTIVE

The purpose of this contract between County of Ventura-Human Service Agency (HSA) Workforce Development Board (WDB) herein known as “County” and Arbor E&T, LLC, dba Equus Workforce Solutions (Equus), herein known as “Contractor”, is to provide language and literacy training and skills development tailored to the specific needs of Ventura County’s farmworker community to help them either advance within the agricultural industry, or prepare for advancement outside of the agricultural industry in other leading sectors that pay family-sustaining wages and benefits, have predictable hours, offer opportunities for career advancement, and seek out and encourage the worker voice.

The “Sowing Seeds of Success” program, or the “Program”, is funded through a Workforce Innovation and Opportunity Act (WIOA) grant from the California Employment Development Department (EDD). All participants must meet WIOA eligibility requirements as found in the Code of Federal Regulations Title 20, Chapter V, Parts 675-686 (<https://www.ecfr.gov/current/title-20/chapter-V>). Additional guidance regarding WIOA definitions and program eligibility may be found in the U.S. Department of Labor Employment and Training Administration’ Training and Employment Guidance Letter No. 19-16 (https://wdr.doleta.gov/directives/attach/TEGL/TEGL_19-16_acc.pdf).

The Program will serve a minimum of 225 participants, 18 years of age or older. Through career guidance, work-based learning opportunities, the use of Cell-Ed, supportive services, and ongoing coaching, the Program will increase literacy levels, enhance English language proficiency, and equip participants with job skills required for career advancement. The populations to be served include:

- Seasonal farmworkers
- Migrant farmworkers
- Migrant and seasonal farmworkers (MSFW)
- Indigenous farmworkers

II. CONTRACTOR RESPONSIBILITIES

Contractor shall:

- A. Serve a minimum of 225 participants.
- B. Employ Navigators who are fluent in English, Spanish, Mixteco and other indigenous languages. The role of the Navigator is to help assess participants’ needs, provide career counseling and guidance to assist farmworkers in identifying their career goals, develop career plans, provide case management, and help identify and address barriers that may prevent the individual from successfully meeting agreed-upon benchmarks.
- C. Work closely with the County’s Farm Community Labor Relations Coordinator (LRC) in the operation of the Program. The LRC will engage with members from all aspects of the agriculture community; coordinate communication of information regarding

labor law and workplace environment; and leverage existing resources and government programs available for farmworkers and employers.

- D. Utilize CalJOBS, the State's approved automated case management system, for document management, data entry and required reports. This includes timely input and upload of all required documentation, files and case notes; enter and maintain current information on all participants including data such as eligibility determination, demographics, intake forms, activities, assessments, case notes, Individual Employment Plans (IEP), signed employer worksite agreement(s), and participant outcomes; and uploading all required documentation and receipts for supportive services purchases made on behalf of participant. Documents with Health Insurance Portability and Accountability Act of 1996 (HIPAA) protected health information shall be password protected prior to being uploaded to CalJOBS. The EDD and WDB prefer daily data entry to ensure that records are maintained according to federal requirements. File uploads or data entry not done within 30 days is a late submission and considered noncompliant as detailed in WDB's Policy on Case Management and Participant Reporting (http://vcportal.ventura.org/wdb/wdb_policies/WDB_Policy_2019-03-Case-Management-and-Participant-Reporting.pdf).
- E. Determine eligibility for each applicant selected for enrollment and register individual in CalJOBS. As part of the eligibility criteria, participants must reside in Ventura County. Enrollment of MSFW should occur during peak demand for agricultural labor in Ventura County.
- F. Provide all participants with access to and training on Cell-Ed, at no cost to the participant. Cell-Ed is a mobile learning tool that teaches literacy, language, and job skills via three-minute micro lessons that are available 24 hours per day, 7 days per week, and accessible using a flip-phone (no smartphone, internet or data plan is required.)
- G. Prioritize work-based learning opportunities and career pathways on in-demand industry sectors as determined by the WDB. These six (6) sectors are:
 - 1. Healthcare
 - 2. Business and Entrepreneurship
 - 3. Retail, Hospitality, and Tourism
 - 4. Advanced Manufacturing
 - 5. Agriculture, Water, and Environmental Technology
 - 6. Education and Human Development
- H. Coordinate service delivery with the WDB and other key partners, including attending partner meetings and sharing best practices. Key partners include, but are not limited to, the County of Ventura Farmworker Resource Program, WIOA Title-I service providers, EDD and their Migrant and Seasonal Farmworker Program, CalWORKs, Ventura County Community College District, Ventura Adult and Continuing Education, the Center for Employment Training, and other community-based organizations.
- I. Establish partnerships with local farms and agricultural businesses to provide farmworkers with hands-on, practical training opportunities.
- J. Collaborate with local businesses and organizations who can offer transitional employment opportunities, or provide temporary or part-time positions that allow farmworkers to gain experience in new industries or develop specific skills.

- K. Establish strong ties with community organizations to provide ongoing support, networking opportunities, and access to resources that can help farmworkers navigate career transitions and address other needs.
- L. Conduct targeted outreach to farmworker communities to promote the training programs and connect farmworkers with these opportunities. Outreach to prospective clients shall take place at locations where farmworkers work, shop, socialize, and receive other services, such as convenience and grocery stores, churches, laundromats, migrant Head Start centers, family resource centers, healthcare centers and other neighborhood locations.
- M. Assign Contractor staff, as needed, to work at the America's Job Center of California (AJCC) to assist Program clients. Staff are expected to utilize the AJCC space and equipment in a safe and professional manner at all times.
- N. Coordinate with AJCC staff to deliver a wide range of services applicable to the target population and ensure each participant is informed of the various services provided at the AJCC. Work in collaboration with the AJCC Business Solutions Team to outreach to employers as appropriate.
- O. Provide training to all AJCC staff and partners on the Program and its availability of services for eligible clients.
- P. Facilitate access to supportive services that will assist participants in obtaining employment or education opportunities. These may include, but are not limited to, transportation, housing, childcare, mental health visits, testing fees, etc. Contractor will practice the prudent use of federal funds when providing supportive services. All supportive services must adhere to the WDB's Policy on Supportive Services (http://vcportal.ventura.org/wdb/wdb_policies/WDB_Policy_2020-04-Supportive-Services.pdf).
- Q. Provide required follow-up contact and post-exit services to participants for up to twelve (12) months after exiting the Program.
- R. Provide outreach materials as needed, in conjunction with the efforts of the WDB. All such materials will require WDB approval, will meet the requirements of Steven's Amendment (http://vcportal.ventura.org/wdb/wdb_policies/WDB_Policy_2021-02_Stevens_Amendment_Requirements.pdf) and will include reference to WIOA and the following statement: "The Workforce Development Board of Ventura County is a proud partner of America's Job Center of California network. The WDBVC and this project are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. If you have limitations hearing or speaking dial 711 to reach the California Relay Service (CRS). This WIOA project is fully funded by the Employment and Training Administration of the U.S. Department of Labor as a part of an award totaling \$900,000."
- S. Fully staff the Program during all scheduled hours of operation. Hours of operation shall be set to effectively serve the needs of clients.
- T. Cultivate staff and program capacity in the areas of diversity, equity and inclusion to serve clients in an accessible, culturally and linguistically considerate manner, and ensure equal access to services and equitable outcomes across the diverse client population.
- U. Strive to create an inclusive environment where every client/participant feels like they belong.
- V. Develop and distribute satisfaction/evaluation surveys for participants and employers and share results with County each quarter.

- W. Attend all mandatory WDB trainings for workforce professional development.
- X. Meet regularly (no less than quarterly) with County staff to discuss enrollments, outreach, participant retention, Program design, outcomes (employment and education), expenditures, staffing and other elements that have the potential to impact the quality of the Program and services provided under this contract.
- Y. Comply with all applicable regulations and policies as specified by federal, State, and County, including but not limited to, WIOA, the Americans with Disabilities Act, the Code of Federal Regulations (specifically [2 CFR 200](https://www.whitehouse.gov/omb/information-for-agencies/circulars/) and [Title 29](https://www.whitehouse.gov/omb/information-for-agencies/circulars/)), OMB Circulars (<https://www.whitehouse.gov/omb/information-for-agencies/circulars/>), EDD Directives (https://edd.ca.gov/Jobs_and_Training/Active_Directives.htm), WDB local policies (<https://workforceventuracounty.org/resources/wdb-policies/>), as well as other federal and State laws regarding job training, job placement assistance, and supportive services for job seekers.
- Z. Comply with the General Conditions, Assurances and Certifications included herein as part of this contract as **Exhibit F**.

III. COUNTY RESPONSIBILITIES

County shall:

- A. Provide training to Contractor staff on WIOA regulations, as needed.
- B. Provide training in, and act as the subject-matter-expert for, CalJOBS, the State's approved automated case management system for workforce services.
- C. Schedule meetings with Contractor staff to communicate progress, changes, procedural information and other items as needed.
- D. Review invoices and pay Contractor for services rendered in accordance with the terms and conditions of this contract.
- E. Process timely all appropriate contract modifications and administrative requirements.
- F. Report to the State on the project objectives, activities, outcomes and expenditures, supplemented with reporting and expenditure information provided by Contractor.
- G. Conduct criminal background checks on all Contractor staff assigned to work at the AJCC.
- H. Provide badge access to the main door of the building where AJCC is located, and doors leading into the AJCC office space, for Contractor-identified personnel who are assigned to work at the AJCC.
- I. Provide confidential workspace at AJCC for preparation and presentation of program material, including access to internet connectivity, telephone, and photocopy and fax machines, all of which have usage limited to the needs of the Program.

IV. PERFORMANCE EVALUATION

- A. Contractor will successfully achieve the below Performance Outcomes. Failure to meet performance levels may result in termination of the contract. See EDD's Policy Directive WSD22-01 on Performance Guidance (https://edd.ca.gov/siteassets/files/jobs_and_training/pubs/wsd22-01.pdf), as well as WDB's policy on nonperformance (http://vcportal.ventura.org/wdb/wdb_policies/WDB_Policy_2021-05_Nonperformance_Policy.pdf).

Performance Goal	Total Participants	Performance Goal Rate
Minimum Participants to be Served	225	
Participants Using Cell-Ed	225	100%
Participants Co-enrolled in Another WIOA Program to Access Funding for and Enrollment into a Certification Training Program at Center for Employment Training (CET)	25	11.1%
Total Participants Exited	225	
Employment Rate 2nd Quarter After Exit	144	64.0%
Employment Rate 4th Quarter After Exit	137	60.9%
Median Earnings 2nd Quarter After Exit		\$7,000
Credential Attainment within 4 Quarters After Exit	17	7.6%
Measurable Skills Gain	124	55.1%

- B. Contractor shall submit Program performance reports to County on a monthly basis. Reports are due within ten (10) days following the end of each month and shall detail performance on outcomes as identified in **Exhibit C**. An accompanying narrative outlining reasons for underperformance and plan for improvement should accompany monthly reports for any measure(s) where Contractor is not meeting the stated goal. Should the State request changes to the structure or design of Exhibit C, County will notify Contractor as soon as feasibly possible.

V. COMPENSATION SCHEDULE

- A. Contractor and County acknowledge and agree that this is a cost reimbursement contract and will comply with all federal, state and local rules and regulations. The total compensation of this contract will not exceed \$600,500, including a maximum of \$60,050 for performance-based profit, which may be claimed at the end of the contract term for directly achieving the performance goals stated in **Exhibit D**. The earning of profit is not based on total budget, expending of the budget, and/or pass-through costs, such as tuition or fixed costs, that require minimal to no effort from the contractor nor directly achieve a performance goal. Any profit payments will be structured around performance-based outcomes and successful outcome documentation must be submitted to claim profit.
- B. Administrative Costs are limited to 10% of the total contract budget per the prime grant funding source requirements.
- C. Contractor will be paid in arrears for all costs incurred and paid in support of this contract. Contractor will submit an accurate 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 the Human Services Agency-Fiscal Division.
- D. Subcontractor invoices for services will be paid by Contractor first with such amounts included in Contractor's regular invoice to County for reimbursement.
- E. In accordance with the approved budget, included herein as **Exhibit B**, County will reimburse to Contractor the approved expenses within 30 days of receipt of an approved invoice.

- F. Contractor must ensure that all costs are reasonable, allowable, and necessary and must maintain sufficient documentation to verify expenses. Contractor will be responsible for repayment of any costs disallowed by County, EDD or DOL.

VI. MONITORING

- A. At least once annually, County will monitor Contractor to ensure compliance with WIOA and the terms of this contract. County will notify Contractor of any deficiency or noncompliance as soon as possible and will require a Corrective Action Plan detailing the manner in which deficiencies will be mitigated.
- B. Contractor's failure to resolve a County-identified deficiency within 90 days of the monitoring and notice thereof may be sufficient cause for County to withhold funds from Contractor under this contract until such time as Contractor cures the deficiency to the satisfaction of County.

VII. ADDITIONAL PROVISIONS

- A. Contractor's employees and representatives who require access to the County's network and/or related systems will read, sign and abide by County's Non-Employee Information Technology Usage Agreement Policy, included herein as **Exhibit E**, prior to being granted access to County's network.
- B. WIOA-funded programs will follow federal, state, and WDB branding guidelines. Contractor will not use its brand or promote their own organization in relation to this program without the explicit permission of the WDB. Further, the selected contractor will actively identify the WDB as the provider of services received by WIOA participants.
- C. In the event of short- or long-term conditions which impact Contractor's normal service delivery operations, such as a declared public health emergency or disaster, Contractor shall immediately notify County of the status and impact on operations, staffing, and client populations. Contractor shall work with County to develop a strategy to be approved by County for alternative methods to deliver services and plan for timely return to normal service operations, while also adhering to federal, state and local safety and public health directives at all times.
- D. If deemed necessary, Contractor may subcontract any of the duties and responsibilities to a third party, providing that such subcontractor is an eligible service provider and held to the same policies, procedures, conditions and mandates to which Contractor is held under this contract, including but not limited to, verification that subcontractor is not debarred or suspended from receiving federal funds. Contractor will be liable for all actions of any subcontractor in the operation of the Program and will monitor performance and compliance and report all findings and corrective actions to County in a timely manner. County shall approve all subcontracts prior to subcontract issuance. Any subcontracts not approved by County in advance may be disallowed.

Contract Budget		Exhibit B	
1. CONTRACTOR NAME: Arbor E&T, LLC, dba Equus Workforce Solutions			
2. PROGRAM ACTIVITY/PROJECT NAME: Sowing Seeds of Success, A Farmworker Advancement Pprogram			
3. PERFORMANCE PERIOD FROM: 6/1/2024 TO: 3/31/2026		4. EFFECTIVE DATES INITIAL CONTRACT EFFECTIVE DATE: 6/1/2024 AMENDMENT #: AMENDMENT EFFECTIVE DATE:	
CONTRACT #: C2324.12			
BUDGET SUMMARY			
I. DIRECT PROGRAM EXPENSES	BUDGET SUMMARY	LEVERAGED COSTS	LEVERAGE TYPE (In-Kind or Cash)
A. Staff Salaries	\$ 224,594		
B. Staff Fringe Benefits	\$ 36,443		
C. Direct Program Operating Expenses	\$ 17,510		
D. Contractual Services	\$ 199,540		
E. Client/Participant Direct Costs	\$ 10,200		
F. Other	\$ 3,958		
SUBTOTAL SECTION I -DIRECT PROGRAM EXPENSES	\$ 492,246	\$ -	
II. INDIRECT COSTS	\$ 108,255	\$ -	
TOTAL CONTRACT BUDGET	\$ 600,500	\$ -	
BUDGET DETAIL			
I. DIRECT PROGRAM EXPENSES			
A. Staff Salaries (List Position/Title)	Monthly Salary	FTE(S)	# of Months
Project Director	\$5,859	1	22
Local Project Accountant	\$7,500	0.1	22
Career Advisor	\$3,600	1	22
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
A. Subtotal Staff Salaries			\$ 224,594
B. Staff Fringe Benefits	Rate (%)		Total
Payroll Taxes (Social security, Medicare, etc.)	9.14%		\$ 20,521
Health Benefits	2.04%		\$ 4,579
Retirement Contributions	3.00%		\$ 6,738
Workers Compensation	2.05%		\$ 4,604
Other (please describe):			\$ -
B. Subtotal Staff Fringe Benefits			\$ 36,443
C. Direct Program Operating Expenses <i>(Must be verifiable and cannot also be treated as an Indirect Cost.)</i>	Budget Justification & Calculation Details		TOTAL
Staff Travel	Monthly Personal Vehicle Travel 300		\$ 4,422
County of Ventura Required Business License	Business License - Gross receipts and Business License runs as a percentage of revenue. It is \$1.50 per \$1,000 of revenue. (\$590,300*1.50)/1000=885.50. Rounded up just for State and processing fees.		\$ 1,000
Telephone/Utilities	Wireless/Hotspots		\$ 4,895
Insurance Related to the Program	GL/PL Liability - Insurance runs as a percentage of revenue. It is \$4.01 per \$1,000 of revenue. (\$590,300*4.01)/1000=2,368		\$ 2,368
Office Supplies & Equipment*	Office Supplies Misc/Laptop/Keyboard/Mouse/Monitor		\$ 4,825
Program Outreach			\$ -
Other Program Costs			\$ -
C. Subtotal Direct Program Operating Expenses			\$ 17,510
(*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		Exhibit B		
1. CONTRACTOR NAME: Arbor E&T, LLC, dba Equus Workforce Solutions				
2. PROGRAM ACTIVITY/PROJECT NAME: Sowing Seeds of Success, A Farmworker Advancement Pprogram				
3. PERFORMANCE PERIOD FROM: 6/1/2024 TO: 3/31/2026		4. EFFECTIVE DATES INITIAL CONTRACT EFFECTIVE DATE: 6/1/2024 AMENDMENT #: AMENDMENT EFFECTIVE DATE:		
CONTRACT #: C2324.12				
D. CONTRACTUAL SERVICES (List legal entity name for each)	Contract Description & Cost Details	Subaward (S) or Vendor (V) (to	Total	
Cell-Ed	Client Education (required)	V	\$ 199,540	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
D. Subtotal Contractual Services			\$ 199,540	
E. CLIENT/PARTICIPANT DIRECT COSTS				TOTAL
Vocational Training Costs	Avg. Cost Per Participant	# of Participants		
	\$ -			\$ -
On-the-Job Training	Avg. Rate Per Hour	Avg. Hours Per Month	Avg. # of Months	
Participant Wages				\$ -
Participant Benefits	Avg. Benefit Rate (%):			\$ -
Supportive Services, Incentives, Stipends	Add Budget Justification & Calculation Details Below			
Supportive Services (WDB Contracts Only)	Gas/Clothing/Etc. - If funding and need are there we would utilize for an OJT/OST			\$ 10,200
Incentives (WDB Contracts Only)				\$ -
Stipends (WDB Contracts Only)	Not allowed in this contract per Funder			N/A
E. Subtotal Client/Participant Direct Costs				\$ 10,200
F. OTHER (Please Describe)	Budget Justification & Calculation Details			
Audit/Payroll - Processing wages for 2.25 Staff; Service Application - QuickBase Case Management and Tracking tool for participants and performance; Microsoft License for staff computers; Dues - Chamber, Networking, community events, Staff Seminar; Employee Background check; Postage				\$ 3,958
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
F. Subtotal Other				\$ 3,958
DIRECT PROGRAM COSTS TOTAL				\$ 492,246
II. INDIRECT COSTS* (Use one of the options below.)				
	Rate (%)	Cost Base Rate Applied to (Amount)	Cost Base (Type)	Total
1. Federally Negotiated Indirect Cost Rate (Must attach your approved ICRA)	N/A	N/A	N/A	N/A
2. De Minimis 10% (Excludes Participant Direct Costs)	10%	\$ 482,046	De Minimis	\$ 48,205
3. Other Program Special Rate (May be referenced in RFP, provide details) Performance-Based Profit - See Exhibit D	10% Maximum	\$ 600,500	Performance-Based. See Exhibit C for Outcomes.	\$ 60,050
INDIRECT COSTS TOTAL				\$ 108,255
*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: Equus Career Services Overhead (OH) pool reflects the costs of management operational activities located in Louisville, KY, and our regional offices. Expense items such as salaries & wages, facilities, supplies, equipment, data processing, etc. make up the OH pool.				

The following information provides additional context and instructions for completing the Monthly Status Report (MSR). Please contact your WDBVC project manager if you have any questions.

Activities and Services During this Month

1.a. Performance Indicators

Program Performance Measures: These line items correspond to the Participant and Expenditure Plan. These are the formal performance measures WDBVC tracks to identify project progress and success toward planned goals.

Total New this Month (Source: CalJOBS): Input the number of new program performance measures for the reporting month.

Actual - Cumulative to date (Source: CalJOBS): Input the number of Activities that have occurred since the start of the grant's period of performance (2/1/24-current report month). Use CalJOBS reports to find official totals. Provide explanations of possible discrepancies in narrative section, 1.d..

Planned - Cumulative as of current quarter (Source: Participant and Expenditure Plan): Refer to your Participant and Expenditure Plan exhibit and include the amount listed during the current reporting month. Example: A monthly report for April 2024 would have the amount planned through Quarter 2, "Feb '24 - Jun '24".

Progress Towards Planned Quarterly Performance (Actual/Planned %): This column automatically calculates the "percent to plan" to help identify progress and potential need for technical assistance or modifications.

1.b. Success Indicators

Indicator: Line items here are additional metrics to demonstrate successful project outcomes, as outlined in the SFP and Project Launch Webinar. Metrics reported must be verifiable or evidenced in some way by you or the participant.

Refer to [NAICS Code 11: "Agriculture, Forestry, Fishing, Hunting"](#) for a detailed list of occupations that are within the agricultural industry.

Job Placements with Medical Benefits: Report participants that have been placed in a job within or outside of the agricultural industry that offers medical benefits.

Career Advancement: Report participants that have received a wage increase or promotion in their career within the agricultural industry as a direct result of program efforts.

Job Placement: Report participants that have been placed in a job that is outside of the agricultural industry at any level (entry, intermediate, mid-level, senior etc.) as a direct result of program efforts.

Total New this Month: Input the amount for each indicator for the reporting month.

Actual to Date (Cumulative): Input the amount for each indicator since the start of the grant's period of performance (2/1/24-current reporting month).

% of Employed at Exit: This column calculates the percent of individuals who have become employed and/or who have obtained a position with benefits, such as healthcare, dental, and vision. This column does not apply to the metrics of credential attainment, measurable skills gain, or average wage at initial placement.

1.c. Referrals

Referral Type: Types of referrals are listed here. Only enter information under the applicable type(s) of referrals that have been made for the reporting period.

Internal or External Referral: Select whether the referrals were to another program within your organization, an external provider, both, or N/A (not applicable).

Name of External Provider(s): List the entities/service providers to which you have referred your participants to. Use a comma to separate each entity/service provider's name.

Total New Referrals this Month: Input the amount of new referrals made for the reporting month.

Actual to Date (Cumulative): Input the amount of each referral type since the start of the grant's period of performance (2/1/24-current reporting month).

1.d. Additional Comments on Participant and Referral Reporting

Describe services provided, type(s) of training, industry sector(s), participant success that is not verifiable through the CalJOBS system, etc. Include any relevant details on delays to achieving planned numbers, if applicable. Include any relevant details on referrals made, if applicable.

2. Summary of Activities/Services

Describe the following activities and services that occurred during the reporting period. Include what work was done and how it relates to the services and activities proposed in the Project Narrative, Project Workplan, and any other goals of the project.

Participant Outreach, Recruitment, and Accessibility: Types of outreach and recruitment methods that were implemented, either by the grantee, a subrecipient, or a partner. Include any strategies for ensuring accessibility for English-learners, individuals with disabilities, etc.

Project Partnerships (development, enhancement, engagement, commitment, etc.): Include updates on partnership activities, such as development of new agreements, connections with cultural organizations, new partnership letters, etc. Please attach any new letters/MOUs/etc. to the report submission.

Business/Employer Engagement (developing IETs, job development, employer education, subsidized employment opportunities, etc.): Describe coordination activities with employers that occurred during the reporting month. List any new employers that have made commitments to supporting the project and the type of support provided.

Enrollment, Intake, and Assessment: Describe the processes being followed for enrollment, intake, and assessment of FAP participants. Share assessment type(s) and what skills/knowledge deficiencies are being assessed.

Co-Enrollment (WIOA Title I-IV, CalWORKS, CalFresh, etc.): Include any co-enrollment strategies that are being implemented in the project. Identify whether the co-enrollment is within the grantee's agency or through external partners.

Program Services (intensive case management, integrated resource teams, supportive services, referrals, etc.): Describe the suite of services the grantee or partners are providing to participants, including any referrals to additional services or referrals received from partners.

System Change/Alignment (plans, MOUs, policy, procedures, data sharing, blending and braiding resources, sustainability, etc.): Share efforts being made to impact systematic change and alignment for ELLs and their access to services, training, and employment opportunities. Include any planning for continuing access to developed trainings, resources, or other materials/activities developed for the purpose of the project after grant funding ends.

Training/Capacity Building for Staff, Project Teams, and Partners: Describe any professional development, training, or other steps being taken in order to build capacity and knowledge for staff, project teams, or partners.

Other - Describe: Share any other grant activities that are not encompassed by the categories above.

Expenditures

3.a. Expenditure Reporting

Actual Expenditures and Accruals through End of Reporting Period (Cumulative): Input the total of all expenditures from the start of the grant's period of performance through the end of the reporting period. This should also include accruals that have not been invoiced to/paid by the grantee.

Planned Expenditures through End of Quarter (Cumulative - Locate in Exhibit Workbook): Refer to the Participant and Expenditure Plan and include the amount listed during the current quarter. Example: A monthly report for May 2024 would have the amount planned through Quarter 2, "Feb '24-Jun '24".

Performance % (Actual/Planned): This column calculates the "percent to plan" to help identify progress and potential need for technical assistance or modifications.

3.b. Additional Comments on Expenditures

Include a summary of how grant funds were spent, how any leveraged funds supported the project, and explanation of any delays to meeting planned expenditures.

Technical Assistance Needs

4. Technical Assistance

Provide information on challenges that are being encountered and any assistance WDBVC can provide that would support or accelerate project efforts.

FAP Quarterly Status Report Instructions/Information

The following information provides additional context and instructions for completing the Quarterly Status Report (QPR). Please contact your WDBVC project manager if you have any questions.

Activities and Services During this quarter

1.a. Performance Indicators

Program Performance Measures: These line items correspond to the Participant and Expenditure Plan. These are the formal performance measures WDBVC tracks to identify project progress and success toward planned goals.

Total New this quarter (Source: CalJOBS): Input the number of new program performance measures for the reporting quarter.

Actual - Cumulative to date (Source: CalJOBS): Input the number of Activities that have occurred since the start of the grant's period of performance (2/1/24-current report quarter). Use CalJOBS reports to find official totals. Provide explanations of possible discrepancies in narrative section, 1.d.

Planned - Cumulative as of current quarter (Source: Participant and Expenditure Plan): Refer to your Participant and Expenditure Plan exhibit and include the amount listed during the current reporting quarter. Example: A quarterly report for April 2024 would have the amount planned through Quarter 2, "Feb '24 - Jun '24".

Progress Towards Planned Quarterly Performance (Actual/Planned %): This column automatically calculates the "percent to plan" to help identify progress and potential need for technical assistance or modifications.

1.b. Success Indicators

Indicator: Line items here are additional metrics to demonstrate successful project outcomes, as outlined in the SFP and Project Launch Webinar. Metrics reported must be verifiable or evidenced in some way by you or the participant.

Refer to [NAICS Code 11: "Agriculture, Forestry, Fishing, Hunting"](#) for a detailed list of occupations that are within the agricultural industry.

Job Placements with Medical Benefits: Report participants that have been placed in a job within or outside of the agricultural industry that offers medical benefits.

Career Advancement: Report participants that have received a wage increase or promotion in their career within the agricultural industry as a direct result of program efforts.

Job Placement: Report participants that have been placed in a job that is outside of the agricultural industry at any level (entry, intermediate, mid-level, senior etc.) as a direct result of program efforts.

Total New this Quarter: Input the amount for each indicator for the reporting quarter.

Actual to Date (Cumulative): Input the amount for each indicator since the start of the grant's period of performance (2/1/24-current reporting quarter).

% of Employed at Exit: This column calculates the percent of individuals who have become employed and/or who have obtained a position with benefits, such as healthcare, dental, and vision. This column does not apply to the metrics of credential attainment, measurable skills gain, or average wage at initial placement.

1.c. Referrals

Referral Type: Types of referrals are listed here. Only enter information under the applicable type(s) of referrals that have been made for the reporting period.

Internal or External Referral: Select whether the referrals were to another program within your organization, an external provider, both, or N/A (not applicable).

Name of External Provider(s): List the entities/service providers to which you have referred your participants to. Use a comma to separate each entity/service provider's name.

Total New Referrals for Quarter ending month: Input the amount of new referrals made for the quarter ending month. Quarter ending months include: March, June, September, or December.

Actual to Date (Cumulative): Input the amount of each referral type since the start of the grant's period of performance (2/1/24-current reporting quarter).

1.d. Additional Comments on Participant and Referral Reporting

Describe services provided, type(s) of training, industry sector(s), participant success that is not verifiable through the CalJOBS system, etc. Include any relevant details on delays to achieving planned numbers, if applicable. Include any relevant details on referrals made, if applicable.

2. Summary of Activities/Services

Describe the following activities and services that occurred during the reporting period. Include what work was done and how it relates to the services and activities proposed in the Project Narrative, Project Workplan, and any other goals of the project.

Participant Outreach, Recruitment, and Accessibility: Types of outreach and recruitment methods that were implemented, either by the grantee, a subrecipient, or a partner. Include any strategies for ensuring accessibility for English-learners, individuals with disabilities, etc.

Project Partnerships (development, enhancement, engagement, commitment, etc.): Include updates on partnership activities, such as development of new agreements, connections with cultural organizations, new partnership letters, etc. Please attach any new letters/MOUs/etc. to the report submission.

Business/Employer Engagement (developing IETs, job development, employer education, subsidized employment opportunities, etc.): Describe coordination activities with employers that occurred during the reporting quarter. List any new employers that have made commitments to supporting the project and the type of support provided.

Enrollment, Intake, and Assessment: Describe the processes being followed for enrollment, intake, and assessment of FAP participants. Share assessment type(s) and what skills/knowledge deficiencies are being assessed.

Co-Enrollment (WIOA Title I-IV, CalWORKS, CalFresh, etc.): Include any co-enrollment strategies that are being implemented in the project. Identify whether the co-enrollment is within the grantee's agency or through external partners.

Program Services (intensive case management, integrated resource teams, supportive services, referrals, etc.): Describe the suite of services the grantee or partners are providing to participants, including any referrals to additional services or referrals received from partners.

System Change/Alignment (plans, MOUs, policy, procedures, data sharing, blending and braiding resources, sustainability, etc.): Share efforts being made to impact systematic change and alignment for ELLs and their access to services, training, and employment opportunities. Include any planning for continuing access to developed trainings, resources, or other materials/activities developed for the purpose of the project after grant funding ends.

Training/Capacity Building for Staff, Project Teams, and Partners: Describe any professional development, training, or other steps being taken in order to build capacity and knowledge for staff, project teams, or partners.

Other - Describe: Share any other grant activities that are not encompassed by the categories above.

Expenditures

3.a. Expenditure Reporting

Actual Expenditures and Accruals through End of Reporting Period (Cumulative): Input the total of all expenditures from the start of the grant's period of performance through the end of the reporting period. This should also include accruals that have not been invoiced to/paid by the grantee.

Planned Expenditures through End of Quarter (Cumulative - Locate in Exhibit Workbook): Refer to the Participant and Expenditure Plan and include the amount listed during the current quarter. Example: A quarterly report for May 2024 would have the amount planned through Quarter 2, "Feb '24-Jun '24".

Performance % (Actual/Planned): This column calculates the "percent to plan" to help identify progress and potential need for technical assistance or modifications.

3.b. Additional Comments on Expenditures

Include a summary of how grant funds were spent, how any leveraged funds supported the project, and explanation of any delays to meeting planned expenditures.

Successes and Challenges

4. Best Practices/Lessons Learned

Detail any notable achievements made, obstacles encountered and overcome, identified best practices, lessons learned, and/or ongoing challenges.

5. Participant Success Stories

Detail any notable participant success stories including relevant information about the services strategies utilized, barriers overcome, participant challenges and accomplishments, training completions, job placements, and

6. Materials

List and attach any event flyers, press releases, news clips, project photos, and/or any other materials that illustrate grant activities and successes.


Technical Assistance Needs

4. Technical Assistance

Provide information on challenges that are being encountered and any assistance WDBVC can provide that would support or accelerate project efforts.


Exhibit C

Report Due Date		
Activity Month	Monthly Due	Quarterly Due
January	Feb. 20	
February	Mar 20	
March		Apr 20
April	May 20	
May	June 20	
June		Jul 20
July	Aug 20	
August	Sep 20	
September		Oct 20
October	Nov 20	
November	Dec 20	
December		Jan 20

		Farmworkers Advancement Program (FAP) Submit to: norman.albances@ventura.org and holly.cole@ventura.org		
Monthly Status Report (MSR)				
Grantee:	County of Ventura Workforce Development Board		3-Letter Grantee Code:	VNP
Name of Project Contact:			Date Completed:	
Email:			Month/Year Covered:	
<p>The Monthly Status Report (MSR) details project activities conducted each month that contribute to project goals. The WDBVC uses the information shared in the MSR to assess project progress, identify and share best practices, and identify any technical assistance needs.</p> <p><u>The MSR must be submitted no later than the 10th day of the month following the end of the reporting month.</u> If the 10th falls on a weekend or holiday, the report is due the last business day prior.</p>				
Activities and Services				
1.a. Performance Indicators				
Program Performance Measures	Total New this Month (Source: CalJOBS)	Actual - Cumulative to date (Source: CalJOBS)	Planned - Cumulative as of current quarter (Source: Participant and Expenditure Plan)	Progress Towards Planned Quarterly Performance (Actual/Planned %)
Enrolled Participants				#DIV/0!
Enrolled in Training				#DIV/0!
Enrolled in Work-based Learning (WBL)				#DIV/0!
Receiving Supportive Services				#DIV/0!
Employed at Exit				#DIV/0!
1.b. Success Indicators				
Indicator	Total New this Month	Actual to Date (Cumulative)	% of Employed at Exit	
Job Placements with Medical Benefits (within or outside of agricultural industry)			#DIV/0!	
Career Advancement (within agriculture, wage increase and/or promotion)			#DIV/0!	
Job Placement (outside of agriculture, any employment level)			#DIV/0!	
Credential Attainment			N/A	
Measurable Skill Gains			N/A	
Average Wage at Placement			N/A	
1.c. Referrals - Internal/External				
Referral Types	Internal or External Referral	Name of External Provider	Total New Referrals this Month	Actual to Date (Cumulative)
Healthcare Services	<Choose One>			
Housing Assistance	<Choose One>			
Educational Resources	<Choose One>			
Career Coaching/Navigation	<Choose One>			
Financial Coaching/Literacy	<Choose One>			
Legal Aid	<Choose One>			
WIOA Title I Formula	<Choose One>			
WIOA Title II/Adult Ed	<Choose One>			
NDWG QUEST	<Choose One>			
Other NDWG	<Choose One>			

Other (Provide details in 1.d.)	<Choose One>		
1.d. Additional Comments on Participant and Referral Reporting: Describe services provided, type of training(s), industry sector(s), participant success that is not verifiable through the CalJOBS system, etc. Include any relevant details on delays to achieving planned numbers , if applicable. Include any relevant details on referrals made, if applicable.			
2. Summary of Activities/Services: Describe the following activities and services that occurred during the reporting period. Include what work was done and how it relates to the services and activities proposed in the Project Narrative, Project Workplan, and any other goals of the project.			
Activities/Services Provided		Description	
Participant Outreach, Recruitment, and Accessibility:			
Project Partnerships (development, enhancement, engagement, commitment, etc.):			
Business/Employer Engagement (job development, employer education, subsidized employment opportunities, etc.):			
Enrollment, Intake, and Assessment:			
Co-Enrollment (WIOA Title I-IV, CalWORKS, CalFresh, etc.):			
Program Services (intensive case management, integrated resource teams, supportive services, referrals, etc.)			
System Change/Alignment (plans, MOUs, policy, procedures, data sharing, blending and braiding resources, sustainability, etc.):			
Training/Capacity Building for Staff, Project Teams, and Partners:			
Other – Describe:			

Expenditures		
3.a. Expenditure Reporting: Refer to the Participant and Expenditure Plan for "Planned by End of Quarter."		
Actual Expenditures and Accruals through End of Reporting Period (Cumulative)	Planned Expenditures through End of Quarter (Cumulative - Located in Participant and Expenditure Plan)	Progress Towards Quarterly Planned Performance (Actual/Planned %)
		#DIV/0!
3.b. Additional Comments on Expenditures: Include a summary of how grant funds were spent, how any leveraged funds supported the project, and explanation of any delays to meeting planned expenditures or delays to invoicing for accrued expenditures.		
Technical Assistance Needs		
4. Technical Assistance: Detail any technical assistance that would support or accelerate project efforts.		
Performance Plans		
In the Narrative below, address any goal of the program that is not being met. Outline reasons for underperformance, your plan for improvement, and the expected date for improvements to be seen.		

	<p align="center">Farmworkers Advancement Program (FAP) Submit to: norman.albances@ventura.org and holly.cole@ventura.org</p>			
<p align="center">Quarterly Performance Report (QPR)</p>				
Grantee:	County of Ventura Workforce Development Board	3-Letter Grantee Code:	VNP	
Name of Project Contact:		Date Completed:		
Email:		Quarter/Year Covered:		
<p>The Quarterly Performance Report (QPR) details project activities conducted during each quarter that contribute to project goals. The WDBVC uses the information shared in the QPR to assess project progress, identify and share best practices, and identify any technical assistance needs.</p> <p align="center">The QPR must be submitted no later than the 10th day of the month following the end of the quarter. If the 10th falls on a weekend or holiday, the report is due the last business day prior.</p>				
<p align="center">Activities and Services</p>				
<p>1.a. Performance Indicators</p>				
Program Performance Measures	Total New this Quarter (Source: CalJOBS)	Actual - Cumulative Through End of Quarter (Source: CalJOBS)	Planned - Cumulative Through End of Quarter (Source: Participant and Expenditure Plan)	Progress Towards Planned Quarterly Performance (Actual/Planned %)
Enrolled Participants				#DIV/0!
Enrolled in Training				#DIV/0!
Enrolled in Work-based Learning (WBL)				#DIV/0!
Receiving Supportive Services				#DIV/0!
Employed at Exit				#DIV/0!
<p>1.b. Success Indicators</p>				
Indicator	Total New this Quarter	Actual Through End of Quarter (Cumulative)	% of Employed at Exit	
Job Placements with Medical Benefits (within or outside of agricultural industry)			#DIV/0!	
Career Advancement (within agriculture, wage increase and/or promotion)			#DIV/0!	
Job Placement (outside of agriculture, any employment level)			#DIV/0!	
Credential Attainment			N/A	
Measurable Skill Gains			N/A	
Average Wage at Placement			N/A	
<p>1.c. Referrals - Internal/External</p>				
Referral Types	Internal or External Referral	Name of External Provider	Total New Referrals this Quarter Ending Month	Actual to Date (Cumulative)
Healthcare Services	<Choose One>			
Housing Assistance	<Choose One>			
Educational Resources	<Choose One>			
Career Coaching/Navigation	<Choose One>			
Financial Coaching/Literacy	<Choose One>			
Legal Aid	<Choose One>			
WIOA Title I Formula	<Choose One>			
WIOA Title II/Adult Ed	<Choose One>			
NDWG QUEST	<Choose One>			
Other NDWG	<Choose One>			

Other (Provide details in 1.d.)	<Choose One>			
1.d. Additional Comments on Participant and Referral Reporting: Describe services provided, type of training(s), industry sector(s), participant success that is not verifiable through the CalJOBS system, etc. Include any relevant details on delays to achieving planned numbers , if applicable. Include any relevant details on referrals made, if applicable.				
2. Summary of Activities/Services: Describe the following activities and services that occurred during the reporting period. Include what work was done and how it relates to the services and activities proposed in the Project Narrative, Project Workplan, and any other goals of the project.				
Activities/Services Provided		Description		
Participant Outreach, Recruitment, and Accessibility:				
Project Partnerships (development, enhancement, engagement, commitment, etc.):				
Business/Employer Engagement (job development, employer education, subsidized employment opportunities, etc.):				
Enrollment, Intake, and Assessment:				
Co-Enrollment (WIOA Title I-IV, CalWORKS, CalFresh, etc.):				
Program Services (intensive case management, integrated resource teams, supportive services, referrals, etc.)				
System Change/Alignment (plans, MOUs, policy, procedures, data sharing, blending and braiding resources, sustainability, etc.):				
Training/Capacity Building for Staff, Project Teams, and Partners:				

Other – Describe:	
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Expenditures		
3.a. Expenditure Reporting: Refer to the Participant and Expenditure Plan tab of ELL IET Exhibit Workbook for "Planned by End of Quarter."		
Actual Expenditures and Accruals through End of Quarter (Cumulative)	Planned Expenditures through End of Quarter (Cumulative - Located in Participant and Expenditure Plan)	Progress Towards Quarterly Planned Performance (Actual/Planned %)
		#DIV/0!
3.b. Additional Comments on Expenditures: Include a summary of how grant funds were spent, how any leveraged funds supported the project, and explanation of any delays to meeting planned expenditures.		
Successes and Challenges		
4. Best Practices/Lessons Learned: Detail any notable achievements made, obstacles encountered and overcome, identified best practices, lessons learned, and/or ongoing challenges.		
5. Participant Success Stories: Detail any notable participant success stories including relevant information about the services strategies utilized, barriers overcome, participant challenges and accomplishments, training completions, job placements, and any other positive outcomes. Do <u>not</u> include any Personally Identifiable Information (PII).		
6. Materials: Please list and attach any event flyers, press releases, news clips, project photos, and/or any other materials that illustrate grant activities and successes.		
Technical Assistance Needs		
7. Technical Assistance: Detail any technical assistance that would support or accelerate project efforts.		
Performance Plans		
In the Narrative below, address any goal of the program that is not being met. Outline reasons for underperformance, your plan for improvement, and the expected date for improvements to be seen.		

Performance-Based Outcomes & Potential Profit

Equus Workforce Solutions

Sowing Seeds of Success, A Farmworker Advancement Program

Total Profit Available: \$60,050 (equal to 10% of initial contract amount of \$600,500)

Payment Table

Profit may be claimed at the end of the contract term for directly achieving the below performance goals:

Performance Measurement	Benchmark (in accordance with detailed performance below)	Actual Benchmark	Benchmark Attained	Percent of Profit Allowed	Amount
New Enrollments Who Complete At Least 1 Cell-Ed Training	225 100%		<input type="checkbox"/> Yes <input type="checkbox"/> No	10%	\$6,005.00
Co-enrolled and Entered Training at Center for Employment Training (CET)	25 11.1%		<input type="checkbox"/> Yes <input type="checkbox"/> No	10%	\$6,005.00
Employment Rate – 2nd Quarter After Exit	144 64.0%		<input type="checkbox"/> Yes <input type="checkbox"/> No	16%	\$9,608.00
Employment Rate – 4th Quarter After Exit	137 60.8%		<input type="checkbox"/> Yes <input type="checkbox"/> No	16%	\$9,608.00
Median Earnings	\$7,000		<input type="checkbox"/> Yes <input type="checkbox"/> No	16%	\$9,608.00
Attainment of a Degree or Certificate	17 7.6%		<input type="checkbox"/> Yes <input type="checkbox"/> No	16%	\$9,608.00
Measurable Skills Gain	124 55.1%		<input type="checkbox"/> Yes <input type="checkbox"/> No	16%	\$9,608.00

Definitions

New Enrollments Who Complete At Least 1 Cell-Ed Training	The process by which individuals register to become a planned participant with the program from June 1, 2024, through March 31, 2026. The participant must also complete at least 1 Cell-Ed training.
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Co-enrolled and Entered Training at Center for Employment Training (CET)	The participant must be co-enrolled in another WIOA program that will fund training at Center for Employment Training (CET) in Oxnard, CA. This must be entered as a training service as defined by the latest CalJOBS Activity Codes Directive.
Employment Rate Q2/Q4	Defined as percentage of program participants who are in unsubsidized employment or in education or in training during Q2/Q4 after exit.
Median Earnings	The median wages earned of those program participants employed in the 2nd quarter after exit.
Attainment of a Degree or Certificate	The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program.
Measurable Skills Gain	The purpose of the Measurable Skill Gains (MSG) indicator is to track and measure important progressions and achievements made by WIOA clients (enrolled in training or education), through pathways and towards various goals of their individual programs. A gain must be recorded for a client each year they are enrolled in training or education and progress satisfactorily in one or more areas of their employment or training program.

COUNTY OF VENTURA

NON-EMPLOYEE INFORMATION TECHNOLOGY USAGE AGREEMENT



OCTOBER 11, 2006

Ventura County Non-Employee Information Technology Usage Agreement

Anyone that is not a Ventura County employee ("Non-employee personnel") who will access (which includes but is not limited to use, maintenance, repair or installation of) Ventura County information technology in the course of their work for Ventura County are required to sign this document before accessing, using, maintaining, repairing or installing any Ventura County information technology system. "Information technology" includes any computer, network, Internet access, electronic mail and voice message systems, facsimile devices, or other electronic systems used by Ventura County.

1. Non-employee personnel have no expectation of privacy in any electronic communications, use of Ventura County property, or Internet access. Ventura County reserves the right to review, audit, or monitor any information technology used by non-employee personnel.
2. Non-employee personnel shall use only accounts authorized by the sponsoring County department.
3. Non-employee personnel may access only those resources for which they are specifically authorized. Any other access is prohibited.
4. Non-employee personnel are personally responsible for safeguarding their account and log-on information. Passwords shall adhere to the following:
 - a. Passwords shall remain confidential.
 - b. Passwords shall be changed at least every 120 days.
 - c. Passwords shall be at least six characters long.
 - d. Systems will be configured to "lock-out" the account after 5 or less incorrect password attempts.
 - e. Passwords shall not contain your user name or any part of your full name.
 - f. Passwords shall never be displayed, printed, or otherwise recorded in an unsecured manner.
5. Non-employee personnel are not permitted to script their user IDs and/or passwords for log-on access.
6. Non-employee personnel are not permitted to allow another person to log-on to any computer utilizing their personal account, nor are they permitted to utilize someone else's account to log-on to a computer. Only the Ventura County sponsoring department can authorize multiple people for use on a single service account.
7. Non-employee personnel may not leave their workstation logged onto the County network while away from their area. Non-employee personnel may elect to lock the workstation rather than logging off when leaving for very short time periods.
8. Non-employee personnel shall maintain a log, left with the sponsoring department, of all software loaded onto any Ventura County computer. The software must have been approved in writing in advance by the sponsoring department.
9. Non-employee personnel shall execute only applications that pertain to their specific contract work.
10. Non-employee personnel shall promptly report log-on problems or any other computer errors to the sponsoring County department.

Ventura County Non-Employee Information Technology Usage Agreement

11. Non-employee personnel shall promptly notify the sponsoring department if they have any reason to suspect a breach of security or potential breach of security.
12. Non-employee personnel shall promptly report anything that they deem to be a security loophole or weakness in the computer network to the sponsoring department.
13. Non-employee personnel shall not install or use any type of encryption device or software on any Ventura County hardware, which has not been approved in writing in advance by the sponsoring County department.
14. Non-employee personnel may not remove any computer hardware, data or software from a Ventura County building for any reason, without prior written approval from the sponsoring County department.
15. Non-employee personnel shall not delete, disable, or bypass any authorized encryption device or anti-virus program installed on Ventura County hardware.
16. Non-employee personnel that request exclusive control over County servers must have the servers reviewed by the Information Technology Services Department Security Group.
17. Non-employee personnel shall not attach any cables or devices to the Ventura County network that would extend the County network to non-employee users..
18. Non-employee personnel may not copy any data and/or software from any Ventura County resource for personal use.
19. Non-employee personnel may not utilize Ventura County computer systems or networks for any of the following reasons:
 - a. Game playing;
 - b. Internet usage or surfing not required for their specific contract work activity;
 - c. Non-related work activity; or
 - d. Any illegal activities, which include but are not limited to creation, download, viewing, storage, copying, or transmission of sexually explicit or sexually oriented materials.
 - e. Downloading of files from non-County resources. If files are needed for specific contract work, the non-employee shall first obtain authorization from the appropriate sponsoring County department.
20. Non-employee personnel are prohibited from intercepting or monitoring network traffic by any means, including the use of network sniffers, unless authorized in writing in advance by the sponsoring County department.
21. Non-employee personnel may not give out any Ventura County computer information to anyone with the sole exception that the non-employee may give other non-employee personnel such information in order to complete authorized tasks and who have signed this agreement. Information includes but is not limited to: IP addresses, security configurations, etc.
22. All data storage media shall be erased or destroyed prior to disposal.

Ventura County Non-Employee Information Technology Usage Agreement

23. Non-employee personnel may not remove, modify, erase, destroy or delete any computer software without the written approval in advance of the sponsoring County department.
24. Non-employee personnel shall not obtain or distribute or attempt to obtain or distribute Ventura County system or user passwords.
25. Non-employee personnel shall not obtain or distribute or attempt to obtain or distribute door passcodes/passkeys to secured rooms at any Ventura County facility for which they are not authorized entry or access to.
26. All equipment issued to non-employee personnel will be returned in good condition to Ventura County upon termination or suspension of the Ventura County/non-employee Personnel relationship.
27. Non-employee personnel are prohibited from causing Ventura County to break copyright laws.
28. Use by non-employee personnel of any Ventura County information technology will acknowledge acceptance of the above-referenced policies. Any non-employee who violates any of these policies shall be subject to disciplinary action, including but not limited to total removal from the Ventura County project as well as being subject to California civil and criminal liability. Disciplinary action may include Ventura County requesting that the employer of the non-employee demote, suspend or terminate the non-employee. Finally, Ventura County reserves the right to deem a non-employee's breach of this Agreement as a breach of the underlying agreement for information technology services or products or the agreement that necessitates a non-employee accessing County information technology.

_____ Non-employee name (print)	_____ Company/Agency name (print)
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_____ Non-employee signature	_____ Date	_____ Non-employee phone number
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Ventura County Sponsor *(Print employee name, department and phone number)*

Purpose (State the reason for the need of the non-employee)

Ventura County Contract Number and Contract Name authorizing the non-employee work

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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

GENERAL CONDITIONS, ASSURANCES AND CERTIFICATIONS

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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

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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).

17. Solid Waste Disposal Act.

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.

GENERAL CONDITIONS, ASSURANCES AND CERTIFICATIONS

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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

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political gain.

- 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 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 disbursement 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 may 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

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Reg. 667.270)

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

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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.

9. Conflict of Provisions

- 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.
- b. Account for Contract expenditures by WIOA Cost Categories.
- 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.

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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).

14. California Labor Code, Fair Labor Standard Acts as Amended

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.

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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

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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.

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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.