

AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR

THIS AGREEMENT (hereafter Agreement) is made by and between the County of Santa Barbara, a political subdivision of the State of California (hereafter COUNTY) and Foundation for California Community Colleges with an address at 1102 Q Street, Suite 4800, Sacramento, CA 95811 (hereafter CONTRACTOR) wherein CONTRACTOR agrees to provide and COUNTY agrees to accept the services specified herein.

WHEREAS, CONTRACTOR represents that it is specially trained, skilled, experienced, and competent to perform the special services required by COUNTY and COUNTY desires to retain the services of CONTRACTOR pursuant to the terms, covenants, and conditions herein set forth;

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1. DESIGNATED REPRESENTATIVE

Luis Servin, Workforce Development Board Executive Director at phone number (805) 614-1543, is the representative of COUNTY and will administer this Agreement for and on behalf of COUNTY. Tim Aldinger at phone number (916) 491-4499 is the authorized representative for CONTRACTOR. Changes in designated representatives shall be made only after advance written notice to the other party.

2. NOTICES

Any notice or consent required or permitted to be given under this Agreement shall be given to the respective parties in writing, by personal delivery, email, or facsimile, or with postage prepaid by first class mail, registered or certified mail, or express courier service, as follows:

To COUNTY: Luis Servin, Executive Director, Workforce Development Board
130 E. Ortega Street, Santa Barbara, CA 93101
FAX: (805) 614-1543
lservin@countyofsb.org

To CONTRACTOR:

Program and Contract Notices:

Diana Grant-Davie, Senior Specialist, Partner Relations
Phone: 1-916-272-1020
Email: dgrant-davie@foundationccc.org and careercatalyst@foundationccc.org

Invoice and Payment Inquiries:

Jennifer Keough, Senior Program Accountant
Email: careercatalyst@foundationccc.org

Workers' Compensation Inquiries:

Email: careercatalyst@foundationccc.org

Unresolved Issues Requiring Escalation:

Joshua Modlin, Senior Director, Workforce Development
Phone: 1-916-203-7639
Email: jmodlin@foundationccc.org

Or at such other address or to such other person that the parties may from time to time designate in accordance with this Notices section. If sent by first class mail, notices and consents under this section shall be deemed to be received five (5) days following their deposit in the U.S. mail. This Notices section shall not be construed as meaning that either party agrees to service of process except as required by applicable law.

3. SCOPE OF SERVICES

CONTRACTOR agrees to provide services to COUNTY in accordance with EXHIBIT A attached hereto and incorporated herein by reference.

4. TERM

CONTRACTOR shall commence performance on **July 15, 2025** and end performance upon completion, but no later than **September 30, 2028** unless otherwise directed by COUNTY or unless earlier terminated.

5. COMPENSATION OF CONTRACTOR

In full consideration for CONTRACTOR's services, CONTRACTOR shall be paid for performance under this Agreement in accordance with the terms of EXHIBIT B attached hereto and incorporated herein by reference. Billing shall be made by invoice, which shall include the contract number assigned by COUNTY and which is delivered to the address given in Section 2 NOTICES above following completion of the increments identified on EXHIBIT B. Unless otherwise specified on EXHIBIT B, payment shall be net thirty (30) days from presentation of invoice.

6. INDEPENDENT CONTRACTOR

It is mutually understood and agreed that CONTRACTOR (including any and all of its officers, agents, and employees), shall perform all of its services under this Agreement as an independent contractor as to COUNTY and not as an officer, agent, servant, employee, joint venturer, partner, or associate of COUNTY. Furthermore, COUNTY shall have no right to control, supervise, or direct the manner or method by which CONTRACTOR shall perform its work and function. However, COUNTY shall retain the right to administer this Agreement so as to verify that CONTRACTOR is performing its obligations in accordance with the terms and conditions hereof. CONTRACTOR understands and acknowledges that it shall not be entitled to any of the benefits of a COUNTY employee, including but not limited to vacation, sick leave, administrative leave, health insurance, disability insurance, retirement, unemployment insurance, workers' compensation and protection of tenure. CONTRACTOR shall be solely liable and responsible for providing to, or on behalf of, its employees all legally-required employee benefits. In addition, CONTRACTOR shall be solely responsible and save COUNTY harmless from all matters relating to payment of CONTRACTOR's employees, including compliance with Social Security withholding and all other regulations governing such matters. It is acknowledged that during the term of this Agreement, CONTRACTOR may be providing services to others unrelated to the COUNTY or to this Agreement.

7. STANDARD OF PERFORMANCE

CONTRACTOR represents that it has the skills, expertise, and licenses/permits necessary to perform the services required under this Agreement. Accordingly, CONTRACTOR shall perform all such services in the manner and according to the standards observed by a competent practitioner of the same profession in which CONTRACTOR is engaged. All products of whatsoever nature, which CONTRACTOR delivers to COUNTY pursuant to this Agreement, shall be prepared in a first class and workmanlike manner and shall conform to the standards of quality normally observed by a person practicing in CONTRACTOR's profession. CONTRACTOR shall correct or revise any errors or omissions, at COUNTY'S request without additional compensation. Permits and/or licenses shall be obtained and maintained by CONTRACTOR without additional compensation.

8. DEBARMENT AND SUSPENSION

CONTRACTOR certifies to COUNTY that it and its employees and principals are not debarred, suspended, or otherwise excluded from or ineligible for, participation in federal, state, or county government contracts. CONTRACTOR certifies that it shall not contract with a subcontractor that is so debarred or suspended.

9. TAXES

CONTRACTOR shall pay all taxes, levies, duties, and assessments of every nature due in connection with any work under this Agreement and shall make any and all payroll deductions required by law. COUNTY shall not be responsible for paying any taxes on CONTRACTOR's behalf, and should COUNTY be required to do so by state, federal, or local taxing agencies, CONTRACTOR agrees to promptly reimburse COUNTY for the full value of such paid taxes plus interest and penalty, if any. These taxes shall include, but not be limited to, the following: FICA (Social Security), unemployment insurance contributions, income tax, disability insurance, and workers' compensation insurance.

10. CONFLICT OF INTEREST

CONTRACTOR covenants that CONTRACTOR presently has no employment or interest and shall not acquire any employment or interest, direct or indirect, including any interest in any business, property, or source of income, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. CONTRACTOR further covenants that in the performance of this Agreement, no person having any such interest shall be employed by CONTRACTOR. CONTRACTOR must promptly disclose to COUNTY, in writing, any potential conflict of interest. COUNTY retains the right to waive a conflict of interest disclosed by CONTRACTOR if COUNTY determines it to be immaterial, and such waiver is only effective if provided by COUNTY to CONTRACTOR in writing.

11. OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY

COUNTY shall be the owner of the following items incidental to this Agreement upon production, whether or not completed: all data collected, all documents of any type whatsoever, all photos, designs, sound or audiovisual recordings, software code, inventions, technologies, and other materials, and any material necessary for the practical use of such items, from the time of collection and/or production whether or not performance under this Agreement is completed or terminated prior to completion. CONTRACTOR shall not release any of such items to other parties except after prior written approval of COUNTY.

Unless otherwise specified in EXHIBIT A, CONTRACTOR hereby assigns to COUNTY all copyright, patent, and other intellectual property and proprietary rights to all data, documents, reports, photos, designs, sound or audiovisual recordings, software code, inventions, technologies, and other materials prepared or provided by CONTRACTOR pursuant to this Agreement (collectively referred to as "Copyrightable Works and Inventions"). COUNTY shall have the unrestricted authority to copy, adapt, perform, display, publish, disclose, distribute, create derivative works from, and otherwise use in whole or in part, any Copyrightable Works and Inventions. CONTRACTOR agrees to take such actions and execute and deliver such documents as may be needed to validate, protect and confirm the rights and assignments provided hereunder. CONTRACTOR warrants that any Copyrightable Works and Inventions and other items provided under this Agreement will not infringe upon any intellectual property or proprietary rights of any third party. CONTRACTOR at its own expense shall defend, indemnify, and hold harmless COUNTY against any claim that any Copyrightable Works or Inventions or other items provided by CONTRACTOR hereunder infringe upon intellectual or other proprietary rights of a third party, and CONTRACTOR shall pay any damages, costs, settlement amounts, and fees (including attorneys' fees) that may be incurred by COUNTY in connection with any such claims. This Ownership of Documents and Intellectual Property provision shall survive expiration or termination of this Agreement.

12. NO PUBLICITY OR ENDORSEMENT

CONTRACTOR shall not use COUNTY's name or logo or any variation of such name or logo in any publicity, advertising or promotional materials. CONTRACTOR shall not use COUNTY's name or logo in any manner that would give the appearance that the COUNTY is endorsing CONTRACTOR. CONTRACTOR shall not in any way contract on behalf of or in the name of COUNTY. CONTRACTOR shall not release any informational pamphlets, notices, press releases, research reports, or similar public notices concerning the COUNTY or its projects, without obtaining the prior written approval of COUNTY.

13. COUNTY PROPERTY AND INFORMATION

All of COUNTY's property, documents, and information provided for CONTRACTOR's use in connection with the services shall remain COUNTY's property, and CONTRACTOR shall return any such items whenever requested by COUNTY and whenever required according to the Termination section of this Agreement. CONTRACTOR may use such items only in connection with providing the services. CONTRACTOR shall not disseminate any COUNTY property, documents, or information without COUNTY's prior written consent.

14. RECORDS, AUDIT, AND REVIEW

CONTRACTOR shall keep such business records pursuant to this Agreement as would be kept by a reasonably prudent practitioner of CONTRACTOR's profession and shall maintain such records for at least four (4) years following the termination of this Agreement. All accounting records shall be kept in accordance with generally accepted accounting principles. COUNTY shall have the right to audit and review all such documents and records at any time during CONTRACTOR's regular business hours or upon reasonable notice. In addition, if this Agreement exceeds ten thousand dollars (\$10,000.00), CONTRACTOR shall be subject to the examination and audit of the California State Auditor, at the request of the COUNTY or as part of any audit of the COUNTY, for a period of three (3) years after final payment under the Agreement (Cal. Govt. Code Section 8546.7). CONTRACTOR shall participate in any audits and reviews, whether by COUNTY or the State, at no charge to COUNTY.

If federal, state or COUNTY audit exceptions are made relating to this Agreement, CONTRACTOR shall reimburse all costs incurred by federal, state, and/or COUNTY governments associated with defending against the audit exceptions or performing any audits or follow-up audits, including but not limited to: audit fees, court costs, attorneys' fees based upon a reasonable hourly amount for attorneys in the community, travel costs, penalty assessments and all other costs of whatever nature. Immediately upon notification from COUNTY, CONTRACTOR shall reimburse the amount of the audit exceptions and any other related costs directly to COUNTY as specified by COUNTY in the notification.

15. INDEMNIFICATION AND INSURANCE

CONTRACTOR agrees to the indemnification and insurance provisions as set forth in EXHIBIT C attached hereto and incorporated herein by reference.

16. NONDISCRIMINATION

COUNTY hereby notifies CONTRACTOR that COUNTY's Unlawful Discrimination Ordinance (Article XIII of Chapter 2 of the Santa Barbara County Code) applies to this Agreement and is incorporated herein by this reference with the same force and effect as if the ordinance were specifically set out herein and CONTRACTOR agrees to comply with said ordinance.

17. NONEXCLUSIVE AGREEMENT

CONTRACTOR understands that this is not an exclusive Agreement and that COUNTY shall have the right to negotiate with and enter into contracts with others providing the same or similar services as those provided by CONTRACTOR as the COUNTY desires.

18. NON-ASSIGNMENT

CONTRACTOR shall not assign, transfer or subcontract this Agreement or any of its rights or obligations under this Agreement without the prior written consent of COUNTY and any attempt to so assign, subcontract or transfer without such consent shall be void and without legal effect and shall constitute grounds for termination.

19. TERMINATION

- A. **By COUNTY.** COUNTY may, by written notice to CONTRACTOR, terminate this Agreement in whole or in part at any time, whether for COUNTY's convenience, for nonappropriation of funds, or because of the failure of CONTRACTOR to fulfill the obligations herein.
 - 1. **For Convenience.** COUNTY may terminate this Agreement in whole or in part upon thirty (30) days written notice. During the thirty (30) day period, CONTRACTOR shall, as directed by COUNTY, wind down and cease its services as quickly and efficiently as reasonably possible, without performing unnecessary services or activities and by minimizing negative effects on COUNTY from such winding down and cessation of services.
 - 2. **For Nonappropriation of Funds.** Notwithstanding any other provision of this Agreement, in the event that no funds or insufficient funds are appropriated or budgeted by federal, state or COUNTY governments, or funds are not otherwise available for payments in the fiscal year(s) covered by the term of this Agreement, then COUNTY will notify CONTRACTOR of such occurrence and COUNTY may terminate or suspend this Agreement in whole or in part, with or without a prior notice period. Subsequent to termination of this Agreement under this provision, COUNTY shall have no obligation to make payments with regard to the remainder of the term.
 - 3. **For Cause.** Should CONTRACTOR default in the performance of this Agreement or materially breach any of its provisions, COUNTY may, at COUNTY's sole option, terminate or suspend this Agreement in whole or in part by written notice. Upon receipt of notice, CONTRACTOR shall immediately discontinue all services affected (unless the notice directs otherwise) and notify COUNTY as to the status of its performance. The date of termination shall be the date the notice is received by CONTRACTOR, unless the notice directs otherwise.
- B. **By CONTRACTOR.** Should COUNTY fail to pay CONTRACTOR all or any part of the payment set forth in EXHIBIT B or breach the material terms of this Agreement, CONTRACTOR may, at CONTRACTOR's option terminate this Agreement if such failure is not remedied by COUNTY within thirty (30) days of written notice to COUNTY.
- C. Upon termination, CONTRACTOR shall deliver to COUNTY all data, estimates, graphs, summaries, reports, and all other property, records, documents or papers as may have been accumulated or produced by CONTRACTOR in performing this Agreement, whether completed or in process, except such items as COUNTY may, by written permission, permit CONTRACTOR to retain. Notwithstanding any other payment provision of this Agreement, COUNTY shall pay CONTRACTOR for satisfactory services performed to the date of termination to include a prorated amount of compensation due hereunder less payments, if any, previously made. In no event shall CONTRACTOR be paid an amount in excess of the full price under this Agreement nor for profit on unperformed portions of service. CONTRACTOR shall furnish to COUNTY such financial information as in the judgment of COUNTY is necessary to determine the reasonable value of the services rendered by CONTRACTOR. In the event of a dispute as to the reasonable value of the services rendered by CONTRACTOR, the decision of COUNTY shall be final. The foregoing is cumulative and shall not affect any right or remedy which COUNTY may have in law or equity.

20. SECTION HEADINGS

The headings of the several sections, and any Table of Contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.

21. SEVERABILITY

If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

22. REMEDIES NOT EXCLUSIVE

No remedy herein conferred upon or reserved to COUNTY is intended to be exclusive of any other remedy or remedies, and each and every such remedy, to the extent permitted by law, shall be cumulative and in addition to any other remedy given hereunder or now or hereafter existing at law or in equity or otherwise.

23. TIME IS OF THE ESSENCE

Time is of the essence in this Agreement and each covenant and term is a condition herein.

24. NO WAIVER OF DEFAULT

No delay or omission of COUNTY to exercise any right or power arising upon the occurrence of any event of default shall impair any such right or power or shall be construed to be a waiver of any such default or an acquiescence therein; and every power and remedy given by this Agreement to COUNTY shall be exercised from time to time and as often as may be deemed expedient in the sole discretion of COUNTY.

25. ENTIRE AGREEMENT AND AMENDMENT

In conjunction with the matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded, or changed by any oral agreements, course of conduct, waiver or estoppel.

26. SUCCESSORS AND ASSIGNS

All representations, covenants and warranties set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

27. COMPLIANCE WITH LAW

CONTRACTOR shall, at its sole cost and expense, comply with all County, State and Federal ordinances and statutes now in force or which may hereafter be in force with regard to this Agreement. The judgment of any court of competent jurisdiction, or the admission of CONTRACTOR in any action or proceeding against CONTRACTOR, whether COUNTY is a party thereto or not, that CONTRACTOR has violated any such ordinance or statute, shall be conclusive of that fact as between CONTRACTOR and COUNTY.

28. CALIFORNIA LAW AND JURISDICTION

This Agreement shall be governed by the laws of the State of California. Any litigation regarding this Agreement or its contents shall be filed in the County of Santa Barbara, if in state court, or in the federal district court nearest to Santa Barbara County, if in federal court.

29. EXECUTION OF COUNTERPARTS

This Agreement may be executed in any number of counterparts and each of such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

30. AUTHORITY

All signatories and parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles and capacities herein stated and on behalf of any entities, persons, or firms represented or purported to be represented by such entity(ies), person(s), or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with. Furthermore, by entering into this Agreement, CONTRACTOR hereby warrants that it shall not have breached the terms or conditions of any other contract or agreement to which CONTRACTOR is obligated, which breach would have a material effect hereon.

31. SURVIVAL

All provisions of this Agreement which by their nature are intended to survive the termination or expiration of this Agreement shall survive such termination or expiration.

32. PRECEDENCE

In the event of conflict between the provisions contained in the numbered sections of this Agreement and the provisions contained in the Exhibits, the provisions of the Exhibits shall prevail over those in the numbered sections.

33. STATE ENERGY CONSERVATION PLAN

CONTRACTOR agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

34. PROHIBITION OF EXPENDING LOCAL AGENCY STATE OR FEDERAL FUNDS FOR LOBBYING

A. CONTRACTOR, by signing this Agreement, hereby certifies to the best of his, her or its knowledge and belief that:

1. No state, federal or local agency appropriated funds have been paid, or will be paid by-or-on behalf of CONTRACTOR to any person for influencing or attempting to influence an officer or employee of any state or federal agency; a Member of the State Legislature or United States Congress; an officer or employee of the Legislature or Congress; or any employee of a Member of the Legislature or Congress, in connection with the awarding of any state or federal contract; the making of any state or federal grant; the making of any state or federal loan; the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state or federal contract, grant, loan, or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid, or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency; a Member of Congress; an officer or employee of Congress, or an employee of a Member of Congress; in connection with this federal contract, grant,

loan, or cooperative agreement; CONTRACTOR shall complete and submit California State Standard Form-LLL, "Disclosure Form to Report Lobbying," to the COUNTY and in accordance with the instructions found therein.

B. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

C. CONTRACTOR also agrees by signing this document that he, she or it shall require that the language of this certification be included in all lower-tier subcontracts, which exceed \$100,000 and that all such sub recipients shall certify and disclose accordingly.

35. CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT

A. Clean Air Act

1. CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
2. CONTRACTOR agrees to report each violation to the California Environmental Protection Agency and understands and agrees that the California Environmental Protection Agency will, in turn, report each violation as required to assure notification to the COUNTY, Federal Agency which provided funds in support of this Agreement, and the appropriate Environmental Protection Agency Regional Office.
3. CONTRACTOR agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance.

B. Federal Water Pollution Control Act

1. CONTRACTOR agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
2. CONTRACTOR agrees to report each violation to the California State Water Resources Control Board and understands and agrees that the California State Water Resources Control Board will, in turn, report each violation as required to assure notification to the COUNTY, Federal Agency which provided funds in support of this Agreement, and the appropriate Environmental Protection Agency Regional Office.
3. CONTRACTOR agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance.

36. MANDATORY DISCLOSURE

CONTRACTOR must promptly disclose to the COUNTY whenever it has credible evidence of a commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or a violation of the civil False Claims Act (31 U.S.C. §§ 3729-3733). The disclosure must be made in writing to COUNTY. In addition, CONTRACTOR is required to report certain civil, criminal, or administrative proceedings to the System for Award Management (SAM) located at www.sam.gov. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.339 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313.)

37. PROCUREMENT OF RECOVERED MATERIALS

- A. CONTRACTOR must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 as amended, 42 U.S.C. 6962. The requirements of Section 6002 include procuring only items designated in the guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of

the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

- B. CONTRACTOR should, to the greatest extent practicable and consistent with law, purchase, acquire, or use products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy and water efficient; and are sustainable. This may include purchasing compostable items and other products and services that reduce the use of single-use plastic products. See Executive Order 14057, section 101, Policy.

38. GENERAL CONDITIONS, ASSURANCES AND CERTIFICATIONS FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

CONTRACTOR agrees to the GENERAL CONDITIONS, ASSURANCES AND CERTIFICATIONS FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) provisions as set forth in EXHIBIT D attached hereto and incorporated herein by reference.

39. DOMESTIC PREFERENCES FOR PROCUREMENTS

- A. CONTRACTOR should, to the greatest extent practicable and consistent with law, 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). The requirements of this section must be included in all subawards, contracts, and purchase orders under Federal awards.
- B. For purposes of this section
1. "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
 2. "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

40. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

- A. CONTRACTOR is prohibited from obligating or expending loan or grant funds to:
1. Procure or obtain covered telecommunications equipment or services;
 2. Extend or renew a contract to procure or obtain covered telecommunications equipment or services; or
 3. Enter into a contract (or extend or renew a contract) to procure or obtain covered telecommunications equipment or services.
- B. As described in section 889 of Public Law 115-232, "covered telecommunications equipment or services" means any of the following:
1. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);
 2. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
 3. Telecommunications or video surveillance services provided by such entities or using such equipment;

4. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country;
- C. For the purposes of this section, “covered telecommunications equipment or services” also includes systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.
- D. In implementing the prohibition under section 889 of [Public Law 115-232](#), heads of executive agencies administering loan, grant, or subsidy programs must prioritize available funding and technical support to assist affected businesses, institutions, and organizations as is reasonably necessary for those affected entities to transition from covered telecommunications equipment or services, to procure replacement equipment or services, and to ensure that communications service to users and customers is sustained.
- E. CONTRACTOR certifies that it will comply with the prohibition on covered telecommunications equipment and services in this section. CONTRACTOR is not required to certify that funds will not be expended on covered telecommunications equipment or services beyond the certification provided upon accepting grant funding and those provided upon submitting payment requests and financial reports.
- F. For additional information, see section 889 of [Public Law 115-232](#) and 2 C.F.R. § 200.471.

41. CONTRACTOR ASSURANCE FOR COMPLIANCE

CONTRACTOR agrees it will comply with Title VI and VII of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973 as amended; the Age Discrimination Act of 1975 as amended; the Food Stamp Act of 1977, as amended and in particular Section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51, et seq., as amended; California Government Code Section 11135-11139.8, as amended; California Government Code Section 12940; California Government Code Section 4450; Title 22, California Code of Regulations Section 98000 – 98413; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act (California Government Code Section 7290-7299.8); Section 1808 of the Removal of Barriers to Interethnic Adoption Act of 1996; and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of ethnic group identification, age, sex, sexual orientation, gender identity, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed, political belief, or other applicable protected basis be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and CONTRACTOR gives its assurance that it will immediately take any measures necessary to effectuate this agreement.

This assurance is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and CONTRACTOR hereby gives assurance that administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Division 21, will be prohibited.

CONTRACTOR agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized COUNTY, CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, COUNTY and CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code Section 10605, or Government Code Section 11135-11139.8, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

42. CONFIDENTIAL INFORMATION

CONTRACTOR shall safeguard confidential information in accordance with applicable law, including Welfare and Institutions Code section 10850, et seq., and California Department of Social Services Manual of Policies and Procedures Division 19.

//
//

Agreement for Services of Independent Contractor between the **County of Santa Barbara** and **Foundation for California Community Colleges**.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective on the date executed by COUNTY.

ATTEST:

Mona Miyasato
County Executive Officer
Clerk of the Board

By: Sheila LaGuerra
Deputy Clerk

COUNTY OF SANTA BARBARA:

By: [Signature]
Laura Capps, Chair
Board of Supervisors
Date: 7-15-25

CONTRACTOR:

Foundation for California Community
Colleges

By: Tim Aldinger
Authorized Representative
Name: Tim Aldinger
Vice President, Workforce and
Title: Climate Innovation

CONTRACTOR:

Foundation for California Community
Colleges

By: Joseph Quintana
Authorized Representative
Name: Joseph Quintana
Title: Chief Operating Officer

RECOMMENDED FOR APPROVAL:

Social Services

By: Daniel Nelson
Department Head

APPROVED AS TO FORM:

Rachel Van Mullem
County Counsel

By: Paul Lee
Deputy County Counsel

APPROVED AS TO FORM:

Greg Milligan, ARM
Risk Management

By: Greg Milligan
Risk Management

APPROVED AS TO ACCOUNTING FORM:

Betsy M. Schaffer, CPA
Auditor-Controller

By: Shawna Jorgenson
Deputy

EXHIBIT A

STATEMENT OF WORK

Career Catalyst Services for the National Farmworker Jobs Program

1. Background

- A. The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014. It supersedes the Workforce Investment Act of 1998 taking effect July 1, 2015 with the goal of providing participants access to employment, education, training and support services to succeed in the labor market and to match employers with skilled workers they need to compete in a global economy. Section 2 of the Act describes the objectives of the legislation:

The purposes of this Act are the following:

- 1. To increase, for individuals in the United States, particularly those individuals with barriers to employment, access to and opportunities for the employment, education, training, and support services they need to succeed in the labor market.*
 - 2. To support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system in the United States.*
 - 3. To improve the quality and labor market relevance of workforce investment, education, and economic development efforts to provide America's workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide America's employers with the skilled workers the employers need to succeed in a global economy.*
 - 4. To promote improvement in the structure of and delivery of services through the United States workforce development system to better address the employment and skill needs of workers, jobseekers, and employers.*
 - 5. To increase the prosperity of workers and employers in the United States, the economic growth of communities, regions, and States, and the global competitiveness of the United States.*
 - 6. For purposes of subtitle A and B of title I, to provide workforce investment activities, through statewide and local workforce development systems, that increase the employment, retention, and earnings of participants, and increase attainment of recognized postsecondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers, and enhance the productivity and competitiveness of the Nation.*
- B. The National Farmworker Jobs Program (NFJP), authorized under WIOA Section 167 and administered by the U.S. Department of Labor Employment and Training Administration (DOLETA), is a nationally funded program designed to address the chronic underemployment and unemployment faced by migrant and seasonal farmworkers. NFJP provides employment and training services to eligible farmworkers and their dependents, helping them gain the skills necessary to achieve economic self-sufficiency and improve their overall quality of life.

NFJP grantees implement locally driven programs to provide career counseling and case management; vocational and job readiness training; on the job training and work experience; supportive services such as transportation, childcare services, and emergency assistance; and referrals to other resources.

The Santa Barbara County Workforce Development Board (WDB) was awarded a grant for \$1,999,999 under NFJP for the period of July 1, 2024, through September 30, 2025. Under the grant award, grant recipients are eligible to receive one grant award annually for three subsequent program years, subject to appropriated funding. The funding amounts will be commensurate with year-one funding. The total funding level requested for FY 2024-2025 through FY 2027-2028 was \$7,999,996.

The specific menu of services will be collaborative developed with input from local stakeholders, employers, and program participants. This will ensure that the services are tailored to meet the diverse needs of farmworkers and their dependents to maximize their opportunities for career advancement. These services include:

- Comprehensive needs assessment and personalized career planning
- Support services, including childcare, transportation, and legal aid
- Sector based training and certification programs
- Work-based learning opportunities in collaboration with local employers

- C. CONTRACTOR shall provide to COUNTY the services as set forth in this Statement of Work (the "Services").
- D. COUNTY and CONTRACTOR agree that they are not acting as a joint employer with respect to the Participants that CONTRACTOR may employ as the employer of record, during the period of this Agreement. As the employer of record, CONTRACTOR shall comply with and be fully responsible and liable for compliance with all applicable laws, regulations, orders, and directives concerning labor and employment of the Participants, including minors. CONTRACTOR shall also comply with all laws, requirements, and rules relating to the WIOA.

2. Definitions

For the purposes of this Statement of Work, the term "Participant" shall refer to the individual performing the work that is facilitated by this Agreement, and the term "Work Site" shall refer to the business entity where the Participant will be placed, where Participant will perform their job duties. "Project Operator" shall refer to COUNTY's designated service provider.

3. CONTRACTOR Responsibilities

A. CONTRACTOR shall:

1. Assume responsibility as the employer of record for the Participants. Participants are considered part-time, temporary (less than 1,000 hours per fiscal year), non-benefit eligible employees of CONTRACTOR. As such, CONTRACTOR cannot provide benefits to Participants (e.g., health insurance), except for legislative benefits required by law, such as California paid sick leave.

2. Be responsible for payment of wages, as reported by COUNTY, through the CONTRACTOR's payroll, including making the appropriate deductions, withholdings, and premium payments under applicable federal, state, and local laws. If a Participant works in a tip eligible position, CONTRACTOR shall be responsible for withholding and paying appropriate taxes on received tip income reported by Participant on CONTRACTOR's HRIS platform. COUNTY shall ensure Worksite is responsible for distributing the Participant's share of eligible tip income directly to Participant, and CONTRACTOR assumes no responsibility for doing so.
3. Be responsible for providing workers' compensation insurance coverage that covers the Participants, as well as processing and defending all workers' compensation claims made by Participants.
4. Be responsible for managing and tracking Participant leaves of absences, as may be required by law.
5. If a pre-employment screening is required for the position or requested by COUNTY, including a criminal background check and drug screen, CONTRACTOR shall conduct the screening. In such instances, COUNTY must submit a pre-employment screening request to CONTRACTOR prior to onboarding. For the avoidance of doubt, Participants shall only be subject to pre-employment screening when COUNTY or Worksite employees are also subject to pre-employment screening for the same or similar positions. The costs for a pre-employment screening will be charged to COUNTY as an additional fee. CONTRACTOR cannot accept pre-employment screening records from COUNTY or Worksite in lieu of conducting its own pre-employment screening..

4. Services provided by CONTRACTOR:

- A. CONTRACTOR shall provide on-boarding assistance as follows:
 1. Assist with the coordination and delivery of virtual orientation sessions lead by CONTRACTOR staff member.
 2. Serve as single point of contact for new hire paperwork for Participants.
 3. Provide streamlined and electronic tools/systems to assist with the on-boarding of Participants.
 4. Maintain personnel records of Participants.
- B. CONTRACTOR shall address employee relation issues as follows:
 1. Respond to all day-to-day employee relations issues and employee/supervisor inquiries regarding CONTRACTOR'S Policies and Procedures related to Career Catalyst Services.
 2. Provide coaching, guidance, and legal assistance with employee relations issues (including technical support/training, labor law compliance, workers' compensation management, payroll services, off-boarding, W-2's) to worksite supervisors / manager(s), COUNTY, the COUNTY's designated Project Operator, and Project Operator's legal staff.
- C. CONTRACTOR shall provide payroll services as follows:
 1. Responsible for management and maintenance of the human resource information system (HRIS) and processing new Participant hires, salary increases, promotions, transfers and terminations of Participants.
 2. Creating new account in HRIS, supporting Project Operator's staff and Participants through onboarding process, resolving technical issues and providing login support, auditing new hire information in compliance with labor law (including I-9 audits), pay card issuance and mailing.

3. On-line timekeeping training for Participant, supervisors, and contract manager(s).
 4. Generate and provide Participant Hours Worked Report to WDB staff including breakdown of hours and earnings per Participant, per payroll cycle to assist with tracking hours for salary increases (if applicable).
 5. Manage, maintain, and troubleshoot on-line payroll system.
 6. Provide tax documentation and information (as applicable) to Participant.
 7. Process payroll to Participant in accordance with bi-weekly payroll schedule for all hours submitted via online time tracking platform. Payment shall be made at the time of CONTRACTOR's payroll processing, as specified in the Career Catalyst Payroll Calendar.
- D. CONTRACTOR shall provide leave management services as follows:
1. Serve as single point of contact for administrative and medical leaves of absence for Participant.
 2. Provide Participants and their supervisor with any paperwork necessary for administrative and medical leaves of absence, track time out of the office, facilitate/manage communication between the Participant and supervisor.
 3. Serve as the liaison between Participants and Employment Development Department (EDD) for State Disability Insurance (SDI) and Paid Family Leave (PFL) insurance/payments.
- E. Worker's Compensation Claims
1. Serve as single point of contact for workers compensation claims.
 2. Provide Participant and supervisor with any paperwork necessary for workers compensation claims, track Participant's time out of the office, facilitate communication between the Participant and supervisor.
 3. Serve as the liaison between Participants and insurance carrier for workers compensation insurance/payments.
- F. Unemployment
1. Serve as single point of contact for unemployment claims.
 2. Provide Participant and supervisor with any paperwork necessary to submit unemployment claims.
 3. Serve as the liaison between Participants and EDD for unemployment payments.

5. Responsibilities of COUNTY:

- A. COUNTY shall assume the responsibility for the day-to-day control and supervision of Participants and must ensure NFJP Project Operator provides Participant with supervision, training, and work assignments in accordance with the work site request and job description.
- B. COUNTY shall provide to CONTRACTOR a detailed job description for each Participant prior to onboarding. Prior to onboarding, CONTRACTOR may require COUNTY to complete a Participant Placement Intake Questionnaire ("PPIQ") for job placements in high risk industries and/or job duties that are considered high risk by CONTRACTOR. In such instances, CONTRACTOR may request COUNTY provide additional documentation evidencing COUNTY or Worksite's safety procedures and training protocol to evaluate the placement. CONTRACTOR may, in its sole discretion, deny Participant placements in high risk industries or Participants from engaging in specified job duties where supporting documentation requested is deemed inadequate by CONTRACTOR. PPIQ forms

can be found on Career Catalyst Community webpage (Accessible here: https://foundationccc.my.site.com/CareerCatalyst/s/?language=en_US)

- C. COUNTY shall require NFJP Project Operator to visit work site intermittently, but at least on a monthly basis for the purpose of monitoring this Agreement and reviewing Participant progress.
- D. COUNTY will submit time sheets electronically if possible; otherwise, COUNTY will require NFJP Project Operator to visit the work site to collect timesheets and submit for payroll processing or submit electronically as a preferred process.
- E. COUNTY through NFJP Project Operator will provide case management services for the Participants, including managing all employment paperwork and on-boarding of Participant.
- F. COUNTY or its NFJP Project Operator shall allow for monitoring visits by representatives of the CONTRACTOR and shall ensure that work sites will allow for monitoring visits by representatives of the CONTRACTOR should the CONTRACTOR elect to perform an inspection. Inspections shall be performed at CONTRACTOR's own expense, unless the inspection is related to a workplace incident or safety issue at the Participant's worksite or COUNTY request. COUNTY will reimburse the CONTRACTOR for reasonable and actual travel expenses, direct labor time, and material costs. These costs require prior written authorization from the County and are limited to the funds available in the approved budget.
- G. COUNTY shall require NFJP Project Operator to notify CONTRACTOR if any position is subject to or becomes subject to any state, federal or local minimum or prevailing wage requirements, or subject to the terms of a collective bargaining agreement.
- H. COUNTY shall require NFJP Project Operator to use the Work Site Agreement Template in Exhibit E, attached to this Agreement and herein incorporated by reference, as its Work Site Agreement with each work site. CONTRACTOR in its sole discretion may deny placement of Participants at any work site, if CONTRACTOR deems the work site to be unsafe or non-compliant with State, Local, or Federal law.
- I. Without the prior written agreement of CONTRACTOR, COUNTY shall require NFJP Project Operator to not entrust Participants with the care of unattended premises, or unsupervised custody or control of cash, credit cards, valuables, or other similar property.
- J. COUNTY shall require NFJP Project Operator to ensure Participants receive meal and rest breaks in compliance with California Law. COUNTY through NFJP Project Operator agrees to accurately track and provide to CONTRACTOR a time record for all hours worked by each Participant on a bi-weekly basis. The time record shall include all of the Participant's start and end times, as well as meal period and rest breaks. COUNTY will be responsible for ensuring Participant's enter and approve accurate timesheets. Billed rates will be increased to reflect overtime hours worked, waiting time penalties, and meal period premiums according to state or local law.
 - 1. COUNTY shall require its NFJP Project Operator to notify CONTRACTOR at least 4 days in advance of the Participant's last day of work. COUNTY shall require its NFJP Project Operator to also notify CONTRACTOR immediately in the event a Participant voluntarily quits his or her work experience. If COUNTY fails to notify CONTRACTOR in accordance with this term, COUNTY

shall be responsible for compensating CONTRACTOR for payments made to Participant for the costs of waiting time penalties, per Labor Code section 203.

2. COUNTY shall be responsible for compensating CONTRACTOR for legally-mandated payments made by CONTRACTOR to Participants as to the following: overtime hours worked, payment of waiting time penalties, meal period premiums, and other statutory penalties pursuant to the applicable local, state, and federal law; and benefits accrued.
- K. COUNTY shall require NFJP Project Operator to ensure that Participants who are under the age of 18 do not exceed 8 hours per day or 40 hours per week. If Participants over the age of 18 do exceed 8 hours per day or 40 hours per week, COUNTY will be responsible for payment of overtime to the Participant. COUNTY will ensure that no Participant exceeds 1000 total. This number cannot exceed 1000 hours per Participant per fiscal year (July – June) year, unless classified as a Student Assistant with and approved by CONTRACTOR.
- L. COUNTY shall require NFJP Project Operator to provide a detailed job description prior to the start date for each Participant. This will allow CONTRACTOR to apply an accurate Worker's Compensation Rate to be billed to COUNTY.
- M. COUNTY shall require NFJP Project Operator to collect and maintain a copy of each work site's Injury and Illness and Prevention Program (IIPP), and shall provide a copy to the CONTRACTOR upon request.
- N. COUNTY shall require NFJP Project Operator to collect and maintain a copy of each work site's Certificate of Insurance (COI) for each insurance policy that work site is required to maintain, pursuant to the work site Agreement between NFJP Project Operator and work site and shall provide a copy upon request.
- O. COUNTY shall ensure Participants are prohibited from operating any motor vehicle or heavy equipment at any time as part of his or her work or training activities, unless and until COUNTY or NFJP Project Operator secures CONTRACTOR's approval and COUNTY and Worksite complete and sign CONTRACTOR's driving standard policy as directed by CONTRACTOR.
- P. COUNTY shall require NFJP Project Operator to maintain the confidentiality of any information regarding the Participant or his/her immediate family, which may be obtained through application forms, interviews, reports, or any other source.
- Q. COUNTY shall require NFJP Project Operator to ensure that the Participant is exposed to all the customary practices of the WORK SITE and the normal requirements of the job, including the worksite's personnel practices and policies.

6. Compliance with Federal, State, and Local Laws

- A. COUNTY shall require that the NFJP Project Operator works in coordination with CONTRACTOR to ensure all legally required documents for Participants are provided to CONTRACTOR as follows: (i) Form I-9 must be completed within three business days of Participant's start date, otherwise Participant is prohibited from engaging in any work until the Form I-9 is completed. Failure to complete Form I-9 verification or maintain current documentation may result in immediate

termination of Participant's employment. COUNTY, or its designee, will be responsible for verifying Participant right to work documentations as part of the Form I-9 process; and (ii) Valid current work permits for Participants under the age of 18 prior to Participant's start date

- B. COUNTY shall require that the NFJP Project Operator ensures that work site provides a drug-free workplace, required by the California Drug-Free Workplace Act of 1990 (Government Code section 8350 et seq.).
- C. COUNTY shall require that the NFJP Project Operator ensures that work site shall comply with all applicable federal, state and local laws and regulations relating to a safe and accessible work environment, including but not limited to, federal and state Occupational Safety and Health Administration ("OSHA") laws and regulations, including the recording of workplace injuries on COUNTY's OSHA 300 logs. Additionally, COUNTY through its NFJP Project Operator shall ensure work site agrees to provide Participants with new-hire safety orientation and regular safety training and meetings in accordance with Cal-OSHA for the work site's industry.
 - 1. COUNTY shall require that the NFJP Project Operator provide the Participant with supervision, safety instructions and safety related equipment that is required and/or is reasonable to protect against injury and/or illness while working at the work site. Where special clothing or equipment is provided to the work site's employees, the same shall be provided to the Participant.
- D. COUNTY shall require that the NFJP Project Operator ensures that work site shall comply with the requirements of the Fair Labor Standards Act, the California Labor Code, the California Industrial Wage Orders, Title VII of the Civil Rights Act of 1964, the Fair Employment and Housing Act, the Hatch Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, Workforce Innovation and Opportunity Act ("WIOA"), and all other federal, state, and local laws and regulations governing the hiring or employment of Participant. If the regulations promulgated pursuant to WIOA are amended or revised, NFJP Project Operator shall ensure work site comply with them or will notify Project Operator within 30 days after promulgation of the amendments or revision that it cannot so conform.
- E. COUNTY shall require that the NFJP Project Operator ensures that work site shall comply with all applicable federal, state, and local orders, advisories, and guidelines on COVID-19 related workplace restrictions and notification obligations, including but not limited to those from the Center for Disease Control and Prevention (CDC), the California Department of Public Health (CDPH), California Division of Occupational Safety and Health of California, local county, or any other applicable government entity.

7. Worker's Compensation and Employment Claims

- A. COUNTY shall require NFJP Project Operator to immediately notify CONTRACTOR of any injury and/or Workers' Compensation Claims related to a Participant.
- B. COUNTY shall require NFJP Project Operator to promptly report to CONTRACTOR any claims of harassment, discrimination, and/or claims of any violation of law governing the Participant's employment, including allegations or reports of any irregularities or discrepancies by Participant.

- C. COUNTY shall require NFJP Project Operator to notify the CONTRACTOR if a Participant will be allowed to operate any motor vehicle or heavy equipment at any time as part of his/her work/training activities. COUNTY must secure CONTRACTOR's written approval prior to Participant's use of motor vehicles or heavy equipment.

8. CONTRACTOR Representative

Human Resources & Payroll Inquiries:
careercatalyst@foundationccc.org

9. Performance Measures

- a. CONTRACTOR shall serve 100% of Participants referred, estimated at minimum of 50 Participants each year, subject to CONTRACTOR's approval of any PPIQ required to be submitted by COUNTY to CONTRACTOR.

//

//

//

//

//

EXHIBIT B

PAYMENT ARRANGEMENTS

Periodic Compensation (with attached Schedule of Fees)

- A. For CONTRACTOR services to be rendered under this Agreement, CONTRACTOR shall be paid a total contract amount, including cost reimbursements, not to exceed **\$2,221,655** (not to exceed \$170,897 for Federal Fiscal Year (FY) 2024-2025 from July 15, 2025 through September 30, 2025; not to exceed \$683,586 for Federal FY 2025-2026 from October 1, 2025 through September 30, 2026; \$683,586 for Federal FY 2026-2027 from October 1, 2026 through September 30, 2027; and not to exceed \$683,586 for Federal FY 2027-2028 from October 1, 2027 through September 30, 2028)..
- B. Payment for services and /or reimbursement of costs shall be made upon CONTRACTOR's satisfactory performance, based upon the scope and methodology contained in EXHIBIT A as determined by COUNTY. Payment for services and/or reimbursement of costs shall be based upon the costs, expenses, overhead charges and hourly rates for personnel, as defined in Attachment B1 (Schedule of Fees). Invoices submitted for payment that are based upon Attachment B1 must contain sufficient detail to enable an audit of the charges and provide supporting documentation if so specified in EXHIBIT A.
- C. The Agreement is subject to the availability of applicable federal funding from the Department of Labor and/or the State EDD Workforce Services Division. If the Department of Labor and/or the State EDD Workforce Services Division fails to appropriate or otherwise make available sufficient funds to fund contracts, COUNTY or the WDB may terminate and/or reduce funding of this Agreement in full or in part, at any time during the Agreement period. Notwithstanding the foregoing, COUNTY shall be responsible for compensating CONTRACTOR for all services rendered and costs incurred up until termination of the Agreement, as detailed in Exhibit B-1.
- D. Every two weeks, CONTRACTOR shall submit an invoice or certified claim on the County Treasury for the service performed over the period specified to: DSSAccounts payable@countyofsb.org.

These invoices or certified claims must cite the assigned Board Contract Number, a Completed Unit Report that includes the service breakdown detailing the number of youth served and costs involved, and a Student Hours Worked Report that includes a breakdown of Participants and hours worked per payroll cycle. COUNTY DESIGNATED REPRESENTATIVE shall evaluate the quality of the service performed and if found to be satisfactory and within the cost basis of Attachment B1 shall initiate payment processing. COUNTY shall pay invoices or claims for satisfactory work within 30 days of receipt of correct and complete invoices or claims from CONTRACTOR.

- E. COUNTY's failure to discover or object to any unsatisfactory work or billings prior to payment shall not constitute a waiver of COUNTY's right to require CONTRACTOR to correct such work or billings or seek any other legal remedy.
- F. Federal Funding Disclosure: This contract is funded by the US Department of Labor Workforce as part of an award totaling \$900,000 (100%) with \$0 (0%) state, local and/or non-federal sources.

EXHIBIT B-1
Schedule of Fees

COUNTY shall pay CONTRACTOR these fees per federal fiscal year based on the total of the following:

PRICING	
Number of Participants	50
Hourly Rate	\$ 24.00
Total Hours per Student	400
Wages	\$ 480,000.00
Taxes	\$ 52,800.00
Workers' Compensation*	\$ 38,400.00
Total Wages & Taxes	\$ 571,200.00
18.8% Indirect Rate	\$ 107,385.60
\$100 onboarding fee**	\$ 5,000.00
Program Total	\$ 683,585.60

- A. COUNTY is billed for the Participant's hourly rate, including any overtime or premium payments owed to the Participant plus employer payroll taxes (Reference in Exhibit B-1 (Schedule of Fees)). The actual percentage for employer tax is determined based upon assigned workers compensation codes. Workers compensation codes are assigned based on worksites and occupations in which Participants will be placed. These worksites are recruited by NFJP Project Operator based on Participant's interests and goals.

The Participant's estimated hourly pay rate is currently \$24.00. Pursuant to WIOA section 181 (a)(1)(A) individuals participating in a work experience opportunity 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. For individuals with skill sets that do not meet the standard occupational classification qualifications for the position, the wage can be set below the prevailing wage standards but Participants shall earn no less than the California minimum wage.

- B. COUNTY is billed at an estimated 19% of total wages cost. This is associated with payroll taxes (which include Federal/State Unemployment, Social Security, MediCare, Employment Training Tax (ETT), and workers compensation costs).
- C. COUNTY is responsible for compensating the CONTRACTOR for any services performed or employee benefit cost (e.g., California paid sick leave) incurred by Participants that are not listed in Exhibit B-1 but are required under local, State and Federal law. Billed rates will be increased to reflect additional costs incurred due to overtime hours worked, payment of waiting time, meal period premiums, and other costs pursuant to applicable local, state, and federal laws.
- D. On-Boarding Fee of \$100 per Participant, which is invoiced at the time of hire. The onboarding fee is billed per Participant upon initiation of a new hire request to cover processing and personnel expenses incurred in the establishment of a new personnel profile within the CONTRACTOR's HRIS. The on-

boarding fee covers the costs of creating new account in HRIS, supporting WDB program staff & Participants through onboarding process, resolving technical issues & providing login support, auditing new hire information in compliance with labor law (including I-9 audits), pay card issuance & mailing.

- E. COUNTY is billed for an indirect cost rate of 18.8% to cover administrative and payroll fees associated with facilitating the Employer of Record Services. The indirect rate is applied to cover administrative personnel costs (program and back-office staff) and payroll processing fees associated with the ongoing facilitation of Employer of Record Services (technical support/training, labor law compliance, workers' compensation management, payroll services, off-boarding, W-2's).
- F. Should a site visit be required for a workers' compensation claim investigation or audit, the COUNTY shall not be billed for any associated costs unless it has provided prior written consent. If approved, the COUNTY will reimburse the CONTRACTOR for reasonable and actual travel expenses, direct labor time, and material costs. These costs require prior written authorization from the County and are limited to the funds available in the approved budget.
- G. COUNTY is responsible for reimbursing the CONTRACTOR at an estimated average of \$34 per screening for Participant's criminal history background checks, live scans, or any other pre-employment screening that is requested by COUNTY or required for the position as specified in this Agreement.
- H. Budget Variances: DESIGNATED REPRESENTATIVE shall notify CONTRACTOR of any reallocation of the line item amounts without exceeding the total contract amount. In no event shall the overall budget amount be exceeded without a formal written amendment to the Agreement.

EXHIBIT C

Indemnification and Insurance Requirements (For Professional Contracts)

INDEMNIFICATION

Each party (an "Indemnifying Party") shall indemnify, defend, protect, hold harmless, and release the other party, its officers, officials, employees and agents, from and against any and all claims, loss, damages, causes of action, liability, costs, or expense (including attorneys' fees) arising out of any act, omission, or negligence of such Indemnifying Party or its officers, officials, employees, agents, subcontractors, or invitees. This indemnity provision survives the expiration or termination of this Agreement.

NOTIFICATION OF ACCIDENTS AND SURVIVAL OF INDEMNIFICATION PROVISIONS

CONTRACTOR shall notify COUNTY immediately in the event of any accident or injury arising out of or in connection with this Agreement. The indemnification provisions in this Agreement shall survive any expiration or termination of this Agreement.

INSURANCE

CONTRACTOR shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the CONTRACTOR, its agents, representatives, employees or subcontractors.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products-completed operations, personal & advertising injury, with limits no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
2. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if CONTRACTOR has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. **Workers' Compensation:** Insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. *(Not required if CONTRACTOR provides written verification that it has no employees)*
4. **Professional Liability:** (Errors and Omissions) Insurance appropriate to the CONTRACTOR'S profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.

If the CONTRACTOR maintains broader coverage and/or higher limits than the minimums shown above, the COUNTY requires and shall be entitled to the broader coverage and/or the higher limits maintained by the CONTRACTOR. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the COUNTY.

B. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. **Additional Insured** – COUNTY, its officers, officials, employees, agents and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the CONTRACTOR'S insurance at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).
2. **Primary Coverage** – For any claims related to this contract, the CONTRACTOR'S insurance coverage shall be primary insurance primary coverage at least as broad as ISO CG 20 01 04 13 as respects the COUNTY, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the COUNTY, its officers, officials, employees, or volunteers shall be excess of the CONTRACTOR'S insurance and shall not contribute with it.
3. **Notice of Cancellation** – Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the COUNTY.
4. **Waiver of Subrogation Rights** – CONTRACTOR hereby grants to COUNTY a waiver of any right to subrogation which any insurer of said CONTRACTOR may acquire against the COUNTY by virtue of the payment of any loss under such insurance. CONTRACTOR agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the COUNTY has received a waiver of subrogation endorsement from the insurer.
5. **Deductibles and Self-Insured Retention** – Any deductibles or self-insured retentions must be declared to and approved by the COUNTY. The COUNTY may require the CONTRACTOR to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.
6. **Acceptability of Insurers** – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum A.M. Best's Insurance Guide rating of "A- VII".
7. **Verification of Coverage** – CONTRACTOR shall furnish the COUNTY with proof of insurance, original certificates and amendatory endorsements as required by this Agreement. The proof of insurance, certificates and endorsements are to be received and approved by the COUNTY before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the CONTRACTOR'S obligation to provide them. The CONTRACTOR shall furnish evidence of renewal of coverage throughout the term of the Agreement. The COUNTY reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
8. **Failure to Procure Coverage** – In the event that any policy of insurance required under this Agreement does not comply with the requirements, is not procured, or is canceled and not replaced, COUNTY has the right but not the obligation or duty to terminate the Agreement. Maintenance of required insurance coverage is a material element of the Agreement and failure to maintain or renew such coverage or to provide evidence of renewal may be treated by COUNTY as a material breach of contract.
9. **Subcontractors** – CONTRACTOR shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and CONTRACTOR shall ensure that COUNTY is an additional insured on insurance required from subcontractors.
10. **Claims Made Policies** – If any of the required policies provide coverage on a claims-made basis:
 - i. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.

- ii. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of contract work.
- iii. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the CONTRACTOR must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

11. Special Risks or Circumstances – COUNTY reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Agreement. CONTRACTOR agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual or alleged, on the part of COUNTY to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of COUNTY.

EXHIBIT D

GENERAL CONDITIONS, ASSURANCES AND CERTIFICATIONS WORKFORCE INNOVATION AND OPPORTUNITY ACT

The following applies to all programs and/or projects funded under WIOA conducted by CONTRACTOR.

1. COMPLIANCE

In performance of this Agreement, CONTRACTOR will fully comply with:

- A. The provisions of the WIOA of 2014; the Office of Management and Budget (OMB) Uniform Administrative Requirements, Allowable Costs, Cost Principles, and Audit Requirements for Federal Awards, Final Rule at 2 Code of Federal Regulations (CFR), Chapter I and Chapter II, Part 200, et al (hereafter referred to as Uniform Guidance 2 CFR Part 200); and the Department of Labor's (DOL) exceptions at 2 CFR Chapter II, Part 2900, et al. (hereafter referred to as DOL Exceptions 2 CFR Part 2900); and all regulations, legislation, directives, policies, procedures and amendments issued pursuant thereto.
- B. All State legislation and regulations to the extent permitted by Federal law and all policies, directives and/or procedures, which implement the WIOA.
- C. The provisions of Public Law 107-288, Jobs for Veterans Act, as the law applies to DOL job training programs.
- D. CONTRACTOR will ensure diligence in managing programs under this Agreement, including performing appropriate monitoring of its activities and taking prompt corrective action against known violations of the WIOA. CONTRACTOR agrees to conform to the provisions of the WIOA and the contract requirements as referenced in Uniform Guidance 2 CFR Part 200, Appendix II and DOL Exceptions 2 CFR Part 2900, Appendix II to Part 200.

2. CERTIFICATIONS / ASSURANCES

Except as otherwise indicated, the following certifications apply to all CONTRACTORS.

- A. **Corporate Registration:** CONTRACTOR, if it is a corporation, certifies it is registered with the Secretary of State of California.
- B. **American's Disabilities Act (ADA):** CONTRACTOR agrees to comply with the ADA of 1990, which, prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C.12101 et seq.)
- C. **False Claims Act:** CONTRACTOR, by signing this Agreement, agrees to assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets. CONTRACTOR shall assure that all annual, final fiscal reports, monthly claims, invoices, and vouchers, it submits for the purpose of requesting payment will include a certification, signed by an official who is authorized to legally bind CONTRACTOR, which reads as follows: "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or

the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.” (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

- D. **Authority to Bind CONTRACTOR:** CONTRACTOR shall furnish the WDB in writing, a list of persons authorized to execute on behalf of CONTRACTOR: Agreements, modifications to Agreements, invoices or other documents as may be required by the WDB.
- E. **Sectarian Activities:** CONTRACTOR certifies that this Agreement does not provide for the advancement or aid to any religious sect, church or creed, or sectarian purpose nor does it help to support or sustain any school, college, university, hospital or other institution controlled by any religious creed, church, or sectarian denomination whatsoever, as specified by Article XVI, Section 5, of the Constitution, regarding separation of church and state.
- F. **National Labor Relations Board:** CONTRACTOR (if not a public entity), by signing this Agreement, does swear under penalty of perjury, that no more than one final unappealable finding of contempt of court by a Federal court has been issued against CONTRACTOR within the immediately preceding two-year period because of the CONTRACTOR's failure to comply with an order of a Federal court, which orders CONTRACTOR to comply with an order of the National Labor Relations Board (PCC10296).
- G. **Prior Findings:** CONTRACTOR by signing this Agreement, does swear under penalty of perjury, that it has not failed to satisfy any major condition in a current or previous Agreement with the DOL or the State of California and has not failed to satisfy conditions relating to the resolution of the final finding and determination, including repayment of debts.
- H. **Drug-Free Workplace Certification:** 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 1990 and will provide a drug-free workplace by taking the following actions:
1. 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.
 2. Establish a Drug-Free Awareness Program to inform employees about:
 - i. The dangers of drug abuse in the workplace;
 - ii. The person's or organization's policy of maintaining a drug-free workplace;
 - iii. Any available counseling, rehabilitation and employee assistance programs; and
 - iv. Penalties that may be imposed upon employees for drug abuse violations.
 3. Every CONTRACTOR employee who works on this Agreement will:
 - i. Receive a copy of CONTRACTOR's drug-free policy statement; and
 - ii. Agree to abide by the terms of the CONTRACTOR's drug-free policy statement as a condition of employment on the Agreement.
- I. **Child Support Compliance Act:** In accordance with the Child Support Compliance Act, CONTRACTOR recognizes and acknowledges: The importance of child and family support obligations and shall fully comply with the applicable State and Federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders,

as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and that to the best of its knowledge CONTRACTOR is fully complying with the earnings assignment orders of all CONTRACTOR's employees and is providing the names of all new CONTRACTOR's employees to the New Employee Registry maintained by the State of California EDD.

J. **Debarment and Suspension Certification:** Agreements must not be issued for any entity listed on the Excluded Parties List System in the System for Award Management (SAM). When the CONTRACTOR is unable to certify the following to any of the statements in this certification, CONTRACTOR shall attach an explanation to this agreement. By signing this Agreement, CONTRACTOR hereby certifies under penalty of perjury under the laws of the State of California that CONTRACTOR will comply with regulations implementing Executive Order 12549, Debarment and Suspension, Uniform Guidance 2 CFR Part 200, Appendix I, and that CONTRACTOR, to the best of its knowledge and belief, certifies that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
2. Have not, within a three-year period preceding this Agreement, been convicted of or had a civil judgment rendered against it 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 Agreement. Nor shall CONTRACTOR have, within a three-year period preceding this Agreement, been convicted of or had a civil judgment rendered against it for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property.
3. 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 Section 2 of this Debarment and Suspension Certification.
4. Have not, within a three-year period preceding this Agreement, had one or more public transactions (Federal, State or local) terminated for cause or default. Where CONTRACTOR is unable to certify to any of the statements in this Debarment and Suspension Certification, it shall attach an explanation to this Agreement.

K. **Lobbying Certification:** Contractors bidding over \$100,000 must comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). By signing this AGREEMENT CONTRACTOR hereby assures and certifies to compliance with the lobbying restrictions which are codified in the DOL regulations at Uniform Guidance 2 CFR Part 200 and DOL Exceptions 2 CFR 2900, as follows:

1. No Federal appropriated funds have been paid, by or on behalf of CONTRACTOR, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with this Federal contract, grant loan, or cooperative Agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative Agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member

of Congress, in connection with this Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

3. CONTRACTOR shall require that the language of the lobbying restrictions be included in the award documents for Agreement transactions over \$100,000 (per OMB) at all tiers (including AGREEMENTs, contracts, and subcontracts, under grants, loan, or cooperative Agreements), and that all sub-recipients shall certify and disclose accordingly.
 4. This certification is a material representation of fact upon which reliance is placed when this transaction is executed. Submission of the Lobbying Certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.
- L. **Priority Hiring Considerations:** If this AGREEMENT includes services in excess of \$200,000, CONTRACTOR shall give priority consideration in filling vacancies in positions funded by the Agreement to qualified recipients of aid under Welfare and Institutions Section Code 11200 in accordance with Public Contract Code §10353.
- M. **Sweatfree Code of Conduct:** All CONTRACTORS that contract for the procurement or laundering of apparel, garments, or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, or supplies furnished to the State pursuant to the contract have been laundered or produced, in whole or in part, by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. CONTRACTOR further declares under penalty of perjury that it will adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108. CONTRACTOR agrees to cooperate fully in providing reasonable access to CONTRACTOR's records, documents, agents or employees, or premises if reasonably required by authorized officials of the WDB, State of California EDD, the Department of Industrial Relations, or the Department of Justice to determine CONTRACTOR's compliance with the requirements of the Sweatfree Code of Conduct.
- N. **Unenforceable Provision:** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected hereby.
- O. **Non-discrimination Clause / Affirmative Action / Equal Employment Opportunity:**
The conduct of the parties to this Agreement will be in accordance with Title VI of the Civil Rights Act of 1964 and the Rules and Regulations promulgated hereunder and the provisions of WIOA Section 188.
- As a condition to the Agreement of financial assistance from the DOL under WIOA, CONTRACTOR assures that it will comply fully with the non-discrimination and equal opportunity provisions of the following laws:

- i. Section 188 of the WIOA, which prohibits discrimination against all individuals in

the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA financially assisted program or activity;

- ii. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
 - iii. CONTRACTOR will take affirmative action to assure that no individual will be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration or in connection with any services or activities authorized under the WIOA in violation of any applicable nondiscrimination law, including laws prohibiting discrimination on the basis of race; color; religion; sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity); national origin (including LEP); age; disability; political affiliation or belief; or against any beneficiary of, applicant to, or participant in, programs financially assisted under Title I of the WIOA, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity. All complaints alleging discrimination must be filed and processed according to the procedure in the applicable DOL nondiscrimination regulations. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
 - iv. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
1. CONTRACTOR also assures that it will comply with Uniform Guidance 2 CFR Part 200, DOL Exceptions 2 CFR Part 2900, and all other regulations implementing the laws listed above. This assurance applies to CONTRACTOR's operation of the WIOA financially assisted program or activity, and to all Agreements that CONTRACTOR makes to carry out the WIOA financially assisted program or activity. CONTRACTOR understands that the United States has the right to seek judicial enforcement of this assurance.
 2. CONTRACTOR shall include the non-discrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.
 3. CONTRACTOR will take affirmative action to assure that no individual will be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration or in connection with any services or activities authorized under the WIOA in violation of any applicable nondiscrimination law, including laws prohibiting discrimination on the basis of age, race, sex, color, religion, national origin, disability, political affiliation or belief. All complaints alleging discrimination must be filed and processed according to the procedure in the applicable DOL nondiscrimination regulations.
 4. CONTRACTOR will assure that discriminatory job orders will not be accepted, except where the stated requirement is a bona fide occupational qualification (BFOQ). See, generally, 42 U.S.C. 2000(e)–2(e), 29 CFR parts 1604, 1606, 1625. (3)
 5. CONTRACTOR will assure that employment testing programs will comply with 41 CFR part 60–3 and 29 CFR part 32 and 29 CFR 1627.3(b)(iv).

6. CONTRACTOR agrees to conform to non-discrimination and equal opportunity requirements and procedures, including the WDB's grievance and complaint procedures in compliance with the WIOA, the Uniform Guidance 2 CFR Part 200, DOL Exceptions 2 CFR Part 2900, Federal regulations and State statutes, regulations and policy.
 7. CONTRACTOR will be governed by WIOA procedures relating to complaints alleging violations of the WIOA, regulations, other Agreements under the WIOA including terms and conditions of employment.
 8. CONTRACTOR will comply with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, DOL".
 9. CONTRACTOR shall ensure equal employment opportunity based on objective personnel policies and practices for recruitment, selection, promotion, classification, compensation, performance evaluation, and employee management relations.
- P. **Salary and Bonus Limitations:** To the extent applicable, in compliance with Public Law 109-234, none of the funds appropriated in Public Law 109-149 or prior Acts under the heading "Employment and Training" that are available for expenditure on or after June 15, 2006, including funds expended pursuant to this Agreement, shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, except as provided for under section 101 of Public Law 109-149. This limitation shall not apply contractors providing goods and services as defined in Uniform Guidance 2 CFR Part 200 and the DOL Exceptions 2 CFR Part 2900. Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost-of-living in the States, the compensation levels for programs involved including DOL Employment and Training Administration programs. See Training and Employment Guidance Letter #05-06 for further clarification at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262.
- The incurrence of costs and receiving reimbursement for these costs under this Agreement certifies that CONTRACTOR has read the above special condition and is in compliance.
- Q. **Federal Funding Accountability and Transparency Act (FFATA):** As required by FFATA, recipients of Federal awards are required to report sub-award and executive compensation information. By signing this Agreement, CONTRACTOR hereby assures and certifies to comply with the provisions of FFATA, which includes requirements referenced in Uniform Guidance 2 CFR Part 200 and DOL Exceptions 2 CFR Part 2900.
- R. **Contamination and Pollution Including, But Not Limited to, Air or Water Pollution Violation:** Under State laws, CONTRACTOR shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to any cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of Federal law relating to air or water 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'S 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.

- S. **Clean Air and Water Acts** For all Agreements 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).
- T. **Solid Waste Disposal Act.** For all Agreements 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.
- U. **Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment.** CONTRACTOR shall comply with Section 2 CFR Part 200.216. CONTRACTOR shall be prohibited from obligating or expending loan or grant funds to: procure or obtain; extend or renew a contract to procure or obtain; or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
- V. **Domestic Preferences for Procurements.** CONTRACTOR shall comply with Section 2 CFR Part 200.322. CONTRACTOR should, as appropriate and to the extent consistent with law, 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). For purposes here, "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States; and "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

3. WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) PROGRAMS

Note: In addition to the above provisions, all Contractors receiving WIOA funds are required to comply with the following additional provisions:

A. Compliance

In its performance under the Agreement, CONTRACTOR will comply with the requirements of:

1. The WIOA, Public Law 105-220, all federal regulations and Governors' policies and procedures issued pursuant to WIOA, and any new legislation, regulation, policy and procedures which may replace or amend the WIOA.
2. The items and conditions of the Agreement 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 WIOA Regulations, COUNTY Agreement Directives and Policies.
3. CONTRACTOR represents and warrants that it is familiar with all laws, regulations, COUNTY rules and COUNTY policies and procedures affecting its requirements under the performance of the Agreement.

Measured performance below goals and standards and/or non-compliance with applicable rules and regulations will constitute non-compliance with the terms of the Agreement.

B. Charging of Costs

CONTRACTOR will comply with 29 CFR Part 97, and as they may be amended from time to time, as they relate to charging direct and indirect costs.

C. Allowable Costs

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

1. Be necessary and reasonable for the performance of the Agreement.
2. Be allocable to the Agreement
3. Conform to any limitations or exclusions set forth in the Agreement.
4. Be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the non-federal entity.
5. Be accorded consistent treatment.
6. Be determined in accordance with generally accepted accounting principles.
7. Not to be used to meet cost sharing or matching requirements of any other federally-financed program (without prior approval from the COUNTY).
8. Be adequately documented.

D. 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 Agreements 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 Reg. 667.270)

E. 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)

F. Minimum Wage

Individuals employed in activities authorized under WIOA 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)

G. 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.

H. Additional Nondiscrimination and Equal Opportunity Provisions

In accordance with 29 CFR Part 37 and 29 CFR Part 38, as a condition to the award of financial assistance from the Department of Labor under Title I of the WIOA, 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 LEP), age, disability (temporary or permanent), unlawful harassment, political affiliation or belief, citizenship, or participation in WIOA. 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. 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 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.

I. Definitions

For the purpose of the Agreement, the definitions enumerated in WIOA as amended, and the glossary of WIOA terms as amended, published by the State of California EDD and the (CWDB) directives 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.

J. Tracking Costs by WIOA Cost Category

In order to determine reasonableness of Agreement costs and to comply with Federal legislation, CONTRACTOR shall:

1. Develop and submit to the COUNTY a Cost Allocation Plan, which identifies all costs shared among each separate funding source, WIOA, or non-WIOA.
2. Maintain its accounting records and make such available to federal, state and COUNTY auditors and/or monitors.
3. Document and indicate in budget and invoices submitted to the COUNTY, any in-kind costs contributed to the Agreement. In-kind costs shall be applied to the appropriate WIOA Cost Category.

K. Financial Aid

Educational assistance, grants and loans to WIOA participants for the purpose of supplementing training costs must reduce the costs chargeable to the Agreement. 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)

L. Reporting Fraud or Abuse

All subrecipients or subcontractors/contractors that receive WIOA funds shall promptly report within 48 hours to COUNTY of Santa Barbara Workforce Development Board all allegations of WIOA-related fraud, abuse, and other criminal activity in accordance with local directive(s).

M. California Labor Code, Fair Labor Standards 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:

1. 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 WIOA 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)
2. 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.

N. 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.

O. Recovery of WIOA Tuition and Training Refunds

All subrecipients or subcontractors/contractors that receive WIOA funds shall obtain the designated training provider's policy regarding refunds of tuitions. In accordance with local directives, subrecipients or subcontractors/contractors 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.

P. Property Management

1. Insurance

All property and equipment purchased, received, or utilized by CONTRACTOR for the purpose of performing the Agreement shall be insured against fire, theft, and destruction, equal to the full replacement cost.

2. Purchase and Maintenance of Equipment

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 CONTRACTOR, the COUNTY'S approval of the expenditure shall be required. 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.

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 Agreement. 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 Agreement. In these instances, the records shall be retained until the litigation, audit or claim has been finally resolved.

Q. Theft or Embezzlement

1. 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 WIOA knowingly enrolls an ineligible participant, embezzles, willfully misapplies, steals, or obtains by fraud any of the monies, funds, assets, or property which are the subject of a financial assistance agreement or Agreement 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)).
2. 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 WIOA 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).
3. Whoever willfully obstructs or impedes or willfully endeavors to obstruct or impede, an investigation or inquiry under the WIOA, 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)

R. Duplicate Funding

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 Agreement, prior to submitting the request to the funding source. 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

Agreement. CONTRACTOR'S costs or earnings claimed under one contract or grant may not also be claimed under any other or grant.

S. 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.)

T. Selective Service Act

CONTRACTOR, 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.

U. Employment Generating Activities Prohibited

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

V. Rights

CONTRACTOR shall comply with 29 CFR Section 97.36 (i) (8) which states, in part, that Agreements must contain languages pertaining to any patent rights that might be discovered under the Agreement. With respect to inventions made by CONTRACTOR in the performance of this Agreement, which did not result from research and development specifically included in the Agreement'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 Agreement'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 Agreement, 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 Agreement, 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 Agreement, 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.

3. All rights, title, and interests in such work shall be assigned to the State of California.
4. Sub grantee agrees that any and all services rendered and proposals, plans, specifications, designs, drawings, sketches, resource materials, curricula, training materials, renderings, models, reports, or other documents, materials, inventions, processes, and/or trademarks or servicemarks first created, first developed or first produced pursuant to this Agreement ("Work Product") whether by Sub grantee, or any employees or subcontractors to Subgrantee or its Partner Institutions, shall be assigned to the CWDB/State of California.

W. Employment of Mechanics and/or Laborers

CONTRACTOR, if employing mechanics or laborers, shall comply with the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701 – 3708) for Agreements in excess of \$100,000.

Exhibit E

Career Catalyst Worksite Agreement

This Career Catalyst Worksite Agreement ("Agreement") is entered into between County of Santa Barbara, a County ("Customer"), [Insert Worksite], a [Insert applicable entity: e.g., California State Agency, County, District, corporation, limited liability company] ("Worksite"), and Foundation for California Community Colleges, a California non-profit 501(c)(3) corporation, ("FoundationCCC"), collectively ("Parties"), and describes the roles and responsibilities of the Parties in relation to the placement of Career Catalyst Program Participants ("Participant(s)") at Worksite, in accordance with the Career Catalyst Program Agreement entered into between Customer and FoundationCCC.

Contract Summary

<u>Term of Agreement:</u>	[Insert Start Date] through [Insert End Date]
<u>Program:</u>	[Insert Program]
<u>Funding Type:</u> (Check any that apply)	Federal: _____ WIOA: _____ State: _____ Other (please name): _____ <i>If federal or state, what is the funding source?:</i>

By signing this Agreement, the Parties acknowledge their acceptance of all the terms and conditions in this Agreement, including any attachments.*

THE PARTIES HEREBY EXECUTE THIS AGREEMENT.

CUSTOMER

By: _____

Print Name: _____

Title: _____

Date: _____

FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES

By: _____

Print Name: _____

Title: _____

Date: _____

WORKSITE

By: _____

Print Name: _____

Title: _____

Date: _____

*FoundationCCC's signature above shall be invalid if any revisions are made to this Agreement that are not formally approved and agreed upon in writing by FoundationCCC.

BACKGROUND

The Career Catalyst program is FoundationCCC's employer of record service. Established in 1998, this workforce development program provides comprehensive HR, payroll, and administrative support for work-based learning programs. This allows partner organizations to focus on creating meaningful opportunities for those they seek to serve.

1. DEFINITIONS

The following capitalized terms when used in this Agreement are defined as follows:

"Participant" shall refer to the individual participating in the Career Catalyst program who is performing work under the direction and control of the Worksite. Participants are considered part-time, temporary (less than 1,000 hours per fiscal year), non-benefit eligible employees of FoundationCCC.

"Start Date" shall refer to the Participants first day of performing any work at the Worksite.

"Worksite" shall refer to the agency, business, or workplace where the Participant will be placed and perform their job duties.

"Worksite Agreement" shall refer to this Agreement entered into between Customer, Worksite, and FoundationCCC, which sets forth the roles and responsibilities of Customer, Worksite, and FoundationCCC in relation to participation in the Career Catalyst program.

2. CUSTOMER RESPONSIBILITIES

- A. Case Management.** Customer shall provide case management services for the Participants, including managing all employment paperwork and onboarding of Participant.
- B. Timesheets.** Customer shall ensure Worksite submits Participant time sheets, including reporting daily tips (*if applicable*), electronically using FoundationCCC's HRIS platform. Otherwise, Customer will visit the Worksite to collect timesheets and submit to FoundationCCC for payroll processing.
- C. Site Visits.** Customer shall visit Worksite intermittently, at least on a monthly basis, for the purpose of monitoring compliance with this agreement and reviewing Participant progress.
- D. Requesting Pre-employment Screening.** Customer shall submit to FoundationCCC a pre-employment screening request, subject to the requirements in Worksite Responsibilities, Section 4(C) ("Requesting Pre-Employment Screening").

3. WORKSITE RESPONSIBILITIES

- A. Job Assignment.** Worksite agrees to provide all Participant(s), as referenced in Attachment A, with the opportunity to work in the capacity of the job titles(s), as referenced in Attachment A, which will enhance long term employability skills through work exposure (career exploration) and to gain entry level work readiness skills (work maturity) for future employment opportunities. Worksite shall train the Participant in work maturity skills and work readiness skills and in accordance with the agreed upon workplace competencies (See Attachment A, attached hereto and incorporated by reference, for Training Outline). Worksite shall complete and submit to FoundationCCC and Customer a separate Attachment A for each Participant prior to each Participant beginning their work experience.
- B. Onboarding Documentation.** Worksite shall ensure Participants complete all legally required documentation and provide valid documentation to Customer prior to Participant beginning their paid work experience at the Worksite. This includes, without limitation, ensuring Participant completes Form I-9 within three business days of Participant's Start Date. If the Form I-9 is not completed on time, Worksite shall ensure Participant is prohibited from working and understands that Participant may be subject to immediate termination by FoundationCCC.

- C. Requesting Pre-Employment Screening.** If Worksite requires a pre-employment screening for a Participant, including a criminal background check and drug screen, Worksite must inform Customer prior to onboarding and provide any Worksite specific criteria that should be used in the consideration process (e.g., disqualifying criteria). Customer must submit the pre-employment screening request to FoundationCCC prior to onboarding. FoundationCCC, as the employer-of-record, shall conduct pre-employment screening for Participants and cannot accept pre-employment screening records from Worksite in lieu of conducting its own pre-employment screening. For the avoidance of doubt, Participants shall only be subject to pre-employment screening when Worksite employees are also subject to pre-employment screening for the same or similar positions.
- D. Minimum Wage Notification.** Worksite shall be responsible for notifying FoundationCCC if any Participant position is or becomes subject to any local, state, or federal minimum or prevailing wage requirements, or subject to the terms of a collective bargaining agreement.
- E. Participant Supervision.** Worksite shall be responsible for the day-to-day control and supervision of Participant, including providing training and work assignments in accordance with the Participant's job description, as referenced in Attachment A. Worksite shall ensure Participants are not entrusted with the care of unattended premises, or unsupervised custody or control of cash, credit cards, valuables or other similar property, unless approved in advance in writing by FoundationCCC.
- F. Workplace Safety and Training.** As Worksite controls the facilities in which Participants work, Worksite shall be responsible for providing guidance and training to each Participant on all of the following Worksite programs:
- i. Injury and Illness Prevention Program, in accordance with Title 8 of California Code of Regulations.
 - ii. Heat and Illness Prevention Program, in accordance with California Code of Regulations section 3395, if applicable.
 - iii. Worker Protection from Wildfire Smoke Program, in accordance with California Code of Regulations section 5141.1, if applicable.
 - iv. Workplace Violence Prevention Program, in accordance with Labor Code section 6401.9, if applicable.

If required by law for Worksite's employees, Worksite shall similarly document Participant's training completion of the above programs and provide copies to FoundationCCC upon request. Worksite shall cooperate with FoundationCCC's reasonable requests for Worksite's participation in any post incident or related investigation, including, without limitation, providing all relevant documentation necessary to fulfill FoundationCCC's obligations under local, state, or federal law.

Worksite shall provide the Participant with supervision, safety instructions, safety related equipment, and personal protective equipment (PPE) that is required by law and/or is reasonable to protect against injury and/or illness while working at the Worksite. Worksite shall provide the Participant training on the specifications and maintenance of safety related equipment and/or PPE prior to Participant's use. Where special clothing, training, or PPE is provided to the Worksite's employees, the same shall be provided to the Participant. If Worksite uses or stores hazardous chemicals to which Participants may be exposed, Worksite shall ensure it maintains Safety Data Sheets (SDS) and provides information and training to Participants about hazardous chemicals by means of a hazard communication program, in accordance with California Code of Regulations section 5194 and Code of Federal Regulations section 1910.1200.

- G. 1,000-Hour Limitation.** FoundationCCC cannot employ a Participant for more than 1,000-hours per fiscal year (July – June). Worksite shall ensure that no Participant exceeds this 1,000-hour per fiscal year limitation, unless properly classified as a Student Assistant under California law and subject to Customer and FoundationCCC's prior approval.

- i. Incumbent Workers. If a Participant performs work at a Worksite outside of their Career Catalyst employment, Worksite shall notify Customer and FoundationCCC in advance of onboarding. In such instances, Participant may be limited to working less hours during their Career Catalyst employment to ensure compliance with applicable law.
- H. Timekeeping and Meal & Rest Break Compliance.** Worksite shall be responsible for accurately tracking and verifying Participant time records for hours worked on a bi-weekly basis and ensuring Participants enter and approve accurate timesheets, including logging daily tips (*if applicable*), on FoundationCCC's HRIS platform. Worksite shall ensure Participants receive meal and rest breaks in compliance with California law. The time record shall include all of Participant's start and end times, as well as meal periods and rest breaks.
 - i. Overtime. Worksite shall ensure Participants do not work more than 8 hours per day or 40 hours per week. If Participants work more than 8 hours per day or 40 hours per week, Worksite is responsible for compensating Customer for payment of overtime to Participants. However, under no circumstances shall Worksite permit Participants under the age of 18 to work overtime.
- I. Notification of Incidents and Complaints.** Worksite shall immediately notify Customer and FoundationCCC of the following: (1) any injury and/or Workers' Compensation claims related to a Participant; and (2) all formal and informal complaints, allegations, accidents, or incidents relating to any Participant or workplace safety violation of which Worksite becomes aware, regardless of the source, including but not limited to, allegations of sexual harassment, discrimination, violations of law, threats or acts of violence, or violation of Worksite policy. Worksite shall cooperate with FoundationCCC's reasonable requests for participation in any post-incident investigation, including but not limited to providing all relevant information and documentation requested.
- J. Prohibition on Motor Vehicles, Heavy Equipment, and Power Tool.** Worksite agrees and shall ensure that Participants are prohibited from operating any motor vehicle, heavy equipment, or power tools without Customer and FoundationCCC's prior written approval. If FoundationCCC approves the use of motor vehicles or heavy equipment, Worksite must complete and sign FoundationCCC's applicable policies (e.g., Driving Standard), as directed by FoundationCCC. If FoundationCCC approves the use of heavy equipment or power tools, Worksite shall ensure Participant receives and completes all necessary training, certification, and safety instruction (including instruction on proper use of Personal Protective Equipment (PPE)) required under applicable California law and regulation, which includes without limitation compliance with all applicable Department of Industrial Relations and Cal-OSHA Safety Orders.
- K. Compliance with Local, State, and Federal Law.** Worksite represents, warrants, and agrees that it shall comply with all local, state, and federal laws and regulations. This includes, but is not limited to the following:
 - i. Worksite certifies that Customer and Worksite provide a drug-free workplace, required by the California Drug-Free Workplace Act of 1990 (Government Code section 8350 et seq.).
 - ii. Worksite shall comply with all applicable state, federal, and local laws and regulations relating a safe and accessible work environment, including but not limited to federal and California Occupational Safety and Health Administration ("OSHA" and "CalOSHA") laws and regulations, including the recording of workplace injuries on Worksite's OSHA 300 logs, and any other regulation, order, or guidelines from the California Department of Public Health, local county, or any other government entity with jurisdiction over the Customer or Worksite.
 - iii. Worksite and Customer shall comply with the requirements of the Fair Labor Standards Act, the California Labor Code, the California Industrial Wage Orders, Title VII of the Civil Rights Act of 1964, the Fair Employment and Housing Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, Workforce Innovation and Opportunity Act ("WIOA"), and all other local, state, and federal laws regulations governing the hiring or employment of Participant.

L. Site Visits. Worksite shall allow for monitoring visits by representatives of Customer and FoundationCCC.

M. Participant Offboarding. Prior to initiating an offboarding of a Participant and to ensure FoundationCCC can provide timely payment of Participant's final wages under the Labor Code, Worksite shall submit to Customer and FoundationCCC a written offboarding request as follows:

- i. Worksite shall submit an offboarding request at least 4 business days in advance of Participant's requested last day of work, which includes when a Participant completes their work experience.
- ii. Worksite shall notify Customer and FoundationCCC immediately in writing if a Participant voluntarily quits their work experience.

If Worksite fails to notify Customer and FoundationCCC in accordance with the above timeline, Worksite shall be responsible for compensating Customer for payments made to Participants for the costs of waiting time penalties, per Labor Code section 203.

N. Alcohol and Tobacco Products. Worksite shall ensure that Participants under the age of 21 will not have access to, distribute, sell, or serve alcohol or tobacco products. For Participants over the age of 21, Worksite shall ensure the individual receives proper training for selling, pouring, and distributing alcohol and tobacco products. Violation of this clause will result in termination of this Agreement.

O. Sex Offender Notice. Worksite shall inform Customer and FoundationCCC immediately if they *become aware* that there is an employee or other person at the Worksite that Participant may come into contact with that is listed as a Registered Sex Offender.

P. Tip Payments. If Participants are working in a tip eligible position, Worksite is solely responsible for paying all daily tips directly to Participants at the time they are received. FoundationCCC assumes no responsibility for Worksite's noncompliance with this clause.

Q. Remote Work. If Participants will be working remotely (fully remote or hybrid), Worksite shall abide by and sign FoundationCCC's Career Catalyst Telework Policy. Worksite understands and agrees that Participants working remotely are entitled to be paid the local minimum wage applicable to the locality where they are performing work (e.g., their home address). If Participants are working in a hybrid role, Worksite understands and agrees that FoundationCCC will apply the higher rate between the local minimum wage applicable to the Worksite location and the locality where the Participant is performing remote work.

4. FOUNDATIONCCC RESPONSIBILITIES

FoundationCCC shall serve as the employer-of-record for Participants and shall provide all services as outlined in the Career Catalyst Program Agreement entered into between Customer and FoundationCCC. As it relates to this Worksite Agreement, FoundationCCC shall be responsible for the following:

A. Payroll. FoundationCCC shall be responsible for payment of wages to Participants for all hours reported on Participant's timesheet at the time of payroll processing.

- i. Tax Withholding on Tips. If a Participant works in a tip eligible position, FoundationCCC shall be responsible for withholding and paying appropriate taxes on all daily tips reported by Participant on FoundationCCC's HRIS platform. Worksite is responsible for paying daily tips directly to Participant, and FoundationCCC assumes no responsibility for doing so.

B. Workers' Compensation. FoundationCCC shall provide workers' compensation coverage for Participants.

C. Pre-Employment Screening. If a pre-employment screening is required for the position or requested by Worksite, including a criminal background check and drug screen, FoundationCCC shall conduct the screening. In such instances, Customer must submit a pre-employment screening request to FoundationCCC prior to onboarding. For the avoidance of doubt, Participants shall only be subject to pre-employment

screening when Worksite employees are also subject to pre-employment screening for the same or similar positions. FoundationCCC cannot accept pre-employment screening records from Customer or Worksite in lieu of conducting its own pre-employment screening.

5. TERM AND TERMINATION

- A. Term.** This Term of this Agreement is from **START DATE** through **END DATE** (“Term”), in alignment with the Career Catalyst Program Agreement entered into between Customer and FoundationCCC. However, this Term in no way alters the employment term specified in each Participant’s Attachment A.
- B. Termination for Convenience.** Customer or FoundationCCC may, in their sole discretion, immediately terminate this Agreement for any reason, without penalty, and require removal of the Participant from the Worksite if determined to be in the Participant’s or Customer’s best interest. Worksite may terminate this Agreement for any reason, without penalty, upon 15 days written notice to Customer.
- C. Termination for Nonappropriation of Funds.** Notwithstanding any other provision of this Agreement, in the event that no funds or insufficient funds are appropriated or budgeted by federal, state or Customer governments, or funds are not otherwise available for payments in the fiscal year(s) covered by the term of this Agreement, then Customer will notify FoundationCCC of such occurrence and Customer may terminate or suspend this Agreement in whole or in part, with or without a prior notice period. Subsequent to termination of this Agreement under this provision, Customer shall have no obligation to make payments with regard to the remainder of the term.
- D. Procedures at Termination.** Worksite must cease or reduce work immediately upon receiving the notice of termination or as required by the written notice and take all steps possible to mitigate losses.

6. INSURANCE AND INDEMNIFICATION

- A. Insurance.** Worksite shall maintain insurance as listed below. Coverages required will not limit any liability of Worksite and will include all of the following:
- i. Commercial General Liability Insurance with a combined single limit of no less than \$1 million per occurrence. This policy shall name FoundationCCC, its directors, officers, and employees as Additional Insureds.
 - ii. Workers’ Compensation Insurance, for Worksite’s employees only (not Participants), as required under the Workers’ Compensation and Safety Act of the State of California.
- B. Mutual Indemnification.**
- i. To the extent permitted by law, FoundationCCC shall be liable for and shall indemnify, defend, and hold Worksite harmless against any costs, expenses, claims, suits, judgments, loss or damage (including reasonable attorneys’ fees) arising from the fault or negligence of FoundationCCC, its officers, employees (excluding Participants), agents, subcontractors and representatives, in performance of the Services under this Agreement.
 - ii. To the extent permitted by law, Worksite shall be liable for and shall indemnify, defend, and hold FoundationCCC, its directors, officers, employees, and agents (“FoundationCCC Indemnitees”) harmless

against any costs, expenses, claims, suits, judgments, loss or damage (including reasonable attorneys' fees) arising from the fault or negligence of Worksite, their officers, employees, agents, subcontractors and representatives, or by Worksite's breach of this Agreement. Worksite further agrees, notwithstanding any indemnification obligation under subsection (i) above, to defend, indemnify and hold FoundationCCC Indemnites harmless against any and all claims, losses, and liabilities that arise from (1) the acts or omissions of Participants taken at Worksite's direction or Worksite's failure to supervise any Participant in accordance with its obligations under this Agreement, and (2) use of any motor vehicle, regardless of ownership, by any Participant.

7. NOTICES

All notices and other communications required or permitted to be given under this Agreement shall be given in writing and shall be deemed given when emailed or actually delivered physically to the addresses specified below:

PARTY	CONTACT
Worksite Physical Address – please include the suite number if applicable Address Address	<u>(Please provide 2 contacts):</u> Name, Title Phone: Phone Email: Email Name, Title Phone: Phone Email: Email
Customer Address Address	<u>(Please provide 2 contacts):</u> Name, Title Phone: Phone Email: Email Name, Title Phone: Phone Email: Email
FoundationCCC 1102 Q Street Suite, 4800 Sacramento, CA 95811	<u>Program and Contract Notices</u> Workforce Development 916-498-6723 careercatalyst@foundationccc.org

8. GENERAL TERMS AND CONDITIONS

- A. Captions and Interpretation.** Paragraph headings in this Agreement are used solely for convenience and shall be wholly disregarded in the construction of this Agreement. Paragraph headings shall not be deemed to define, limit or extend the scope or intent of the paragraphs to which they appertain.
- B. Assignment and Delegation.** This Agreement may not be assigned or otherwise transferred by either party without the prior written consent of the other party; however, either party will have the right to assign its rights and obligations under this Agreement in connection with a merger, acquisition, or sale transfer of substantially all of its assets. Any assignment not in accordance with this paragraph is void.
- C. Debarment and/or Suspension.** Worksite shall comply with Executive Order 12549, Debarment and Suspension. Worksite represents and warrants that Worksite is not presently debarred, suspended, proposed

for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency or any California state department or agency.

- D. Entire Agreement.** This Agreement constitutes the entire, complete, final and exclusive Agreement between the parties with respect to the subject matter hereof and supersedes and replaces any and all prior and contemporaneous communications between the parties regarding such subject matter. Any terms and conditions which are additional to or different from the terms and conditions of this Agreement are hereby deemed rejected by FoundationCCC and shall not be of any effect or in any way binding upon FoundationCCC. To the extent that the terms and conditions of this Agreement conflict with, or are in any way inconsistent with, the terms and conditions of any exhibit hereto, the terms and conditions of this Agreement will prevail.
- E. Modification of Agreement.** This Agreement may be modified only by a written Agreement dated subsequent to this Agreement and signed by authorized representatives of each party. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver shall be void.
- F. Governing Law; Venue.** This Agreement is made under and will be governed by and construed in accordance with the laws of the State of California.
- G. Time is of the Essence.** Time is of the essence with respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this Agreement.
- H. Construction of Agreement.** Both parties have participated in the negotiation and drafting of this Agreement. Therefore, the terms and conditions of this Agreement shall not be construed against either party as the drafting party.
- I. Confidentiality.** To the extent permitted by law, Worksite shall not, directly or indirectly, use, make available, sell, disclose or otherwise communicate to any third party, other than in Worksite's assigned duties and for the benefit of FoundationCCC, any of FoundationCCC's or Participant's Confidential Information, either during or after Worksite's relationship with FoundationCCC, including without limitation information about Participants that may be obtained through application forms, interviews, reports, or any other source. Subject to applicable local, state, and federal law. Confidential Information is to be broadly defined, and includes but may not be limited to all information that has or could have commercial value or other utility in the business in which FoundationCCC is engaged or contemplates engaging, and all information of which the unauthorized disclosure could be detrimental to the interests of FoundationCCC, whether or not such information is identified as Confidential Information by FoundationCCC. This paragraph shall survive the expiration or early termination of this Agreement.
- J. Execution of this Agreement.** The Parties agree that this Agreement may be executed in counterparts, each of which shall be deemed to be an original, but both of which together shall constitute one and the same instrument, and that a photocopy or facsimile may serve as an original. If this Agreement is executed in counterparts, no signatory hereto shall be bound until both the parties have fully executed a counterpart of this Agreement.
- K. Authority to Bind.** The parties each represent and warrant that the signatories below are authorized to sign this Agreement on behalf of themselves or the party on whose behalf they execute this Agreement.
- L. Severability.** If any part of this Agreement is found invalid or unenforceable, that part will be amended to achieve, as nearly as possible, the same economic effect as the original provision and the remainder of this Agreement will remain in full force and effect.
- M. Non-waiver.** The failure of either FoundationCCC or Customer, whether purposeful or otherwise, to exercise in any instance any right, power or privilege (including but not limited to waiver) under this Agreement or

under law of this Agreement shall not constitute a waiver of any other right, power or privilege, nor of the same right, power or privilege in any other instance. Any waiver by FoundationCCC must be in writing.

N. Relationship of the Parties. Both parties are independent parties and this Agreement will not establish any relationship of partnership, joint venture, employment, agency or otherwise. Neither party will have the power to bind the other or incur obligations on the other's behalf without the other's prior written consent, except as otherwise expressly provided in this Agreement.

- i. Finding of Joint Employment. In the event there is a finding by an applicable court of law that a joint-employment relationship exists between FoundationCCC and Worksite, both parties agree that they shall work collaboratively to ensure compliance with all legal obligations, which includes but is not limited to pension enrollment, employer / employee contributions, and defense / indemnity of any claims, administrative actions, litigation, or other proceedings related to pension and fringe benefit obligations.

O. Force Majeure. FoundationCCC or Customer shall not be liable or deemed to be in default for any delay or failure in performance under this Agreement or interruption of Services resulting, directly or indirectly, from acts of God, civil or military authority, acts of public enemy, terrorism, war, strikes, labor disputes, pandemic, quarantine, global or local health emergencies, or any similar cause beyond the reasonable control of FoundationCCC or Customer.

P. Waiver and Modifications. No modification or waiver of any provisions of this Agreement or its attachments shall be effective unless such waiver or modification shall be in writing, signed by all parties, and then shall be effective only for the period and on the condition, and for the specific instance for which given.

Q. Retention of all Required Records. Worksite and Customer agree to the retention of all required records, as per 29 CFR 95.53, for no less than 3 years following the completion of this agreement.

ATTACHMENT A TO WORKSITE AGREEMENT

Participant Form Addendum

To be completed for each participant as an addendum to the Agreement.

Employer Name & Address: Foundation for California Community Colleges
1102 Q Street, Suite 4800, Sacramento, CA 95811

Worksite: _____ **Worksite Department:** _____

Worksite Address at which Participant will be placed (include suite number):

Customer: _____ **Date:** _____

Program Name: _____

Participant Name: _____

Position Title/Classification: _____

Worksite Supervisor Name: _____

Worksite Supervisor Contact Information (email and/or phone number): _____

Participant's Term of Employment: _____ to _____

Rate of compensation: \$ _____ per hour

Work Hours: The Participants working hours during the Term of employment shall not exceed:
Maximum hours per week: _____ **Maximum total hours for the Term of employment:** _____

☐ *Detailed Job Description & Job Title attached Separately. (Check Box, If Applicable)*

If a detailed job description and title is not attached, please complete the questions below. If this is attached, you do not need to complete these questions.

Job Duties and Qualifications:

Purpose/Role of Position:

Duties/Responsibilities & Relationship to Position:

General Qualifications:

Specific Qualifications:

ATTACHMENT B TO WORKSITE AGREEMENT – SPECIAL TERMS & CONDITIONS

[Placeholder for Special Terms & Conditions (e.g., funder requirements, etc.)]

WIOA Terms and Conditions

1. Worksite shall comply with the requirements of the Workforce Innovation and Opportunity Act (“WIOA”). If the regulations promulgated pursuant to WIOA are amended or revised, Worksite shall comply with them or will notify Customer in writing within 30 days after promulgation of the amendments or revision that it cannot so conform.

2. Participant shall not be employed in the construction, operation, or maintenance of any facility that is used or to be used for sectarian instruction, or as a place of religious worship.

3. Worksite shall not allow a Participant to work at the Worksite if experiencing abnormal labor conditions such as strikes, lockouts, or layoffs and the work experience Participant will dislocate or affect employment or promotional opportunities for the Worksite’s current or laid-off employees.

4. Worksite and/or the Participant shall not be involved in training activities, which assist, promote, or deter union organization.