

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**STANDARD AGREEMENT**

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER <b>M117955-7100</b>	PURCHASING AUTHORITY NUMBER (If Applicable) <b>EDD-7100</b>
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1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME  
Employment Development Department

CONTRACTOR NAME  
County of Yolo

2. The term of this Agreement is:

START DATE  
August 1, 2025 or upon final approval, whichever is later

THROUGH END DATE  
April 30, 2027

3. The maximum amount of this Agreement is:  
\$ 502,920.00 (Five Hundred Two Thousand Nine Hundred Twenty Dollars and No Cents)

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

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+ - Exhibit G	Contractor's Response to Solicitation for Letters**	
+ -	**Items shown with a double asterisk (**) are hereby incorporated by reference and made part of this Agreement as if attached hereto.	

Items shown with an asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**STANDARD AGREEMENT**

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IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

Approved as to Form:

Philip J. Pogledich, County Counsel

**CONTRACTOR**

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

County of Yolo

By:

*Hope P. Welton*  
 Hope P. Welton, Senior Deputy

CONTRACTOR BUSINESS ADDRESS 25 North Cottonwood Street	CITY Woodland	STATE CA	ZIP 95695
PRINTED NAME OF PERSON SIGNING Mary Vixie-Sandy	TITLE Chair, Board of Supervisors		
CONTRACTOR AUTHORIZED SIGNATURE	DATE SIGNED		

**STATE OF CALIFORNIA**

CONTRACTING AGENCY NAME Employment Development Department			
CONTRACTING AGENCY ADDRESS 722 Capitol Mall, MIC 62-C	CITY Sacramento	STATE CA	ZIP 95814
PRINTED NAME OF PERSON SIGNING Lauren Prizmich	TITLE Chief, Office of Procurement, Contracting & Admin		
CONTRACTING AGENCY AUTHORIZED SIGNATURE	DATE SIGNED		
CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL	EXEMPTION (If Applicable) SCM Vol. 1 Section 4.06		

**EXHIBIT A  
SCOPE OF WORK  
(Standard Agreement)**

1. This Agreement is entered into by and between the Employment Development Department, hereinafter referred to as the EDD, and the **County of Yolo (YOL)**, hereinafter referred to as the Grantee, for the purposes of conducting the Department of Rehabilitation-America's Job Centers of California Collaboration (DOR-AJCC Collaboration). The purpose of the DOR-AJCC Collaboration program is to serve people with disabilities in AJCCs in collaboration with the DOR. Grantees will work collaboratively with EDD and DOR to create lasting systems change that results in increased collaboration between Workforce Innovation and Opportunity Act (WIOA) Title I and IV programs and increased employment and career advancement for individuals with disabilities across California.
2. The Grantee will comply with the terms and conditions set forward in this Agreement, guidance provided by the EDD and the DOR-AJCC Collaboration Technical Assistance and Developmental Evaluation (TA and DE) team, the Solicitation for Letters (SFL) for the DOR-AJCC Collaboration, and the Grantee's response to the SFL, which, by this reference are both incorporated and made part of the Agreement.
3. The project representatives during the term of this Agreement will be:

State Agency

Employment Development Department  
Attn: Bethany Smith  
722 Capitol Mall, MIC 50  
Sacramento, CA 95814  
Phone: 916-398-7025  
E-Mail: [Bethany.smith@edd.ca.gov](mailto:Bethany.smith@edd.ca.gov)

Grantee

County of Yolo  
Attn: Deanna Sverdlov  
25 North Cottonwood Street  
Woodland, CA 95695  
Phone: 530-631-2289  
E-mail: [Deanna.Sverdlov@yolocounty.gov](mailto:Deanna.Sverdlov@yolocounty.gov)

Changes to the EDD contract representative will not require an amendment to the contract.

**EXHIBIT A**  
**SCOPE OF WORK**  
**(Standard Agreement)**

4. DOR-AJCC Collaboration Grantee Roles and Responsibilities

- A. Grantees will be responsible for identifying staff and/or partners that will fulfill the following roles, identified as central to meeting the objectives of the DOR-AJCC Collaboration including meaningful access to services:

**Disability Resource Coordinator:** to facilitate system-wide coordination and implementation of project goals and objectives, achievement of systems-change and sustainability goals of the project, and to participate in state level engagement activities.

**Disability Services Navigator(s):** to provide direct services to participants and coordinate co-enrollment and co-case management with DOR Qualified Rehabilitation Professionals (QRP) at one or more AJCC locations.

**Disability Benefits Planner(s)/Work Incentives Practitioner(s):** to provide in-depth guidance to Social Security disability beneficiaries about the effect of employment on their public benefits.

- B. Grantees will be responsible for meeting key systems change and sustainability objectives during the life of the grant and will work toward addressing needs and challenges identified in "Attachment A-1." Grantees will work with DOR, EDD, and the TA and DE provider to identify opportunities to implement systems changes that will lead to ongoing provision of services to people with disabilities using ongoing mainstream funding like WIOA Title I Adult and Dislocated Worker funds and WIOA Title IV Vocational Rehabilitation (VR) funds. Potential strategies to accomplish this aim may include but is not limited to the following.
- i. Reviewing and revising existing policies and procedures if they impose any barriers to programmatic access or undue burden on job seekers with disabilities.
  - ii. Determining need for new policies around accommodations, co-enrollment, or others that may be determined through ongoing developmental evaluation.
  - iii. Reviewing and revising partnership agreements to ensure partnership between DOR and AJCCs are operationalized (become standard business practice).
  - iv. Operationalizing ongoing education for staff on disability-related topics, potentially including, but not limited to disability etiquette, attitudinal training, reasonable accommodations, assistive technology, disability benefits, trauma informed care, accessible documents, and person-centered approach.
  - v. Operationalizing ongoing cross-training with partners, specifically between DOR and AJCCs. Cross-training with other partners is also recommended, including, but not limited to regional centers, independent living, community-based organizations, and disability benefits planning services.
- C. Grantees will enroll participants, test strategies, and participate in ongoing developmental evaluation to identify and scale promising practices for serving people with disabilities in the AJCCs, and for co-enrolling in DOR services. Strategies will evolve as the developmental evaluation results in recommendations to ongoing program improvements and will focus on the following.

**EXHIBIT A**  
**SCOPE OF WORK**  
**(Standard Agreement)**

- i. Increasing meaningful access to employment and training activities for people with disabilities.
  - ii. Increasing co-enrollment and integrated service delivery between WIOA Title I and WIOA Title IV services.
  - iii. Identifying and reducing gaps in training, employment, and wage outcomes for people with disabilities accessing WIOA I services.
  - iv. Creating sustainable workforce programming that ensures lasting increases in service levels and training and employment outcomes for people with disabilities.
  - v. Developing, testing, and refining strategies for assisting job seekers with disabilities in obtaining public sector employment.
5. Required Partnerships
- A. The success of the DOR-AJCC Collaboration Program will require the establishment of mandatory partnerships, that must include DOR. The EDD, DOR, and the DOR-AJCC Collaboration Technical Assistance provider will collaborate on a wide range of activities related to the management, design, oversight, and administration of the DOR-AJCC Collaboration Program. Failure to obtain and maintain required partnerships may result in early contract termination. Changes in required partners must be communicated to the EDD Project Management Team in writing within 10 days of initial determination. All notifications must include the name of the new partner(s), their roles, responsibilities, and/or a plan of action for the recruitment of new partners. Notifications must also contain a risk mitigation plan that addresses program continuity during the partnership development process.
  - B. The Grantee is responsible for ensuring the availability of proposed services, meeting of key implementation milestones, the collection of participant data and documentation of program activities conducted with DOR-AJCC Collaboration funding and leveraged WIOA Title I funding. The grantee must also collaborate with DOR to leverage WIOA Title IV funding and collect and necessary information from their DOR required partners needed for the submission of required participant data and any supplemental information requests to the EDD and the Technical Assistance and Evaluation team.
  - C. The Grantee is responsible for ensuring the availability of benefits planning/work incentives planning services for participants. This may be done by hiring or certifying a benefits planner within the Grantee's organization, or through a partnership with or subaward to an organization that provides benefits planning/work incentives planning services.
  - D. During the performance period, grantees will be monitored and/or audited by the state in accordance with existing policies, procedures, and requirements governing the use of funds. Grantees and subrecipients are expected to be responsive to all reviewers' requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with reviewers in a timely and accurate manner.

**EXHIBIT A**  
**SCOPE OF WORK**  
**(Standard Agreement)**

6. Required Collaboration

- A. Participation in state-level activities coordinated by the EDD, DOR, and the funded TA and DE provider is required. Applicants should ensure that they allow sufficient staff time to meet the commitments of these activities. The Grantee must collaborate with and be responsive to the EDD Project Management Team, the Technical Assistance and Evaluation Team, DOR, and other EDD staff and management. This includes submitting required reports, providing information to the EDD Project Management Team and the Technical Assistance and Evaluation Team, and participating in meetings, Communities of Practice, convenings, field visits, or interviews for quality assurance oversight.
- B. The Grantee is required to be an active member of a state level workgroup with the EDD, DOR, the DOR-AJCC Collaboration Technical Assistance provider, and other stakeholders. This includes ensuring a Grantee representative is in attendance and is an active participant at regularly scheduled workgroup meetings and contributes to workgroup deliverables and work products.

7. Default Provisions

The Grantee will be in default under this Agreement if any of the following occur:

- A. The Grantee has materially and substantially breached the terms and conditions of this Agreement.
- B. Making any false warranty, representation, or statement with respect to this project or the application filed to obtain this Agreement.
- C. Failure to operate or maintain the project in accordance with this Agreement.
- D. Failure to submit timely progress reports.
- E. Failure to routinely invoice the State.

Should an event of default occur, the EDD shall provide a notice of default to the Grantee and shall give the Grantee at least ten (10) calendar days to address the default from the date the electronic notice is sent. If the Grantee fails to address the default within the time prescribed by the EDD, the EDD may do any of the following:

- A. Declare the funding be immediately repaid, with interest, which shall be equal to State of California general obligation bond interest rate in effect at the time of the default.
- B. Terminate any obligation to make future payments to Grantee.
- C. Terminate the Agreement.
- D. Take any other action that it deems necessary to protect its interests.

In the event the EDD finds it necessary to enforce this provision of this Agreement in the manner provided by law, the Grantee agrees to pay all costs incurred by the EDD including, but not limited to, reasonable attorneys' fees, legal expenses, and costs.

**EXHIBIT A**  
**SCOPE OF WORK**  
**(Standard Agreement)**

8. Required Notices

The Grantee shall promptly notify the EDD, in writing, of the following items:

- A. Events or proposed changes that could affect the scope, budget, or work performed under this Agreement. The Grantee agrees that no substantial change in the scope of the Project will be undertaken until written notice of the proposed change has been provided to the EDD and the EDD has given written approval for such change. Substantial changes generally include, but are not limited to, changes to the scope of work and/or budget.
- B. Any public or media event publicizing the accomplishments and/or results of this Agreement and provide the opportunity for attendance and participation by the EDD representatives. The Grantee shall make such notification at least fourteen (14) calendar days prior to the event.
- C. Grantee shall notify the EDD within ten (10) calendar days of the initiation of any litigation or the threat of litigation against the Grantee regarding the Project or that may affect the Project in any way.

9. Key Personnel Changes

Changes in key personnel must be communicated to the EDD Project Management Team in writing within ten (10) calendar days of initial determination. All notifications must include the name of the key personnel, their roles, responsibilities, and/or a plan of action for the recruitment of new personnel. Notifications must also contain a risk mitigation plan that addresses program continuity during the recruitment and onboarding process. The Grantee is responsible for ensuring program continuity through any key personnel changes and that key personnel have the professional qualifications required of the position.

10. Contract Amendments

The Grantee will have the opportunity to submit modifications during the period of performance to accurately reflect necessary adjustments for the success of the DOR-AJCC Collaboration project. All modifications will require written approval from the EDD. Changes to the project cannot be carried out until an approved amendment is provided to the Grantee by the EDD.

A. Request for amendments must:

- i. Be prepared, in writing, on official letterhead and signed by the Authorized Signatory or designee on file with the EDD.
- ii. Include a detailed explanation of the proposed amendment, reason for the amendment, and the effect of not approving the request.
- iii. Include a copy of the document(s) requested for amendment that shows the requested changes.

B. Funding Amendments:

- i. The proposed funding is based on the anticipated availability of relevant funds. Should funding availability change, the EDD reserves the right to make any necessary amendments to the agreement amount.

**EXHIBIT A  
SCOPE OF WORK  
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- C. Period of Performance Amendments:
  - i. Failure to successfully meet DOR-AJCC Collaboration scope of work requirements may result in full or partial deobligation of the funding and/or a shorter period of performance of this contract.
  - ii. Amendment extensions beyond April 30, 2027, are subject to final approval from the EDD.
- D. No oral understanding or change not incorporated in this Agreement is binding on any of the parties.

The EDD reserves the right to request modifications and contract amendments as necessary for the success of the DOR-AJCC Collaboration.

11. DOR-AJCC Collaboration Clause

Program design and requirements are subject to change based on program legislative requirements and continuous improvement activities determined by the EDD Project Management Team, DOR, and the Technical Assistance and Evaluation Team.

12. DOR-AJCC Collaboration Glossary of Terms

**Grantee:** The Grantee is the recipient of DOR-AJCC Collaboration funds and is responsible for DOR-AJCC Collaboration program deliverables, reporting requirements, and coordination of services and activities conducted with DOR-AJCC Collaboration and leveraged funding.

**DOR-AJCC Collaboration Technical Assistance and Developmental Evaluation Team:** The DOR-AJCC Collaboration Technical Assistance and Developmental Evaluation team is responsible for providing technical assistance to Grantees on project implementation and challenges, and for evaluating project success.

**ATTACHMENT A-1  
PROJECT NARRATIVE  
(Standard Agreement)**

<b>Grantee Name: County of Yolo</b>
<b>Project Name: DOR-AJCC Collaboration</b>

### **Target Region and Population**

Yolo County, home to approximately 220,500 residents, has a poverty rate of 16%, surpassing state and national averages. Among this population, an estimated 24,000 residents identify as having disabilities, facing unique challenges to their quality of life and economic stability.

This collaboration will prioritize individuals with disabilities and will include several intersectional underserved populations, many of whom Yolo County Employment Services already serves:

- **Hispanic/Latino Residents & English Learners (33% of population):** Language barriers and create challenges for accessing services and employment opportunities.
- **Refugees and Immigrants:** Limited access to healthcare, housing, and education disproportionately impacts individuals with disabilities.
- **Veterans:** Service-related disabilities and mental health challenges such as PTSD create barriers to employment and benefits.
- **People Experiencing Homelessness:** Over 700 Yolo residents experiencing homelessness face compounded challenges, including access to healthcare and stable housing.
- **Formerly Incarcerated Individuals:** Stigma, systemic barriers, and employer biases hinder employment opportunities, especially for those with disabilities.
- **Rural Communities:** Geographic isolation limits access to services for residents of towns like Winters, Esparto, and Knights Landing.

### **Challenges in Recruiting People with Disabilities for AJCC Services**

Recruiting individuals with disabilities for AJCC services involves overcoming obstacles such as:

- **Transportation Issues:** Limited public transit, especially in rural areas, restricts access to services and AJCC facilities.
- **Lack of Awareness:** Limited awareness of available workforce services, and the perception of services as inaccessible or irrelevant to the unique needs of individuals with disabilities.
- **Digital Divide:** Many individuals with disabilities lack access to reliable internet or assistive technology to access virtual AJCC services.

**ATTACHMENT A-1  
PROJECT NARRATIVE  
(Standard Agreement)**

**Challenges in Co-Enrollment between AJCC and DOR Programs**

Efforts to co-enroll individuals in AJCC and DOR programs are hindered by:

- **Coordination Issues:** Navigating requirements for AJCC and DOR services is complex. Differences in program requirements and processes can hinder co-enrollment efforts.
- **Staff Training:** AJCC staff may lack training on the specific needs of individuals with disabilities, sometimes hindering the co-enrollment process.
- **Resource Constraints:** Limited staffing and resources to facilitate seamless collaboration between AJCC and DOR programs.
- **Lack of awareness** about respective programs and benefits available to individuals with disabilities that limit ability to offer co-located, braided and blended services.
- **Lack of Streamlined Communication:** Agencies often operate in silos, leading to missed opportunities for collaboration.

**Barriers to Securing Employment for People with Disabilities**

Individuals with disabilities in Yolo County face several employment challenges:

- **Employer Biases:** Misconceptions about the capabilities of individuals with disabilities can lead to hiring discrimination.
- **Employer Misconceptions:** A 2023 survey found that 42% of local employers believed accommodations for individuals with disabilities were "too expensive," though most accommodations cost less than \$500.
- **Lack of Accommodations:** Insufficient workplace accommodations and support.
- **Limited Opportunities:** Many jobs available are low paying, with few development options.
- **Lack of Inclusive Training:** Programs often fail to accommodate remote learning or disability-specific needs

**Need for Investment:**

Investing in this project is critical to:

- Improve AJCC accessibility and inclusivity through mobile services and assistive technologies.
- Strengthen partnerships between AJCC and DOR, embedding Disability Resource Coordinators at service locations.
- Address systemic barriers through employer education and tailored training programs.
- Develop strategies to improve employment opportunities and workplace accommodations.

**ATTACHMENT A-1  
PROJECT NARRATIVE  
(Standard Agreement)**

**Estimated Number of Participants**

Yolo County will serve 10 individuals with disabilities during the grant period. Enhanced systems and partnerships will benefit countless future clients with disabilities beyond the funded period.

**The project will operate out of two AJCC facilities:**

Woodland AJCC: 25 North Cottonwood Street, Woodland, CA 95695.

West Sacramento AJCC: 500-A Jefferson Blvd, West Sacramento, CA 95605.

**Key Positions that will carry out the project will include the following:**

Disability Resource Coordinator: This role will be filled by Yolo County staff who provide administrative support for the Workforce Innovation Board (WIB). The Senior Administrative Services Analyst and the Administrative Services Analyst will act as the liaisons between the program operator and the State, providing technical assistance, contract compliance, and monitoring activities for this grant funding. WIB Staff will facilitate system-wide coordination and implementation of project goals and objectives, achievement of systems-change and sustainability goals of the project and participate in state level engagement activities. WIB Staff have extensive experience in this capacity, serving these functions for the WIOA Title I formula allocations and other special grants.

Yolo County Employment Services, through its WIOA program and Business Engagement staff, will serve as the primary program operator, leveraging established relationships with education providers and local employers, as well as access to internal and external resources, to deliver customized career services and ongoing support to ensure program participants' long-term success. WIOA Title I program staff will act as Disability Services Navigators and will provide direct services and coordinate co-enrollment and co-case management with DOR Qualified Rehabilitation Professionals (QRP) at the Woodland and West Sacramento AJCC locations.

The Disability Benefits Planner(s)/Work Incentives Practitioner(s) role will be staffed by the Department of Rehabilitation (DOR) and will advise Social Security disability beneficiaries on how employment affects their benefits, offering guidance on work incentives and helping participants maximize their benefits while transitioning to work.

**Management and Supervision**

The Yolo County Employment Services Manager will oversee the program operations, and employer engagement and WIB staff functions. The manager will oversee activities related to the Disability Resource Coordinator and the Disability Services Navigator. The manager currently serves in this capacity for the WIOA Title I program services. The Yolo County Employment Services Supervisor and Program Coordinator will provide supervision to the Employment Services Specialist staff.

**ATTACHMENT A-1  
PROJECT NARRATIVE  
(Standard Agreement)**

**DOR Locations**

The Department of Rehabilitation (DOR) will partner with the Yolo County AJCCs, providing services from the Woodland office located at 1100 Main Street, Suite 340.

**Roles and Responsibilities**

The Workforce Innovation Board (WIB) staff will support the Disability Resource Coordinator by providing:

- Technical assistance, grant oversight, and monitoring to ensure project goals are met.
- Coordination between the Disability Services Navigator and Disability Benefits Planner.
- Development of processes to ensure sustainability of WIOA Title I and IV partnerships.
- State-level engagement activities.
- Collaboration with vendors to enhance virtual employment center accessibility for individuals with disabilities and support WIOA co-enrollments.
- As the Disability Services Navigator(s), the employment services specialist, supervisor, and program coordinator, will:
  - Recruit and retain eligible individuals for WIOA Title I and IV programs.
  - Determine WIOA Title I eligibility and provide referrals for co-enrollment.
  - Develop Individualized Employment Plans, assist with career services planning, and coordinate training and work activities through WIOA Title I and IV.
  - Identify and provide supportive services through community partners and WIOA Title I and Title IV resources.
  - Deliver follow-up services for 12 months post-exit.

The Disability Benefits Planner/Work Incentives Practitioner, supported by DOR, will:

- Designate appropriate staff to ensure an effective two-way referral system.
- Provide benefits counseling to eligible and enrolled individuals.
- Determine DOR eligibility for new co-funded applicants.
- Facilitate co-enrollment and co-funding for trainings.
- Offer subject matter expertise related to disability and accommodations.
- Participate in regular status meetings.
- Collaborate in obtaining release forms and provide timely updates on case status.

These services, provided by DOR as leveraged resources, are part of DOR's regular support for eligible individuals.

**ATTACHMENT A-1  
PROJECT NARRATIVE  
(Standard Agreement)**

**Partnership History and Commitment**

Yolo County has a longstanding relationship with DOR through the Workforce Innovation Board (WIB), with DOR representatives participating in the WIB and the AJCC MOU partnership. The partnership expanded through DOR's funding of the Student Training and Employment Program (STEP) to provide work experience for youth with disabilities. This DAEI grant provides an opportunity to extend the partnership beyond STEP to co-enroll eligible individuals in both WIOA Title I and IV programs.

The partnership with DOR and WIOA Title I is vital to serving Yolo County. In program year 2023-2024, only 13% of WIOA Title I participants identified as having a disability, highlighting an underserved population. This grant offers an opportunity to improve systems and processes to better support individuals with disabilities.

By strengthening the long-standing partnership with DOR, the grant will allow us to streamline referrals, identify best practices, and leverage resources to co-fund eligible individuals. These processes will be incorporated into regular business operations, ensuring improved service delivery for individuals with disabilities beyond the grant period.

**Leveraging Resources**

Yolo County will leverage WIOA Title I funds for operating expenses and participant activities. At least 10 individuals with disabilities will receive funding for training activities leading to self-sufficiency—two funded by the grant and eight by WIOA Title I. All participants will be co-enrolled with DOR WIOA Title IV for additional resources and support.

Participant costs include supportive services such as assistive technology, training supplies, transportation, and childcare, leveraging WIOA Title I and IV funds. Program operators will work with DOR to determine whether WIOA Title IV resources can cover assistive technology costs. If not, WIOA Title I or special grant funds will be reviewed for eligibility under the applicable funding guidelines.

Contractor services funds will be used to enhance the YoloWorks! website, improving accessibility and virtual services for individuals with disabilities. This includes potential collaboration with a vendor providing services to maintain and develop the website and virtual employment center platform, as well as exploring options for video relay services to further support accessibility.

**ATTACHMENT A-1  
PROJECT NARRATIVE  
(Standard Agreement)**

**Sustainability and Impact**

The strategic use of this funding, combined with Yolo County's established partnerships with local employers, education providers, and the Department of Rehabilitation (DOR), lays a strong foundation for sustainability and long-term success. By leveraging these relationships, the program ensures participants receive customized career services, tailored employment opportunities, and ongoing support to achieve self-sufficiency. Coordinated efforts between WIOA Title I staff, and DOR Qualified Rehabilitation Professionals foster seamless co-enrollment and co-case management, enhancing service delivery. Additionally, the investment in staff training and access to resources ensures the capacity to meet the evolving needs of participants. This collaborative approach creates a robust framework for improved employment outcomes and enduring support systems for individuals with disabilities.

**ATTACHMENT A-2  
FISCAL AND PROGRAM REPORTING REQUIREMENTS  
(Standard Agreement)**

1. Fiscal Reporting Requirements

- A. All invoices shall be sent monthly, twenty (20) days after the end of the month, with the corresponding supporting documentation and monthly report of activities performed during the invoiced month to the EDD contact below for review and approval:

**Email: [WSBSpecialPopulations@edd.ca.gov](mailto:WSBSpecialPopulations@edd.ca.gov)**

- Grantee must contact the EDD Project Manager to make alternate submission arrangements if electronic transmission of invoices is not possible.
- Invoice and reporting templates will be provided by the EDD upon the signing of this Agreement.

B. Projected Budget Expenditures

- Grantee will be required to submit a quarterly projected budget expenditures plan.

2. Project Reporting Requirements

- A. A project support team will be assigned after the signing of this contract, at which time EDD will provide contact information for the following:

- EDD Project Manager
- EDD Project Management Leadership Team
- Technical Assistance Team
- Project Evaluator

- B. Grantee will be required to submit Monthly Status Reports (MSR) along with all invoices. MSRs will summarize key project activities, progress towards project milestones, next steps, successes, challenges, and course corrections. A template report form will be provided by the EDD upon the signing of this contract. Reports are due twenty (20) days after the end of the month.

- C. Grantee will be required to submit Quarterly Progress Reports (QPR) using the EDD template provided no later than twenty (20) days after the end of the corresponding quarter. The QPR should describe the work performed during the reporting period. The 4th quarter QPR report shall contain a summary of the overall progress for the year. The final QPR report for the project period shall contain a summary of the overall accomplishments throughout the entire project period. QPRs shall, in part, provide a description of the work performed, the Grantee and project team's activities, milestones achieved, any accomplishments and any challenges encountered in the performance of the work under this Agreement during the reporting period.

**ATTACHMENT A-2  
FISCAL AND PROGRAM REPORTING REQUIREMENTS  
(Standard Agreement)**

3. Services to Participants

- A. Grantee shall track all participant data and activities conducted by the Grantee and members of the project team and all associated costs.
- B. Grantee shall utilize the State's case management system, CalJOBS<sup>SM</sup> to track all participant data and activities.
- C. Grantee shall follow performance metrics associated to the project.
- D. Grantee may be required to participate in trainings as necessary to ensure accurate data collection of participants.

Additional guidance may be provided the by the EDD related to participant data collection.

4. Reporting Clause

- A. Reporting requirements are subject to change based on program legislative requirements.
- B. The EDD reserves the right to change, modify, or update reporting requirements as necessary for the successful implementation of this program.
- C. Evaluation report details will be provided upon the selection of an evaluator.
- D. All reports submitted are subject to review before considered finalized.
- E. All reporting requirements and deliverables must be submitted to [WSBSpecialPopulations@edd.ca.gov](mailto:WSBSpecialPopulations@edd.ca.gov).
- F. All required reporting must be submitted utilizing the templates as provided by the EDD.

**EXHIBIT B**  
**BUDGET DETAIL AND PAYMENT PROVISIONS**  
**(Standard Agreement)**

1. Invoicing and Payment

- A. The total amount of this Contract shall not exceed **Five Hundred Two Thousand, Nine Hundred Twenty Dollars and No Cents (\$502,920.00)**. The EDD will closely monitor the Contract expenditures through the end of April 30, 2027.
- B. All invoices must be submitted on a monthly basis, twenty (20) days after the end of the month. If invoices will not be received timely, written justification must be provided within fifteen (15) days prior to the due date.
- C. All final invoices must be submitted by **June 30, 2027**. Any remaining funds will be disencumbered after **June 30, 2027**, unless preauthorized by the EDD.
- D. Administrative costs must not exceed 10 percent of the award. If the funds are not fully encumbered, administrative costs must not exceed 10 percent of the total amount encumbered.
- E. All invoices must be submitted using the template provided after the signing of this Contract and include the Monthly Status Report (MSR).
- F. All invoices should submit supporting documentation for each charge.
- G. Quarterly projected expenditures must be submitted to the EDD Project Manager using the template provided.
- H. Invoices must be submitted even if there are \$0 expenditures for the reporting month.
- I. All invoices shall be sent **monthly** with the corresponding supporting documentation and monthly report of activities performed during the invoiced month to the EDD contact below for review and approval:

**Email: [WSBSpecialPopulations@edd.ca.gov](mailto:WSBSpecialPopulations@edd.ca.gov)**

Grantee must contact the EDD Project Manager to make alternate submission arrangements if electronic transmission of invoices is not possible.

2. Withholding of Grant Disbursements

- A. The EDD may withhold all or any portion of the grant funds provided for by this Grant Agreement in the event that the Grantee has materially and substantially breached the terms and conditions of this Grant Agreement, including submission of required reports and data.
- B. The EDD will not reimburse Grantee for costs identified as ineligible for grant funding. If grant funds have been provided for costs subsequently discovered to be ineligible, the EDD may either withhold an equal amount from subsequent payments to the Grantee or require repayment of an equal amount to the State by the Grantee.
- C. In the event that grant funds are withheld from the Grantee, the EDD designee shall notify the Grantee of the reasons for withholding and advise the Grantee of the time within which the Grantee may remedy the situation leading to the withholding.

**EXHIBIT B**  
**BUDGET DETAIL AND PAYMENT PROVISIONS**  
**(Standard Agreement)**

3. Budget Contingency Clause

- A. It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of congressional and legislative appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the Agreement were executed after that determination was made.

This Agreement is valid and enforceable only if sufficient funds are made available by the Department of Rehabilitation (DOR) for the appropriate State Fiscal Year(s) covered by this Agreement for the purposes of this program. In addition, this Agreement is subject to any additional restrictions, limitations or conditions established by the United States Government and/or the State of California, or any statute enacted by the Congress and Legislature, which may affect the provisions, terms or funding of the Agreement in any manner.

The parties mutually agree that if the Congress and/or Legislature does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.

The EDD has the option to terminate the Agreement under the 30-day termination clause or to amend the Agreement to reflect any reduction of funds.

**ATTACHMENT B-1  
 BUDGET SUMMARY  
 (Standard Agreement)  
 DOR-AJCC Collaboration**

<b>Grantee:</b>	County of Yolo
<b>Project Name:</b>	DOR-AJCC Collaboration

Line Item	Expense Item	Administrative Costs <sup>1</sup>	Program Costs	Total Project Budget
<b>Direct Costs</b>				
A.	Staff Salaries	\$25,878.49	\$267,738.40	\$293,616.89
B.	Number of full-time equivalents <b>(1.63)</b>			
C.	Staff Benefit Cost	\$13,974.38	\$144,578.73	\$158,553.12
D.	Staff Benefit Rate (percent) ( 54%)			
E.	Staff Travel	\$750.00	\$7,500.00	\$8,250.00
F.	Operating Expenses	\$0.00	\$0.00	\$0.00
G.	Participant Activities	\$0.00	\$15,000.00	\$15,000.00
H.	Furniture and Equipment			
1.	Small Purchase (unit cost of under \$5,000)	\$0.00	\$0.00	\$0.00
2.	Large Purchase (unit cost of over \$5,000)	\$0.00	\$0.00	\$0.00
3.	Equipment Lease	\$0.00	\$0.00	\$0.00
I.	Contractual Services			
1.	Subawards <sup>2</sup>		\$0.00	\$0.00
2.	Contractual Goods/Services <sup>3</sup>	\$2,500.00	\$25,000.00	\$27,500.00
J.	Other	\$0.00	\$0.00	\$0.00
<b>Indirect Costs</b>				
K.	Indirect Costs <sup>4</sup>	\$0.00	\$0.00	\$0.00
	Indirect Costs Rate (percent) = ( % )			
<b>Total Costs</b>				
		<b>Total Administrative Costs</b>	<b>Total Program Costs</b>	<b>Total Award</b>
		\$43,102.87	\$459,817.13	\$502,920.00

**ATTACHMENT B-1  
BUDGET SUMMARY  
(Standard Agreement)**

<sup>1</sup>A maximum of 10% of the total project budget will be allowed for Administrative Costs. The definition of administrative costs is provided in Appendix C of the Solicitation for Proposals (SFP).

<sup>2</sup>A subaward is an award provided by a grantee to a subrecipient to carry out a portion of the state program, including programmatic deliverables, and is required to meet all programmatic compliance requirements. Characteristics of subrecipients may include: Determines eligibility for the program; performance is measured against the objectives of the program; maintains programmatic control or independent discretion over work; responsible for adherence to applicable program compliance requirements; or directly supports goals of grant. A subaward may be provided through any form of legal agreement, including an agreement that the grantee considers a contract. Subawards are not required to meet procurement regulations.

<sup>3</sup>Contractual goods/services are supplied by a vendor, dealer, distributor, merchant, or other seller providing goods or services that are required to conduct the program. A contractual good or service is ancillary to the operation of the program. Contracts are subject to procurement regulations. Contractors are required to present specific deliverables for completion of contract.

<sup>4</sup>Indirect costs are incurred for a common or joint purpose, benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Indirect costs may be charged according to a negotiated indirect cost rate agreement (NICRA) from a cognizant agency, through an approved cost allocation plan (CAP), or a de minimis rate of 10%, if applicable. Grantees will be required to provide a copy of their NICRA or CAP, which shall include the applicable base the indirect costs are calculated against. No documentation is necessary for a de minimis rate; however, it cannot be used if the grantee has a current approved rate.

**ATTACHMENT B-2**  
**ALLOWABLE AND DISALLOWABLE COST ITEMS**  
**(Standard Agreement)**

1. Allowable Cost Items

In general, to be an allowable charge, a cost must meet the following criteria:

- Be necessary and reasonable for the performance of the award;
- Be allocable to the award;
- Conform to any limitations or exclusions set forth in the award;
- Be consistent with policies and procedures that apply uniformly to allowable uses of Workforce Innovation and Opportunity Act (WIOA) funds;
- Be accorded consistent treatment;
- Be determined in accordance with generally accepted accounting principles; and
- Be adequately documented.

Direct costs incurred during the grant term and specified in the Grant Agreement will be eligible for reimbursement. Direct costs are defined as costs directly tied to the implementation of the grant including, but not limited to:

- **Participant Services:** Costs of providing basic and individualized career services, , training, work-based learning, follow up and job retention services, and wrap around and/or supportive services to enable participation.
- **Research:** To conduct, compile, or gain access to data or research (e.g. accessing labor market information data)
- **Program Staffing:** Costs associated with staffing necessary to the operation of the grant program, including appointing project staff, hiring new project staff, and providing staff development, training, and cross-training to program and partner staff.
- **Necessary Travel:** Costs for travel for staff and program partners to attend mandatory meetings, trainings, or events.
- **Other Costs:** Other costs associated with operating the project and meeting the project goals and objectives. Costs associated with activities not included in the Solicitation for Letters (SFL) may require pre-approval from the EDD.

The EDD reserves the right to allow additional activities if deemed beneficial, appropriate, and reasonable in order to achieve employment and job retention outcomes for participants, systems-change and sustainability goals, or other grant objectives. Grantees must receive prior written approval from the EDD in order to conduct activities not otherwise determined allowable by the EDD written policy or guidance. To conduct activities not otherwise determined allowable by the EDD written policy or guidance, Grantee is required to submit a written request with justification to the EDD for review.

2. Disallowable Cost Items

The following costs are ineligible uses of grant funds:

- Exceeding the 10 percent cost cap for Administrative costs.
- Lobbying or advocacy work, such as direct lobbying for the passage of specific bills or local propositions.

**ATTACHMENT B-2  
ALLOWABLE AND DISALLOWABLE COST ITEMS  
(Standard Agreement)**

- Expenses not related to the Department of Rehabilitation-America's Job Centers of California Collaboration (DOR-AJCC Collaboration).
- Commission fees.
- Ongoing operational costs beyond the grant term.
- Using funds for mitigation activities that are already mandated by local or state governing bodies or agencies.
- Expenses for publicity not directly related to project efforts.
- Bonus payments of any kind.
- The purchase of alcohol.
- Payments on debt or debt servicing fees.
- Damage judgments arising from the acquisition, construction, or equipping of a facility, whether determined by judicial process, arbitration, negotiation, or otherwise.
- Services, materials, or equipment obtained under any other state or federal program.
- Stewardship of legal defense funds.

**ATTACHMENT B-3  
ADMINISTRATIVE COSTS  
(Standard Agreement)**

Under the Department of Rehabilitation-America's Job Centers of California Collaboration (DOR-AJCC Collaboration), administrative costs are limited to 10 percent of the grantee's total award or 10 percent of actual expenditures if the total award is not expended within the project's period of performance. The following functions and activities constitute the costs of administration and are subject to the administrative cost limitation:

1. The costs of administration are expenditures incurred by direct grant recipients, as well as subrecipients, and which are not related to the direct provision of services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.
2. The costs of administration are the costs associated with performing the following functions:
  - A. Accounting, budgeting, financial and cash management functions.
  - B. Procurement and purchasing functions.
  - C. Property management functions.
  - D. Personnel management functions.
  - E. Payroll functions.
  - F. Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports.
  - G. Audit functions.
  - H. General legal services functions.
  - I. Developing systems and procedures, including information systems, required for these administrative functions.
  - J. Fiscal agent responsibilities.
    - a. Performing oversight and monitoring responsibilities related to administrative functions.
    - b. Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space.
    - c. Travel costs incurred for official business in carrying out administrative activities or the overall management of the grant.
    - d. Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting, and payroll systems) including the purchase, systems development, and operating costs of such systems.
3. Administrative v. Program Costs:
  - A. Personnel and related non-personnel costs of staff that perform both administrative functions specified in item 2 of this section and programmatic services, or activities must be allocated as administrative or program costs to the benefitting cost

**ATTACHMENT B-3**  
**ADMINISTRATIVE COSTS**  
**(Standard Agreement)**

- objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.
- B. Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.
  - C. Awards to subrecipients or contractors that are solely for the performance of administrative functions are classified as administrative costs.
  - D. Except as provided item 2 of this section, all costs incurred for functions and activities of subrecipients and contractors are program costs.
  - E. Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.
4. Costs of the following information systems including the purchase, systems development, and operational costs (e.g., data entry) are charged to the program category:
- A. Tracking or monitoring of participant and performance information.
  - B. Employment statistics information, including job listing information, job skills information, and demand occupation information.
  - C. Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities.
  - D. Local Workforce Development Area performance information.
  - E. Information relating to supportive services and unemployment insurance claims for program participants.

Where possible, grantees and subrecipients must make efforts to streamline services to reduce administrative costs by minimizing duplication and effectively using information technology to improve services.

**EXHIBIT D**  
**SPECIAL TERMS AND CONDITIONS**  
**(Standard Agreement)**

1. Subcontractors or Subgrantees

Nothing contained in this Agreement or otherwise, shall create any contractual relationship between the State and any subcontractors or subgrantees, and no subcontract or subgrant shall relieve the Grantee of their responsibilities and obligations hereunder. The Grantee agrees to be as fully responsible to the State for the acts and omissions of its subcontractors or subgrantees and of persons either directly or indirectly employed by the Grantee. The Grantee's obligation to pay its subcontractors or subgrantees is an independent obligation from the State's obligation to make payments to the Grantee. As a result, the State shall have no obligation to pay or to enforce the payment of any monies to any subcontractor or subgrantee.

2. Staff Expenses

The Grantee represents that it has or shall secure at its own expense, all staff required to perform the services described in this Agreement.

3. Public Contract Code (Consultant Services)

The Contractor is advised that he/she has certain duties, obligations, and rights under the Public Contract Code §§ 10335 – 10381 and 10410 - 10412, with which the Contractor should be familiar.

4. Contractor Evaluation

A. Within sixty (60) days after conclusion of this Agreement, the Employment Development Department (EDD) shall complete a written evaluation of the Grantee's performance under this Agreement (STD 4). If the Grantee did not satisfactorily perform the work, a copy of the evaluation will be sent to the State Department of General Services, Office of Legal Services within five working days of the completion of the evaluation, and to the Grantee within fifteen (15) working days of the filing of the evaluation with DGS.

5. Termination Clause

This Agreement may be terminated by EDD by giving written notice thirty (30) days prior to the effective date of such termination.

6. Advance Work

Should the Grantee begin work before receiving a copy of the approved Agreement, any work performed before approval shall be considered as having been done at the Grantee's own risk and as a volunteer.

**EXHIBIT D**  
**SPECIAL TERMS AND CONDITIONS**  
**(Standard Agreement)**

7. Force Majeure

Neither party shall be liable to the other for any delay in or failure of performance, nor shall any such delay in or failure of performance constitute default, if such delay or failure is caused by "Force Majeure." As used in this section, "Force Majeure" is defined as follows: Acts of war and acts of God such as earthquakes, floods, and other natural disasters such that performance is impossible.

8. Avoidance of Conflicts of Interest by the Grantee

- A. The Grantee agrees that all reasonable efforts will be made to ensure that no conflict of interest exists between its officers, agents, employees, consultants, or members of its governing body.
- B. The Grantee shall prevent its officers, agents, employees, consultants, or members of its governing body from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as having financial, status, knowledge, relationships, or reputation, which puts into question whether their actions, judgment, or decision-making can be unbiased.
- C. A determination by EDD that a conflict-of-interest situation exists is grounds for termination.
- D. Certain consultants designated by the EDD's Conflict of Interest Code are required to file a Statement of Economic Interests, Form 700. The Grantee agrees that if the Director of EDD determines that a Statement of Economic Interests, Form 700, is required, the consultant shall obtain the Form 700 and filing instructions from the EDD Personnel Office.

9. Travel Clause

The travel and per diem shall be set in accordance with California Department of Human Resources for comparable classes and no travel outside the State of California shall be reimbursed unless prior written authorization is obtained from EDD.

10. Disputes

If the Grantee disputes an action of the EDD in the administration of this Agreement, the Grantee may appeal to the EDD Executive Director or designee. Such appeals shall be filed within thirty (30) calendar days of the notification from Grantee of such dispute. The appeal shall be in writing and 1) state the basis for the appeal, 2) state the action being requested of the Executive Director, and 3) include any documentation relating to the dispute.

The EDD Executive Director (or designee) will review the correspondence and related documentation and render a decision of the appeal within thirty (30) calendar days, except in those cases where the Grantee withdraws or abandons the appeal. The procedural time requirement may be waived with the mutual consent of the Grantee and the Executive Director.

11. The Grantee shall cooperate with the EDD and the Department of Rehabilitation-America's Job Centers of California Collaboration (DOR-AJCC Collaboration) Technical Assistance and Developmental Evaluation (TA and DE) provider with regard to the performance of this agreement within the response time requested by the agencies.

**EXHIBIT D**  
**SPECIAL TERMS AND CONDITIONS**  
**(Standard Agreement)**

12. The Grantee shall cooperate with EDD, DOR, and the DOR-AJCC Collaboration Technical Assistance and Evaluation provider to provide timely responses to any requests for data and/or reports the EDD, DOR, and/or the DOR-AJCC Collaboration TA and DE provider deem necessary for the oversight of the DOR-AJCC Collaboration. The Grantee further understands and agrees that this data will be shared with the EDD, DOR, the California Labor and Workforce Development Agency, the DOR-AJCC Collaboration Technical Assistance and Evaluation provider, and any other stakeholders.
13. The Grantee is responsible for the DOR-AJCC Collaboration activities identified in the narrative submitted to the EDD in response to the Solicitation for Letters (SFL), which is attached to and made a part of this Agreement.
14. The Grantee shall fulfill all assurances, declarations, representations, and statements made by the Grantee in the Grantee submission in response to the SFL, documents, amendments, approved modifications, and communications filed in support of its request for grant funds.
15. Executive Order N-6-22 – Russia Sanctions

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. “Economic Sanctions” refers to sanctions imposed by the U.S. government in response to Russia’s actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine the Grantee is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this Agreement. The State shall provide the Grantee advance written notice of such termination, allowing the Grantee at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.