

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY



**Contract Number**  
PY 2023/24, 2024/25, 2025/26 –  
IERPU P2E 2.0 A1

**SAP Number**

## Workforce Development Department

<b>Department Contract Representative</b>	Bradley Gates
<b>Telephone Number</b>	(909) 387-9862
<b>Contractor</b>	County of Riverside, through its Department of Housing and Workforce Solutions, Workforce Development Division
<b>Contractor Representative</b>	Heidi Marshall
<b>Telephone Number</b>	
<b>Contract Term</b>	July 6, 2023 to June 30, 2026
<b>Original Contract Amount</b>	\$675,000
<b>Amendment Amount</b>	N/A
<b>Total Contract Amount</b>	
<b>Cost Center</b>	
<b>Grant Number (if applicable)</b>	

**Briefly describe the general nature of the contract:** *Amendment No. 1 to the Service Agreement for the Prison to Employment 2.0 Grant with the County of Riverside, through its Department of Housing and Workforce Solutions, Workforce Development Division, extending the contract term by six months, for a new total contract period of July 6, 2023, through June 30, 2026, with no other changes to the Service Agreement.*

### FOR COUNTY USE ONLY

Approved as to Legal Form

▶   
Sophie A. Curtis, Deputy County Counsel

Date December 3, 2025

Reviewed for Contract Compliance

▶   
Robert Chavez, Assistant Director

Date 12/18/2025

Reviewed/Approved by Department

▶   
Bradley Gates, Director

Date 12/18/2025

*Agreement Number: PY2023/24,2024/25,2025/26 - IERPU P2E 2.0*

**FIRST AMENDMENT TO SERVICE AGREEMENT**  
for  
**INLAND EMPIRE REGIONAL PLANNING UNIT**  
**PRISON TO EMPLOYMENT 2.0**  
between  
**COUNTY OF RIVERSIDE**  
and  
**SAN BERNARDINO COUNTY**

This First Amendment to the Service Agreement for the Prison to Employment 2.0 Grant (“Agreement”) is entered into by County of Riverside, a political subdivision of the State of California, by and through its Department of Housing and Workforce Solutions, Workforce Development Division, (“County”) and San Bernardino County, a political subdivision of the State of California, by and through its Workforce Development Department, (“Contractor”). County and Contractor are individually referred to herein as a “Party” and collectively as the “Parties.”

**RECITALS**

WHEREAS, the County has entered into a grant agreement with the State of California (“Grantor”), pursuant to the statewide Prison to Employment 2.0 Initiative (“Program”);

WHEREAS, the Riverside County Workforce Development Board (“RCWDB”) and the San Bernardino County Workforce Development Board (“SBCWDB”) provide oversight for their counties’ Workforce Innovative Opportunity Act (“WIOA”) programs, including, but not limited to meeting State workforce performance goals, while addressing the workforce needs of the local economy in their respective counties;

WHEREAS, the Grantor designated the RCWDB and the SBCWDB as the Inland Empire Regional Planning Unit (“IERPU”);

WHEREAS, on behalf of the IERPU, the County applied for Program funding for Fiscal Years 2023/24, 2024/25, and 2025/26;

WHEREAS, the Grantor designated the County as the administrative lead for an award of \$2,875,495.91 to be used to reduce recidivism through collaborative development of regional partnerships that will integrate workforce and re-entry services to connect formerly incarcerated individuals to high demand and sustainable employment in the labor market;

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WHEREAS, the County subsequently entered into an Agreement, with Contractor, awarding Six Hundred Seventy-Five Thousand Dollars (\$675,000) to administer and implement the Program, effective July 6 2023 through December 31, 2025;

WHEREAS, following execution of the Agreement, the Parties determined that the term set forth in the Agreement required modification to support the continued implementation of the Program; and

WHEREAS, Section 2.1 shall be amended to reflect the revised term to allow for County and Contractor staff to effectively administer the Agreement without change to the total budget amount of Six Hundred Seventy-Five Thousand Dollars (\$675,000).

NOW, THEREFORE, in consideration of the foregoing, and the promises and mutual covenants and conditions hereinafter set forth, the Parties hereby do agree as follows:

1. Recitals: The recitals set forth above are true and correct and incorporated herein by this reference.
2. Term: Section 2.1 of the Agreement is hereby deleted in its entirety and replaced with the following:  
  
This Agreement shall commence on July 6, 2023 and expire on June 30, 2026, unless terminated earlier or otherwise modified by the Parties
3. First Amendment to Prevail: The provisions of this First Amendment shall prevail over any inconsistency or conflicting provisions of the Agreement and shall supplement the remaining provisions thereof.
4. Effective Date: This First Amendment to the Agreement shall be effective upon the date signed by both Parties which is determined by the last date signed.
5. Entire Understanding: All other terms and conditions of the Agreement not modified herein shall remain unchanged and in full force and effect. The First Amendment and the Agreement set forth and contain the entire understanding and agreement of the Parties hereto. There are no oral or

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written representations, understandings, or ancillary covenants, undertakings, or agreements, which are not contained or expressly referred to within this First Amendment and the Agreement.

6. Further Assurances: The Parties agree to take all reasonable actions and execute any additional documents necessary to carry out the intent and purpose of this First Amendment and to ensure its full and effective implementation.
7. Agreement in Full Force and Effect: Except as otherwise expressly modified herein, all other terms and conditions of the Agreement remain unmodified and in full force and effect.
8. Use Of Electronic Signatures: This Amendment may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each party of this Amendment agrees to the use of electronic or digital signatures that meet the requirements of the California Uniform Electronic Transactions Act (“CUETA”) Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this Amendment. The parties further agree that the electronic or digital signatures of the parties included in this Amendment are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code.

[SIGNATURES ON FOLLOWING PAGE]

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IN WITNESS WHEREOF, the Parties have caused their duly authorized representatives to execute this First Amendment as of the date set forth below.

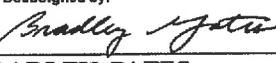
**COUNTY:**

COUNTY OF RIVERSIDE, a political subdivision of the State of California, by and through its Department of Housing and Workforce Solutions, Workforce Development Division

**CONTRACTOR:**

SAN BERNARDINO COUNTY, a political subdivision of the State of California, by and through its Workforce Development Department

By:   
HEIDI MARSHALL  
Director of Housing and Workforce Solutions

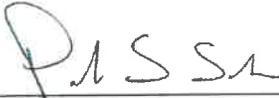
DocuSigned by:  
By:   
BRADLEY BATES,  
Director of Workforce Development Department

Dated: 12/19/2025

Dated: 12/18/2025 | 9:47 AM PST

APPROVED AS TO FORM:  
MINH C. TRAN  
County Counsel

APPROVED AS TO FORM:  
LAURA FEINGOLD  
County Counsel

By:   
PAULA S. SALCIDO  
Deputy County Counsel

Signed by:  
By:   
SOPHIE A. CURTIS  
Deputy County Counsel

Dated: 12/18/2025

Dated: 12/18/2025 | 9:43 AM PST



*San Bernardino County*  
**DELEGATED AUTHORITY – DOCUMENT REVIEW FORM**  
**Department Signature**

This form is for use by any department or other entity that has been authorized by Board of Supervisors/Directors' action to execute agreements, amendments to agreements or grant applications/awards, on their behalf. All documents to be executed under such delegated authority must be routed for County Counsel review (and Clerk of the Board as needed) prior to signature by designee. **For detailed instructions on delegated authority, reference Section 7.2 of the [Board Agenda Item Guidelines](#).**

Department/Agency/Entity: Workforce Development Department Due Back to Department By (Date): December 16, 2025

Contact Name: Fabian Garcia Telephone: 909-387-9883

Agreement No.: PY 2023/24, 2024/25, 20225/26  
-IERPU P2E 2.0                      Amendment No.: 1 Date of Board Item: 6/8/21 Board Item No.: 93

Name of Contract Entity/Project Name: County of Riverside / Prison to Employment 2.0 Grant

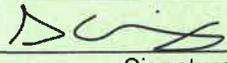
Include information from the Board Agenda Item that delegates authority, a justification for approval by the specified authority and how it connects to the original recommendation. Also include a brief background on the request, including details as to what program is being served, documents that require signature, and any other pertinent information, such as dollar amounts, date changes and details that summarize the action requested. If additional space is needed, please attach a separate page.

On June 8, 2021, (Item No. 93) the Board of Supervisors (Board) authorized the Director of the Workforce Development Department (WDD) to execute Service Agreements with the County of Riverside in a template format approved by the Board on April 3, 2018 (Item No. 38), during the extended period of April 3, 2018 to June 30, 2026. Pursuant to this delegation of authority, on July 6, 2023, the WDD Director executed a Service Agreement with the County of Riverside for the Prison to Employment 2.0 Grant (P2E Service Agreement) for a term of July 6, 2023 through December 31, 2025. The Parties now desire to extend the term of the P2E Service Agreement to continue to provides services through June 30, 2026. In lieu of executing a new Service Agreement with a term of January 1, 2026 through June 30, 2026, as authorized by the Board on June 8, 2021 (Item No. 38), the parties propose executing an amendment to extend the term of the P2E Service Agreement. The proposed amendment will make no other changes to the P2E Service Agreement.

Select the document proposed for signature, which must be submitted with this request:

- Standard County Contract       Signed Coversheet and Non-Standard County Contract  
 Grant Application               Other:

Attach the Board Agenda Item that delegated the authority, copies of the initial document (agreement, grant award, etc.) and all subsequent amendments. **Note:** If there are numerous amendments, please contact the assigned County Counsel to determine if all amendments need to be attached.

<b>Department Routed to County Counsel</b>	County Counsel Name: Sophie A. Curtis	Date Sent: 12/3/25
<b>Reviewing County Counsel Use Only</b>	Review Date <u>12/3/25</u>   Signature	<b>Determination:</b> <input checked="" type="checkbox"/> Within Scope of Delegated Authority <input type="checkbox"/> Outside Scope of Delegated Authority; return to Department for preparation of agenda item

If the Board Agenda Item requires the document be returned to the Clerk of the Board, County Counsel will route the approved form and submission documents to [COB-Delegated Authority](#) with a cc to the department contact. Clerk of the Board will verify it meets the submission requirements and notify the department to transmit the executed hard copies within 30 days of execution. If the Board Agenda item does not require the document be returned to the Clerk of the Board, County Counsel will route the signed form back to the department.

**Note:** This process should NOT be used to execute documents under a master agreement or template, construction contract change orders, or approval of documents under County Policies 11-15 and 11-16. Contact your assigned County Counsel for instructions related to review of these documents.