

CWDB Grant Agreement Cover Sheet

Grant Number
PROWD-1-2324-02
Name of Grant Program
Partners for Reentry in Workforce Development (PROWD) – Stage 1
Fiscal Agent Legal Name
San Bernardino County Workforce Development
Fiscal Agent’s Federal Employer Identification Number
95-6002748
Total Grant Amount [not to exceed]
\$678,353.19
Start of Grant Term (“Effective Date”)
April 1, 2026
End of Grant Term (“Termination Date”)
December 31, 2026, or upon earlier termination per Exhibit A: Terms and Conditions

The California Workforce Development Board (CWDB) and San Bernardino County Workforce Development (the “Fiscal Agent”) (collectively referred to herein as the “Parties”) agree to comply with the provisions of this Grant Agreement, which consists of this Grant Agreement Cover Sheet (“Cover Sheet”) and the following Exhibits, which are incorporated by reference and made a part of this Grant Agreement:

Exhibit A –Terms and Conditions

Exhibit B – Fiscal Agent’s Approved Grant Application (including any revisions or amendments made prior to approval)

This Grant Agreement is not effective unless:

- (i) **Fiscal Agent has signed and returned the Grant Agreement to CWDB within 15 working days after initial transmission by CWDB to Fiscal Agent of unsigned version (unless return deadline extension was approved in writing by CWDB); and**
- (ii) **CWDB has subsequently signed the Grant Agreement and transmitted it back to Fiscal Agent.**

The Effective Date of this Grant Agreement is April 1, 2026.

By signing below, Fiscal Agent affirms it has read all certifications, assurances, terms, and conditions (“Requirements”) identified in this Grant Agreement, inclusive of all Exhibits and this Cover Sheet, and agrees to comply with all Requirements as a condition of funding.

Authorized Signatures

Department/Grantor Name	Fiscal Agent Name
California Workforce Development Board	San Bernardino County Workforce Development
Signature of CWDB's Authorized Signatory	Signature of Fiscal Agent's Authorized Signatory
X	X
Printed Name of CWDB's Authorized Signatory	Printed Name of Fiscal Agent's Authorized Signatory
Joelle Ball	Dawn Rowe
Title	Title
Chief Deputy, CWDB	Chair, Board of Supervisors
Date	Date

Fiscal Agent Payment Address at time of Agreement Execution	Revised Fiscal Agent Payment Address and Effective Date (if needed)
290 North D Street, 6 th Floor San Bernardino, CA 92415	

Exhibit A

Grant Terms and Conditions

The following conditions apply to the grant award for Partners for Reentry in Workforce Development (PROWD) – Stage 1 (“Program”).

General

1. Term.

- a. **Effective Date.** This Grant Agreement becomes effective as of the date indicated for “Start of Grant Term” on the Cover Sheet.
- b. **Termination Date.** This Grant Agreement terminates as of the date indicated for “End of Grant Term” on the Cover Sheet.

2. Grant Award.

This Grant Agreement allows for the continued spend down of the remainder of a previously awarded grant funds as stated on the Grant Agreement Cover Sheet (“Grant,” “Grant Funds,” or “Grant Amount”). The Grant Amount represents the remaining balance of initial award and advance payment(s) provided to Fiscal Agent, and Fiscal Agent shall continue to spend-down and reconcile the grant funds pursuant to the Original Grant Agreement. Fiscal Agent will not be receiving any additional advance payments.

Fiscal Agent shall utilize Grant Funds solely to implement the PROWD CONNECT Connecting the Formerly Incarcerated with Career Pathways (“Project”), as described in Fiscal Agent’s Approved Grant Application; and in accordance with all other terms of this Grant Agreement, including the Project Budget set forth below. CWDB shall provide Grant Funds in accordance with this Grant Agreement, to advance Program purposes. This Grant Agreement is binding on CWDB and Fiscal Agent (the “Parties”). It includes the Grant Agreement Cover Sheet, these Terms and Conditions (Exhibit A), Fiscal Agent’s Approved Grant Application (Exhibit B) and the [First Step Act of 2018](#).

3. Grant Administration Guide.

CWDB makes available to Grant recipients its Grant Administration Guide. This advisory document is meant to assist Fiscal Agent in working with CWDB for smooth Grant administration and fulfillment, including invoicing and reporting systems. However, Fiscal Agent is responsible for running and operating a compliant Grant Program. Complete and binding Grant terms are set forth in this Grant Agreement, and Fiscal Agent’s staff accepts responsibility for reviewing it in its entirety. In case of conflict between terms of this Grant Agreement and the Grant Administration Guide, terms of this Grant Agreement shall govern.

4. Budget.

- a. **Expenditure Within Budget.** Fiscal Agent shall expend Grant Funds in accordance with the following statutory budget authority and the Project Budget set forth in Exhibit B - Fiscal Agent’s Approved Grant Application.

Fiscal Agent is currently authorized to spend \$678,353.19 in previously approved Grant Funds pursuant to the Original Grant Agreement. This Grant Agreement authorizes the continued spend-down of those funds according to the terms and conditions of the Original Grant Agreement. The Grant Funds under this Grant Agreement represent the remainder of monies available to the Fiscal Agent and Fiscal Agent shall continue to reconcile the use of Grant Funds as required in the Original Grant Agreement. Any unspent Grant Funds shall revert to CWDB.

b. Leveraged/Match Funds.

If Fiscal Agent described matched or leveraged funds in Exhibit B - Fiscal Agent's Approved Grant Application, such fund availability is a required condition of this Grant Agreement. The Fiscal Agent shall track leveraged or matched funds separately from Grant Funds. The Fiscal Agent/Awardee shall provide supporting documentation to show how any leveraged or matching funds were spent within the Grant term if monitored and reviewed, including by tracking and reporting any such funds and expenditures in the CEG system.

5. Grant Administration. In fulfillment of Grant-funded services, Fiscal Agent shall:

- a. Understand and comply with all terms of this Grant Agreement;
- b. Maintain knowledge of the Project's program and fiscal status, including but not limited to knowledge of program and partnership activities, the status of individual project teams, participant activities and data, project obstacles, and project expenditure status;
- c. Maintain knowledge, experience, and practice in managing state standard agreements and adhering to fiscal rules and requirements;
- d. Track participant data and enter it into Cal-E-Grants ("CEG") in a timely and accurate manner;
- e. Maintain active communication with key players and CWDB, and communicate any obstacles impeding the progression and success of the Project to CWDB;
- f. Fulfill terms of Exhibit B - Fiscal Agent's Approved Grant Application, including organizing and coordinating regional activities;
- g. Designate certain staff as Specific Points of Contact (SPOC), who will keep CWDB updated on elements of the project, including designation through a SPOC form which will identify individuals within the project who will be responsible for the following areas:
 - Point of contact for the Grant, including Project status and activities; this individual will be the main point of contact throughout the grant term;
 - Point of contact for reporting;
 - Point of contact for fiscal administration;
 - Point of contact for participant data, CEG data entry, and case management.

6. Modifications and Amendments. Fiscal Agent shall promptly notify CWDB if it anticipates need for revisions to grant agreement exhibits or expenditures set forth in Exhibit B - Fiscal Agent's Approved Grant Application. Not all Project adjustments will require formal amendment of this Agreement. Upon request, CWDB shall

indicate whether (i) the requested changes are approved, and (ii) if so, whether formal amendment is required.

- a. Modifications.** In submitting a modification request, Fiscal Agent will provide complete information and rationale. All modifications are legally binding and will replace the documents within this Agreement. Fiscal Agent shall keep track of modification requests and updated exhibits. Modification requests may not be submitted less than 60 days prior to End of Grant Term. Expenditures exceeding or deviating from the authorized budget item total as detailed in Exhibit B – Fiscal Agent’s Approved Grant Application shall necessitate a budget modification. Prior approval of any budget revision by CWDB is required before excess expenditures can be made. Unauthorized expenditures are grounds for remedies as set forth herein, including withholding, termination, and return of funds.
- b. Amendments.** Any changes to the grant term or grant award amount will require an amendment to this agreement. The Fiscal Agent will need an executed Grant Agreement from CWDB to move forward.

7. Reporting.

- a. Regular Reports.** To ensure the successful implementation of the Program, Fiscal Agents are required to submit semi-annual, and end-of-project reports to demonstrate that program outcome measures are being met, as well as an expenditure report to detail how funds were spent. These materials shall include any elements required by CWDB, and shall be in a form and schedule as required by CWDB.
- b. Data Metrics.** To ensure effective program oversight and evaluation, Fiscal Agents are required to provide comprehensive participant data for Programs that serve participants. This includes demographic information on individuals served, a thorough description of services delivered, and documented participant outcomes (collectively, "Data Metrics"). All Data Metrics must be submitted to CWDB through its participant data system, CEG, on a monthly basis or as otherwise directed by CWDB. Fulfillment of all data field requirements outlined in CWDB’s Participant Data Fields Guide is required for receiving and maintaining Program funding. Response options described in CEG allow participants to opt out of providing information for most variables, but Fiscal Agent shall make a demonstrably good faith attempt at collection through participant self-attestation or documentation supplied by participants. Any information that establishes eligibility in a program is required and shall be provided.
- c. Data Sharing.** Fiscal Agent understands and agrees that CWDB shall de-identify any data collected hereunder to the maximum extent feasible prior to sharing it with any external person or entity. De-identified outcomes derived from this data may be shared broadly. Access to underlying personally identifiable information or data, where it is demonstrably necessary for specific analysis or operational purposes, will be subject to a rigorous review and preapproval process by CWDB. Such access will be limited to CWDB and other authorized

stakeholders whose need for the underlying data has been clearly justified and approved by CWDB. CWDB will not voluntarily disclose personally identifiable information or data to the federal government absent a legal requirement or a legally compulsory process. The parties shall comply with California Civil Code Sections 1798, et seq., the “California Information Practices Act,” in safeguarding personally identifiable information or data that comes into their possession under this agreement.

- d. **Response to Request.** Fiscal Agent shall cooperate with CWDB to provide timely responses to requests for data and reports CWDB deems necessary for the evaluation of implementation of the grant program and compliance with this Grant Agreement. Such data may include individual program participant data.
- e. **Misrepresentation.** Any misrepresentation of material facts in reporting to CWDB is grounds for termination of this Grant Agreement.
- f. **Check-in Meetings.** Fiscal Agent shall attend quarterly Project check-in meetings for the first year of the grant term. These recurring check-ins will be scheduled between the Fiscal Agents and the CWDB Program Analyst at the start of the grant term. At the end of the first year, CWDB will determine the frequency of formal check-ins for the remainder of the Grant term.
- g. **Audits.** All program activities are subject to audits by CWDB or other state agency or compliance body. Fiscal Agent shall reasonably cooperate with any such audit and shall promptly comply with all record requests by an auditor.
- h. **Record Retention.** Fiscal Agents shall maintain Project and fiscal records in a manner that will allow state and local reviewers to evaluate the project’s effectiveness and proper use of funds. The record retention system must include both original and summary (e.g., computer-generated) data sources. Fiscal Agents shall retain all records pertinent to this Grant Agreement for at least three calendar years from the end of Grant Term.

8. Invoicing and Payment

- a. **Payment Procedures.** Payments will be made to Fiscal Agent within approved Project Budget, pursuant to invoicing procedures and other terms set forth in this Grant Agreement and otherwise provided by CWDB to Fiscal Agent.
- b. **Compliance with Program Description.** Funding is contingent on Fiscal Agent implementing the program as specified in Exhibit B – Fiscal Agent’s Approved Grant Application (the “Program”). Changes to the Program require the prior approval of CWDB. Absent prior approval, CWDB may withhold funds and require Fiscal Agent to reimburse the state for any Grant Fund expenditures associated with unapproved Program changes.
- c. **Invoicing for Project Expenditures.**
 - 1. Invoices to CWDB shall include the CWDB Grant Number and shall be submitted monthly, in arrears, as a reimbursement, through the CEG system.

2. The Fiscal Agent is responsible for ensuring that invoices submitted to CWDB claim actual expenditures for eligible project costs under budget information in Exhibit B - Fiscal Agent's Approved Grant Application.
 3. Upon demand, the Fiscal Agent shall immediately remit to CWDB any unspent or undedicated Grant Funds or an amount equal to any Grant Funds expended by the Fiscal Agent that CWDB finds in violation of the terms, provisions, conditions, or commitments of this Grant Agreement.
- d. Allowable Costs and Prior Written Approval.** Fiscal Agent may invoice for Project expenses that are reasonable and necessary to fulfill Project outcomes as described in Exhibit B - Fiscal Agent's Approved Grant Application and this Agreement. For (i) expenses not in original budget, or (ii) in other cases as instructed by CWDB, prior approval by CWDB is required before Fiscal Agent may incur an expense to be paid for with Grant Funds. CWDB may require specific types of documentation for certain expenses, as set forth in the Grant Administration Guide or otherwise communicated by CWDB to Fiscal Agent.
- 9. Standard Withholding.** To ensure program compliance, CWDB may withhold up to ten percent (10%) of total Grant Funds. Withheld amounts are to be released at the End of Grant Term after Fiscal Agent submits a final invoice and has fully complied with all Grant Agreement terms.
- 10. Contingent Withholding.**
- a. Breach.** CWDB may withhold all or any portion of Grant Funds if CWDB determines that Fiscal Agent has materially breached the terms and conditions of this Grant Agreement, including but not limited to: failure to submit required reports and data, failure to participate in communities of practice and program evaluation, failure to comply with any program audits and monitoring efforts, or any demands of CWDB related to compliance, or failure to substantially advance program purposes as described herein. In order to effectuate withholding, suspension, or termination, CWDB may place Fiscal Agent on cash hold (*i.e.*, suspension of Grant payments) and/or de-obligate funds (*i.e.*, cancel remaining Grant payments and move to terminate pursuant to Section 11.a., below). Any Grant Amount withheld pursuant to this Section and subsequently disbursed to Fiscal Agent after cure of breach, if granted by CWDB in its sole discretion, shall be disbursed without interest.
 - b. Impermissible Costs.** CWDB shall not reimburse Fiscal Agent for impermissible costs. These include, but are not limited to, items and costs not approved in the budget information in Exhibit B - Fiscal Agent's Approved Grant Application, or for other programming not approved by CWDB. If Grant Funds have been provided for costs found impermissible, CWDB may either withhold an equal amount from future payments to Fiscal Agent or require Fiscal Agent to repay to CWDB the amount found impermissible.

- c. **Notice and Cure.** If CWDB withholds Grant Funds, it will provide notice of the issue and advise Fiscal Agent if and how it can remedy the issue in order to be able to regain access to Grant Funds.
- d. **Continued Compliance.** Continued Grant funding is also contingent on:
 - i. Fiscal Agent's timely continuing compliance with all CWDB requests for information/data regarding the development and implementation of the Program funded by this grant award;
 - ii. Fiscal Agent's participation in communities of practice and program evaluation; and
 - iii. Fiscal Agent's compliance with CWDB policies, procedures, and processes, including any Grant audit or monitoring processes.

11. Additional Terms and Conditions.

- a. **Remedies in Case of Breach.** In case of breach of any term of this Grant Agreement by Fiscal Agent, CWDB may do any of the following, individually or in combination with any other remedy:
 - i. **Suspension and Probation.** CWDB may immediately suspend this Grant Agreement, with or without notice to Fiscal Agent and without any liability therefor. Following such suspension, CWDB may elect to terminate this Grant Agreement as provided below.
 - ii. **Notice, Right to Cure, and Termination.** CWDB may terminate this Grant Agreement by providing written notice to Fiscal Agent of CWDB's intent to terminate, specifying the reasons for termination and outlining any required corrective actions to be taken by Fiscal Agent. Fiscal Agent shall have ten (10) working days from the date of such letter of intent to respond and effectuate any requested corrective measures. If Fiscal Agent does not reply to the letter of intent or effectuate the requested corrective measures to the satisfaction of CWDB within such ten-day period, CWDB may terminate the Agreement, in its sole discretion and without liability therefore, by giving written notice to Fiscal Agent of such termination. Any termination shall be effective as of the date specified in such notice. Fiscal Agent will be paid for eligible and approved expenses that were incurred prior to the date of termination specified in such notice. CWDB need not give such letter of intent prior to termination if the termination is for a performance problem or other matter not reasonably susceptible to a cure within a ten-day period. In such cases, CWDB may proceed directly to termination by providing written notice thereof. Upon termination of this Grant Agreement, Fiscal Agent shall, without limiting any of CWDB's rights or remedies, immediately refund to CWDB all unexpended and improperly expended funds disbursed to Fiscal Agent under this Grant Agreement, and any assets and any interests of any type and in any form improperly acquired, leased, or rehabilitated with Grant Funds. Fiscal Agent shall execute any documents or instruments reasonably requested by CWDB to effectuate such transfer.

- iii. **Refuse to Consider Future Fiscal Agent Applications.** CWDB may refuse to consider any future application for grants or agreements from Fiscal Agent or its affiliates upon the occurrence of any of the above events until such time as the breach or problem has been remedied or satisfied to CWDB's satisfaction, in its sole discretion.
- b. Remedies Nonexclusive.** Each of the remedies described herein may be exercised individually or in combination with any other remedy available hereunder or under applicable laws, rules and regulations. The remedies contained herein are in addition to all other remedies available to CWDB at law or in equity by statute or otherwise and the exercise of any such remedy shall not preclude or in any way be deemed to waive any other remedy.
- c. Subcontractors and Subrecipients.**
- i. **Privity of Contract.** Nothing contained in this Grant Agreement creates any contractual relationship between CWDB and any Subrecipient or Subcontractor of Fiscal Agent, and no subgrant or subcontract relieves Fiscal Agent of their responsibilities and obligations under this Grant Agreement. CWDB has no obligation to pay or enforce payment of any monies to any subrecipients or subcontractors.
 - ii. **Liability.** Fiscal Agent assumes liability for the acts and omissions of its Subrecipients and Subcontractors, and of persons either directly or indirectly employed by Fiscal Agent and is responsible to CWDB for all performance under this Grant Agreement, and all liabilities to CWDB arising therefrom.
 - iii. **Subcontracts.**
 - 1. **Subcontractors.** A Subcontractor is a vendor, dealer, distributor, merchant, or other seller providing goods or services not directly related to program delivery required to conduct a state program.
 - 2. **Fair and Reasonable Purchasing** All purchases for goods over \$10,000 or subcontracts must be procured through a fair and reasonable contracting method requiring the Fiscal Agent to obtain at least three written, competitive quotes, to justify that the purchase price is fair and reasonable. The Fiscal Agent shall keep quotes for purchases on file and provide to CWDB upon request. Equipment may not be purchased during the last year of the period of performance (or the last year of full program service delivery, whichever comes first).
 - 3. **Subrecipients.** A Subrecipient carries out a portion of a state award and follows the same programmatic compliance requirements as the grantee. Fiscal Agent may enter into subgrants with service providers that will deliver services directly related to the goals of the grant ("Subrecipients") as set forth in Exhibit B - Fiscal Agent's Approved Grant Application, or as otherwise approved in advance in writing by CWDB. Through written subgrants with all Subrecipients, Fiscal Agent shall require that the Subrecipient complies with all terms of this Grant Agreement, in performance and/or utilization of subgranted Grant Funds. At all times, Fiscal Agent is

responsible for compliance with Grant Agreement terms, quality of services, and liability to CWDB incurred in delivery of the project by Subrecipients.

- a. Document Retention.** Fiscal Agent must retain all documentation relevant to agreements with Subrecipients, and subcontractors paid with Grant Funds until three years after expiration of the Grant Term, including contract terms and solicitation documents. Fiscal Agent's documentation is subject to CWDB review upon request.
 - b. Conflict of Interest.** Fiscal Agent shall ensure compliance with Conflict of Interest provisions set forth herein, with regard to award and administration of subcontracts and grants.
- d. Permits and Licenses.** Fiscal Agent agrees to timely obtain all permits and licenses necessary to complete the Project, pay all charges and fees, and give all required notices.
- e. Insurance.** Fiscal Agent shall purchase and maintain for the duration of the Grant term, at its own expense, the following types of insurance, covering Fiscal Agent, and actions of its employees, Subrecipients, and Subcontractors:
 - i. A commercial general liability policy, written on an occurrence basis, with limits not less than \$2,000,000 per occurrence. The policy must include coverage for bodily injury, death, property damage, and personal injury. California Workforce Development Board shall be named as an additional insured.
 - ii. If any automobiles will be used in fulfillment of this Grant Agreement. automobile insurance with coverage for commercial/professional use, covering bodily injury and property damage and with limits not less than \$1,000,000 per accident or combined single limit.
 - iii. Workers' Compensation insurance meeting California statutory requirements.
- f. 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.
- g. Conflict of Interest.** Fiscal Agent agrees that all reasonable efforts will be made to ensure that no conflicts of interest exist among its officers, agents, employees, consultants, or members of Fiscal Agent's governing body (collectively, "Fiscal Agent's Representatives"). Conflicts of interest arise when Fiscal Agent or Fiscal Agent's Representative(s), any member of their immediate family, their partner, or an organization which employs or is about to employ any of the parties indicated here, has a financial or other interest in or a tangible personal benefit from a firm considered for a subcontract paid for with Grant Funds. Fiscal Agent's Representatives may not participate in the selection, award, or administration of

a subcontract supported by this Grant if they have a real or apparent conflict of interest. Fiscal Agent's Representatives may not ask for or accept tips, bonuses, favors, or anything of value from subcontractors. Fiscal Agent must immediately report any potential conflict of interest to CWDB in writing. Such a conflict may constitute grounds for termination of the Grant Agreement.

- h. Nondiscrimination.** In carrying out the Project, Fiscal Agent agrees to comply with all local, state, and federal laws related to nondiscrimination. Fiscal Agent shall also take affirmative steps to ensure employees are treated fairly during employment and applicants are considered for employment without regard to their race, color, religion, sex/gender, national origin, sexual orientation, gender identity, gender expression, ancestry, age, medical condition, disability, marital status, military/veteran status, or any other protected class.
- i. Media.** CWDB encourages Fiscal Agent to contribute images and videos ("media") captured related to grant programming. By submitting media to CWDB, Fiscal Agent represents it has the rights to the media and gives CWDB permission to use, edit, alter, copy, exhibit, publish, or distribute it for non-commercial newsworthy use.
- j. Confidentiality.**

 - i. Except as required by applicable law, or as otherwise expressly addressed in this Grant Agreement, Fiscal Agent may not disclose to any third party any record or information which CWDB or applicable designates as confidential. It is understood that information Fiscal Agent collects on behalf of CWDB or from a third party in performing its obligations under this Grant Agreement may be sensitive or confidential.
 - ii. Fiscal Agent assumes all responsibility and liability for the protection, security, and confidentiality of the personally identifiable information ("PII") and confidential information under its control.
 - iii. Fiscal Agent warrants that its data and information security standards, tools, technologies, and procedures are sufficient to protect sensitive and confidential information as required by law and California Statewide Administrative Manual 5350.1 and California Statewide Information Management Manual 5305-A.
- k. Indemnification.** Fiscal Agent agrees to indemnify and hold harmless CWDB, the State of California, its officers, agents, and employees from any and all claims and losses accruing or resulting to Fiscal Agent, its partners, Subrecipients, Subcontractors, suppliers, and any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this Grant Agreement and from any and all claims and losses accruing to any person, firm, or corporation who may be injured or damaged by Fiscal Agent and its Subrecipients or Subcontractors of any tier, in the performance of this Grant Agreement.
- l. Compliance.** Fiscal Agent represents it is in good standing with all local, state, and federal governments and agencies including but not limited to the Internal Revenue Service, California Franchise Tax Board, California Secretary of State,

and any other state or federal agency as required for applicable organizations. Fiscal Agent shall inform CWDB within ten days of any change to its tax status, corporate structure, or permit or license status, as such changes may be grounds for termination of this Grant Agreement.

- m. Written Representations.** The Parties acknowledge that in entering into this Grant Agreement, they do not rely on any statement, representation, or warranty other than those expressly set out in writing in this Grant Agreement.
- n. Fund Availability.** The Parties understand and acknowledge that in providing Grant Funds, CWDB must rely on sources of public funds outside CWDB's control. The Parties have entered into this Grant Agreement in good faith, based on understandings of likely sources of funds to CWDB available to be delivered to Fiscal Agent as Grant Funds. However, notwithstanding any other term of this Grant Agreement, CWDB shall provide Grant Funds to Fiscal Agent only if sufficient funds are made available to CWDB by other public funding sources, including the State of California budget appropriations process, in relevant fiscal years. In case of unavailability of funds, the Parties may choose to amend this Grant Agreement accordingly.
- o. Additional Restrictions.** This Grant Agreement is subject to any additional restrictions, limitations or conditions established by the United States Government and/or the State of California, or any state enacted by the Congress and Legislature, which may affect the provisions, terms or funding of the Agreement any manner.
- p. Economic 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 Fiscal Agent is a target of economic sanctions, or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this Grant Agreement. CWDB shall provide Fiscal Agent advance written notice of such termination, allowing Fiscal Agent at least 30 calendar days to provide a written response. Termination on this basis shall be at the sole discretion of CWDB.

Exhibit B

Fiscal Agent's Approved Grant Application

- Scope of Work
- Work Plan
- Funding & Expenditure Plan
- Budget Summary
- Budget Narrative
- Supplemental Budget



CWDB Application

Scope of Work

San Bernardino County Workforce Development Board's PROWD Connect - Connecting the Formerly Incarcerated with Career Pathways in their Community, will provide coordinated services across three stages: during incarceration in federal prisons, during time spent in Residential Reentry Centers and after release into the Community. The goal of PROWD is to lay the groundwork for launching effective reentry programs serving citizens returning from federal incarceration, with an emphasis on quality jobs.

Stage 1 - during incarceration in a minimum- or low-security federal prison

- Partner with the Federal Bureau of Prisons to begin AJCC case management services inside Californian federal facilities.
- Career Pathway Case Management & Counseling: Interviewing, screening, and counseling customers regarding employment barriers, challenges and strengths and past work experience and educational attainment. Advising customers on training and employment career pathway opportunities. Providing vocational counseling. Providing resource referrals to customers.
- Partner with the Federal Bureau of Prisons and nonprofit entities to identify and develop vocational training inside California federal facility.

Stage 2 - time spent in a residential reentry center (RRC), commonly known as halfway houses, or on home confinement

- Continue efforts from Stage 1 at RRCs.
- Career Pathway Case Management & Counseling: Interviewing, screening, and counseling customers regarding employment barriers, challenges and strengths and past work experience and educational attainment. Advising customers on training and employment career pathway opportunities. Providing vocational counseling. Providing resource referrals to customers.
- Leveraging resources to address the particular employment, training, supportive service and supplemental needs of the target population.
- Partner with the Federal Bureau of Prisons existing digital infrastructure to add a referral system for individuals under federal supervision.

Stage 3 - after release from RRC into the community

- Continue efforts from Stage 2.
- Career Pathway Case Management & Counseling: Interviewing, screening, and counseling customers regarding employment barriers, challenges and strengths and past work experience and educational attainment. Advising customers on training and employment career pathway opportunities. Providing vocational counseling. Providing resource referrals to customers.



CWDB Application

Scope of Work

- Leveraging resources to address the particular employment, training, supportive service and supplemental needs of the target population.
- Job Placement activities including transitional subsidized employment and on-the-job training services, if eligible.

SBCWDD will serve as the ongoing case management team for participants and will coordinate with AJC's across the United States and other community partners to ensure that the participant continues to receive services including career pathway counseling, transitional subsidized employment, on-the-job training, occupational skills training, apprenticeship and supportive services to ensure the achievement of educational benchmarks, employment and reducing recidivism.

Contract funds will be used to support participants in all three stages towards employment and away from recidivism by administering funds for Direct and Supportive services. Direct services will provide participants with career and skills training assistance. Supportive services will provide participants with assistance meeting their basic needs, like stipends to cover participants' transportation, clothing, and food costs. Ensuring program participants have the in-demand skills the current workforce requires and access to the supportive services and resources necessary for success.



**CWDB Application
Work Plan**

Organization	San Bernardino County Workforce Development
Project Name	PROWD CONNECT-Connecting the Formerly Incarcerated with Career Pathways

Objectives/Activities	Estimated Completion Dates
Quarter 1:	
Contract Management/Participant Retention Admin/Programs Team Meetings. Career Pathway Case Management & Counseling. Connect with Residential Reentry Centers (RRC) working with participants. Leveraging resources to address the particular employment, training, supportive service and supplemental needs of the target population. Participant Outcomes-Successful completion of program activities by participants.	Jun 30, 2026
Quarter 2:	
Contract Management/Participant Retention Admin/Programs Team Meetings. Career Pathway Case Management & Counseling. Connect with Residential Reentry Centers (RRC) working with participants. Leveraging resources to address the particular employment, training, supportive service and supplemental needs of the target population. Participant Outcomes-Successful completion of program activities by participants.	Sep 30, 2026
Quarter 3:	
Contract Management/Participant Retention Admin/Programs Team Meetings. Career Pathway Case Management & Counseling. Connect with Residential Reentry Centers (RRC) working with participants. Leveraging resources to address the particular employment, training, supportive service and supplemental needs of the target population. Participant Outcomes-Successful completion of program activities by participants. Program Close Out-Submit final invoices.	Dec 31, 2026



**CWDB Application
Funding & Expenditure Plan**

Organization	San Bernardino County Workforce Development
Project Name	PROWD CONNECT-Connecting the Formerly Incarcerated with Career Pathways

I. FUNDING PLAN

Fund Source	Grant Funds	Leveraged Funds (Match)	Project Total
Total Administration - 10% Cap	\$61,668.49	\$0.00	\$61,668.49
Total Program Cost	\$616,684.70	\$0.00	\$616,684.70
Total Subgrant Amount	\$678,353.19	\$0.00	\$678,353.19

II. EXPENDITURE PLAN

Quarter/Year	Quarterly Planned Expenditures	Cumulative Planned Expenditures	Quarterly Planned Match	Cumulative Planned Match	Project Total Planned Expenditures
Quarter 1	\$226,117.43	\$226,117.43	\$0.00	\$0.00	\$226,117.43
Quarter 2	\$226,118.43	\$452,235.86	\$0.00	\$0.00	\$452,235.86
Quarter 3	\$226,117.33	\$678,353.19	\$0.00	\$0.00	\$678,353.19
Quarter 4	\$0.00	\$678,353.19	\$0.00	\$0.00	\$678,353.19
Quarter 5	\$0.00	\$678,353.19	\$0.00	\$0.00	\$678,353.19
Quarter 6	\$0.00	\$678,353.19	\$0.00	\$0.00	\$678,353.19
Quarter 7	\$0.00	\$678,353.19	\$0.00	\$0.00	\$678,353.19
Quarter 8	\$0.00	\$678,353.19	\$0.00	\$0.00	\$678,353.19
Quarter 9	\$0.00	\$678,353.19	\$0.00	\$0.00	\$678,353.19
Quarter 10	\$0.00	\$678,353.19	\$0.00	\$0.00	\$678,353.19
Quarter 11	\$0.00	\$678,353.19	\$0.00	\$0.00	\$678,353.19
Quarter 12	\$0.00	\$678,353.19	\$0.00	\$0.00	\$678,353.19
TOTAL	\$678,353.19	\$678,353.19	\$0.00	\$0.00	\$678,353.19



**CWDB Application
Budget Summary**

Organization	San Bernardino County Workforce Development
Project Name	PROWD CONNECT-Connecting the Formerly Incarcerated with Career Pathways

Line Item	Budget Line Item	Grant Funds	Leveraged Funding (Match)	Total Project Budget	Source of Leveraged Funds	Type of Leveraged Fund
A.	Staff Salaries	\$79,842.79		\$79,842.79		
B.	Number of full-time equivalents: 0.96					
C.	Staff Benefit Cost	\$32,251.46		\$32,251.46		
D.	Staff Benefit Rate (Percent): 59.79					
E.	Staff Travel	\$0.00		\$0.00		
F.	Operating Expenses			\$0.00		
G.	Furniture and Equipment			0		
G1	Small Purchase (Unit cost of under \$2,500)	\$0.00		\$0.00		
G2	Equipment Purchase (See Supplemental Budget)	\$0.00		\$0.00		
G3	Leased Equipment (See Supplemental Budget)	\$0.00		\$0.00		
H.	Consumable Testing and Instructional Materials	\$0.00		\$0.00		
I.	Training Tuition, Payments/Vouchers	\$0.00		\$0.00		
J.	On-The-Job Training	\$0.00		\$0.00		
K.	Participant Wages and Fringe Benefits	\$0.00		\$0.00		
L.	Participant Support Services	\$10,000.00		\$10,000.00		
M.	Contractual Services (must complete Supplemental Budget)	\$494,590.45		\$494,590.45		
N.	*Indirect costs (complete items 1 and 2 below)	\$61,668.49		\$61,668.49		
O.	Other (describe)			\$0.00		
P.	TOTAL FUNDING**	\$678,353.19	\$0.00	\$678,353.19		

Total Award	\$678,353.19
***Administrative Costs	\$61,668.49
Program Costs	\$616,684.70

*Indirect Cost Rates must be negotiated and approved by Cognizant Agency.

1	Indirect cost Rate (Percent):	10
2	Name of cognizant Agency:	

***A maximum of 10% of the total project budget will be allowed for administrative costs.



CWDB Application
Budget Narrative

Organization	San Bernardino County Workforce Development
Project Name	PROWD CONNECT-Connecting the Formerly Incarcerated with Career Pathways

Staff Salaries & Benefits								
Job Titles of Staff & Roles and Responsibilities	FTE	Monthly Salary	Months	Total Salary		Benefits	Benefit %	Total Staff Salaries + Benefits
Accounting Technician	0.06	\$5,950.17	9	\$3,213.09		\$1,843.65	57.38	\$5,056.74
Administrative Supervisor I	0.10	\$8,915.00	9	\$8,023.50		\$3,830.20	47.74	\$11,853.70
Assistant Director of Workforce Development	0.12	\$15,455.00	9	\$16,691.40		\$7,667.73	45.94	\$24,359.13
Deputy Director	0.06	\$14,463.08	9	\$7,810.06		\$2,766.24	35.42	\$10,576.30
Senior Accountant/Auditor	0.12	\$7,521.42	9	\$8,123.13		\$2,897.73	35.67	\$11,020.86
Staff Analyst II	0.35	\$8,475.08	9	\$26,696.50		\$8,450.40	31.65	\$35,146.90
Workforce Development Manager	0.05	\$9,203.00	9	\$4,141.35		\$2,476.09	59.79	\$6,617.44
Workforce Development Supervisor I	0.05	\$7,230.25	9	\$3,253.61		\$1,531.66	47.08	\$4,785.27
Workforce Development Technician	0.05	\$4,200.33	9	\$1,890.15		\$787.76	41.68	\$2,677.91
Total Salary				\$79,842.79	Total Benefits	\$32,251.46		
Staff Salaries & Benefits Total								\$112,094.25
Staff Travel								
<i>List staff traveling, destination/event, and transportation*</i>								
								\$0.00
Operating Expenses								
<i>Provide breakdown of operating expenses in each of the major line items below (if applicable)</i>								
								\$0.00
Rent								\$0.00
Insurance								\$0.00
Accounting (Payroll Services) and Audits								\$0.00
Consumable Office Supplies								\$0.00
Printing								\$0.00
Communications (phones, web services, etc.)								\$0.00
Mailing and Delivery								\$0.00
Dues and Memberships								\$0.00
Outreach								\$0.00
Furniture and Equipment								
								\$0.00
Small Amount of Equipment and Furniture Pooled items less than \$5,000 per unit, include cost allocation - list name of item, cost, and quantity								\$0.00
Equipment and Furniture Greater than \$5,000: List name of item, cost, and quantity to be purchased - prior approval required and added to Exhibit G:								\$0.00
Leased Equipment Provide a description of what is being leased, length of time and costs See Exhibit G for leasing information								\$0.00
Consumable Testing and Instructional Materials								
								\$0.00
Training Tuition, Payments/Vouchers								
								\$0.00
On-The-Job Training								
								\$0.00
Participant Wages, Fringe Benefits and Stipends								
								\$0.00
Supportive Services								
Support services to cover participant needs and materials related to successfully completing a training program or finding employment.								\$10,000.00
Contractual Services (must complete Supplemental Budget)								
Contract with Victor Valley College for vocational training in the federal prison for \$362,347.28 and with Family Assistance Program for Case Management at \$69,941.83 and Data Entry at \$62,301.34.								\$494,590.45
Indirect Costs								
10% fee								\$61,668.49
Other (describe)								
								\$0.00
								\$0.00
Grant Award Total								\$678,353.19



**CWDB Application
Supplemental Budget**

Organization	San Bernardino County Workforce Development
Project Name	PROWD CONNECT-Connecting the Formerly Incarcerated with Career Pathways

I. Equipment

List equipment items with a useful life of more than one year and/or with a unit acquisition cost of \$2,500 or more charged to the project. The approval of the budget plan contained in the subgrant does not constitute approval of the purchase of equipment or request. A separate request to purchase equipment must be submitted to the state for prior approval. If leasing equipment is being considered, it must be include in the procurement analysis.

Item Description	Cost Per Item	Quantity	Total Cost	% Charged to Project	Total Cost Charged to Project
TOTAL					

II. Contractual Services - Providing Goods or Services that are required to conduct a program.If procurement needs to occur and TBD, provide selection timeframe.**

All contractual services must be competitively procured in accordance with state procurement regulations and policies.

Description - Type of Service	Cost	Service Provider	Type of Procurement
Vocational training services on-site at federal prison for PROWD participants.	\$362,347.28	Victor Valley College	Sole Source
Case Management Services and Cal-E grants data entry.	\$132,243.17	Family Assistance Program	Sole Source
TOTAL	\$494,590.45		