

Memorandum of Understanding
for
Workforce Santa Cruz County
Between the
Workforce Development Board, the Workforce Partners,
and the
County Board of Supervisors

Preamble/Purpose of MOU

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the Local Board and the America's Job Center of CaliforniaSM (AJCC) partners to establish an agreement concerning the operations of the AJCC delivery system. The purpose of the MOU, is to establish a cooperative working relationship between the parties and to define their respective roles and responsibilities in achieving the policy objectives. The MOU also serves to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

This MOU is entered into in a spirit of cooperation for the purpose of collaborative operation and management of Workforce Santa Cruz County (WFSCC), the local "One-Stop" Career Center system by the signatory agencies, hereafter referred to as "Partners". This MOU supersedes the June 2017 MOU under the Workforce Innovation and Opportunity Act (WIOA) and establishes the operating costs, including sharing and allocation of infrastructure costs of the one-stop delivery system. All relevant parties to this MOU agree to share in the operating costs of the Comprehensive and/or Affiliate AJCC sites based on the partner co-location status either in cash or through in-kind services.

AJCC Sites	
Comprehensive AJCC Site	Affiliate AJCC Site
Watsonville Career Center 18 West Beach Street Watsonville, CA 95076 Phone: 831-763-8700	Capitola Career Center 2045 - 40 th Avenue, Suite B Capitola, CA 95010 Phone: 831-464-6286
	Specialized AJCC Site Watsonville Youth Center 229 Green Valley Road Freedom, CA 95019 Phone: 831-466-5672

The specialized AJCC is an access point for service provision to WIOA Youth and contains no other cost sharing partners.

California's one-stop delivery system, the AJCC, is a locally-driven system which develops partnerships and provides programs and services to achieve three main policy objectives established by the California Workforce Development Strategic Plan, which includes the following:

- Foster demand-driven skills attainment
- Enable upward mobility for all Californians
- Align, coordinate, and integrate programs and services

These objectives will be accomplished by ensuring access to high-quality AJCCs that provide the full range of services available in the community for all customers seeking the following:

- Looking to find a job.
- Building basic educational or occupational skills.
- Earning a postsecondary certificate or degree.
- Obtaining guidance on how to make career choices.
- Seeking to identify and hire skilled workers.

Local/Regional Vision Statement, Mission Statement, and Goals

Vision: Santa Cruz County Workforce Development ensures individual economic security and community vitality by providing local employers with a well-trained workforce.

Mission: Santa Cruz County Workforce Development supports the Community by cultivating economic vitality and assisting Jobseekers by creating programs that train, educate, and support the workforce to develop key and timely skills. We assist Business to secure talent they need to thrive now, and into the future.

Goals:

1. Increase effectiveness of local and regional workforce development system to better meet job seekers, business and community needs
2. Align workforce development strategies to support local economic development
3. Develop strategic relationship with educators, employers and community partners to:
 - Increase the skill levels of youth and adult jobseekers; and
 - Create opportunities for employment, career mobility and self-sufficiency
4. Increase Workforce Development Board (WDB) effectiveness

Process and Development

The local Workforce Development Board (WDB) administrative entity is responsible for entering into the MOUs with the one-stop partners and the ongoing efforts to keep the MOU current and up to date. This tool serves as the basis for the one-stop system.

Career Center Operators Meetings (CCOps) are held periodically as necessary but at least quarterly for the purpose of convening the local WIOA mandated one-stop partners to discuss the ongoing coordination and collaboration of workforce services and the required cost sharing. The MOU development process was and is conducted through this means. Any and all renegotiation will occur through this meeting. This mechanism ensures a transparency and consensus of all one-stop partner matters.

Access

The term "access" refers to providing services, that are accessible at the specific AJCC site, to all AJCC customers, including those with disabilities, through one of the following methods:

- Co-location- program staff are physically present at the specific AJCC site.
- Cross Information sharing- staff physically present at the specific AJCC site are properly trained to provide information about all programs, services, and activities that may be available to the customer through other partners.
- Direct access through real-time technology- Access through two-way communication and interaction between customers and AJCC partners that result in services being provided.

Parties to the MOU

Required partners include local/regional representatives of the following programs:

WIOA Clause	Required Programs	Partner Agency	Program Services	Access
(i) programs authorized under this title;	WIOA Title I Adult, Dislocated Worker, and Youth	Workforce Development Board	<ul style="list-style-type: none"> Information and referral system; UI application/access point Public access to resource room: computer stations; Labor Exchange (job seekers & employers) using the State CalJOBS system Job Seeker self-services Job Fairs and Hiring Events Labor Market Information Employer Services, including rapid response and lay-off aversion services Supportive Services needed to succeed for eligible participants (Adult, DW & Youth) Follow-up services for program participants (Adult, DW & Youth) Training funds, including on-the-job training for eligible participants (Adult, DW & Youth) WIOA Program eligibility determination for Adult and Dislocated Worker <ul style="list-style-type: none"> WIOA basic and individualized career services Supportive Services needed to succeed for eligible participants Job Search assistance for participants, job boards, job leads WIOA Program eligibility determination for Youth program <ul style="list-style-type: none"> Career Pathway opportunities Job Preparedness Opportunities, including internships Work Experience Opportunities Entrepreneurial Skills and Pre-Apprenticeship Exploration Leadership Opportunities Adult Mentoring Guidance and Counseling Post-Secondary Education; Alternative Secondary School Services 	<ul style="list-style-type: none"> Co-location Comprehensive Career Center Cross information Direct access Co-location: Affiliate Career Center
	Youth Build		N/A	
	Job Corps		N/A	
	Native American Programs (Section 166)		N/A	
	Migrant Seasonal Farmworkers (MSFW) (Section 167)	Center for Employment Training	<ul style="list-style-type: none"> Information and referral system; UI application/access point WIOA/MSFW Program eligibility 	<ul style="list-style-type: none"> Cross information Direct access

			<ul style="list-style-type: none"> determination WIOA basic and individualized career services Short-term training programs; CPR and Forklift Certifications In-house supportive services, e.g. stipends; Vocational English as a Second Language (VESL) courses; financial aid/ Pell Grants; instructional programs for High School Equivalency (GED) Human Development Sessions: e.g. financial literacy; life skills workshops Testing site: <i>Ability to Benefit</i> Job Placement assistance services for participants Follow-up assistance -post training 	
(ii) programs authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.);	WIOA Title III Wagner-Peyser	Employment Development Department	<ul style="list-style-type: none"> Initial assessment of skill levels Provision of referrals to and coordination of activities; Provision of workforce and labor market employment statistics information Provision of information relating to the availability of supportive services or assistance On-site using staff who are properly trained in UI claims, filing, and/or the acceptance of information necessary to file a claim Public access to computer stations; Labor Exchange (job seekers & employers) using the State CalJOBS system State Disability Insurance Program application/access point Employer Services Job Fairs and Hiring Events Youth Employment Opportunity Program (YEOP) access; Case management for eligible youth participants Job Club: Profile of Santa Cruz, Chapter of Experience Unlimited (EDD) Instructional programs for High School Equivalency <p><u>EDD Provides:</u></p> <ul style="list-style-type: none"> Outreach to Dislocated Workers Intake Orientation Initial assessment Referral to Partners Provide Job Search Information Labor Exchange LMI 	<ul style="list-style-type: none"> Co-location: <u>Comprehensive Career Center</u> Cross information Direct access Co-location: <u>Affiliate Career Center</u>

- UI/DI Information, website and filing assistance
- Business Services
- Phones dial phones to UI and Tax Branch
- VSN Assessment
- Job Search Workshops
- Personal Job Search Assistance Workshops (PJSA) & Reemployment Services & Eligibility Assessment Workshops (RESEA)
- Conduct workshop
- Report issues/attendance to UI
- Refer to AJCC (partner) services
- Refer and provide supportive services information
- Assist CalJOBS registration, resume & UI forms
- WSBCO provide standardize presentation material/training
- Résumé preparation & critique
- Career & skills assessment
- CalJOBSSM Help Desk Activities (Truckee-EI Centro)
- Well-structured complaint process
- Worker's Rights & H2A
- Fidelity Bonding
- Educate clients & employers
- Provide individual assistance to process bonding
- Assist with bonding paperwork
- Assist to process bonding
- Assist with bonding paperwork
- H-2A Temporary Agriculture Program
- Recruitments and Job Referrals
- Screen for potential applicants
- LMI
- Labor Market Information for regional economies, local areas, and California
- Self- service website: accessible to all customers with our LMI products & data
- Occupational Guides/Profiles
- Wage data
- Skills info & skills transference
- In-demand occupations
- Education and licensing requirements
- Crosswalk occupation and education program offerings
- Commute pattern data
- Evaluating in-demand industries/occupations
- Using LMI in your policy/decision making
- How to use LMI

- How to navigate through our LMI info website
- LMI training for WIOA partners
- Training through various mediums

Employer Services

- Employer Advisory Council (EAC) coordination & activities
- CalJOBS Registration
- Enter job order in CalJOBS
- Enter/Assist job posting in CalJOBS
- CalJOBS navigation & assistance
- Help-Desk Employer assistance (Truckee/EI Centro)
- Targeted Recruitments
- Hiring Incentives
- Job Development
- Job Fairs
- Employer Seminars
- Employer Outreach (Federal Contractors)
- Education on Services
- CalJOBS assistance, training, education
- Resume Retrieval & Screening
- Coordination with LMI assistance
- Educate on Employer training panel

Rapid Response (RR)

Participation:

- Member of the RR team for planning (UI resources determined by event)

Provide info on EDD programs & services:

- Work Share Program
- Partial Program
- TAA/TRA

AJCC services

- UI services
- CTB
- Veterans
- Youth

Work Opportunity Tax Credits

- Educate practitioner staff and employers
- Pre-Certification job seekers

Worker Adjustment Retraining Notification (WARN) Act

- Review WARN notice for potential TAA Petitions
- Coordinate with local rapid response teams.
- Determine if rapid response event is necessary

Workshops

Youth Employment Opportunity Program

- Financial Aid information
- Outreach
- Orientations

			<ul style="list-style-type: none"> • CalJOBS registration • Workshops • Educational Counseling • Job Placement Assistance • Case Management • Workshops • Co-enrollment • Referral to training institutions <p><u>CalJOBSSM</u></p> <ul style="list-style-type: none"> • Employer/client education & assistance: • Registration • Resume • Case Management • Job listings • Job search • Job referrals • Ad-hoc reports • Customer Relationship Management (CRM) • Virtual Recruiter set up • Facilitate labor exchange CalJOBS Reports • CalJOBS Ad-hoc Reports • Marketing • Help desks • Labor exchange <p><u>MSFW</u></p> <ul style="list-style-type: none"> • Outreach and education • (AJCC & agricultural fields) • Workshops to clients/ employers • Education on how to use the UI EDD debit card • Job Search Workshops • Résumé preparation • Individual Assessment • Career Counseling • Job Coaching • Co-enrollment • Referral to training institutions 	
(iii) adult education and literacy activities authorized under title II;	<p>WIOA Title II Adult Education and Literacy</p> <p>Department of Education (CDE)</p>	<p>Watsonville/Aptos/Santa Cruz Adult Education (WASCAE)</p> <p>California Adult Education Program (CAEP)</p>	<ul style="list-style-type: none"> • Instructional programs for High School Equivalency • Instructional programs for adult basic education • Instructional programs for Spanish GED • Testing site for CASAS; GED, Hise, WorkKeys • Short-term Vocational, and Career and Technical Educational Programs • English as a Second Language (ESL) courses, Integrated Education Training Classes (IET) • Health Career Programs 	<ul style="list-style-type: none"> • Direct access

(iv) programs authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.) (other than section 112 or part C of title I of such Act (29 U.S.C. 732, 741);	WIOA Title IV Vocational Rehabilitation	Department of Rehabilitation	<ul style="list-style-type: none"> • Office Skills Courses • Drivers Training and Education • Citizenship (Path to) Courses • Information and referral system • Assistance to those with a documented disability (barrier to finding or keeping a job): guidance counseling, career exploration, assessment, job search workshops, job placement assistance, job coaching • Pre-employment Transition Services for In-school Youth • Supportive Services for eligible participants, e.g transportation, clothing & equipment; variety of medical services, childcare, • Assistive technology (assessment and equipment) • Training funds, including on-the-job training • Benefit counseling for those with Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI) • Disability awareness training for employers 	<ul style="list-style-type: none"> • <u>Co-location, Comprehensive Career Center</u> • Direct access
(v) activities authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.);	Title V Older Americans Act Senior Community Service Employment Program	Peninsula Family Service	<ul style="list-style-type: none"> • Information and referral system • Labor Market Information • Labor Exchange (job seekers & employers) • Workforce Preparation • Financial literacy assistance • Job Search Assistance • Individualized Employment Plan development • Internships, work experience opportunities for participants • Supportive Services Information 	<ul style="list-style-type: none"> • Cross information
(vi) career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.);	Carl Perkins Career Technical Education	Cabrillo College	<ul style="list-style-type: none"> • Information and referral system for on and off-campus services • Educational planning; career planning • Case management, coaching and emotional support • Study lab, lounge, computer and printer access • Tutoring services • Financial aid information dissemination and application assistance • Ancillary services; book store voucher assistance • Financial literacy assistance • On-campus Job Fairs and Hiring Events 	<ul style="list-style-type: none"> • Direct access

(vii) activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.);	Trade Adjustment Assistance Act	Employment Development Department	<ul style="list-style-type: none"> • Training or re-training allowance • Employment Services, including job search and relocation allowances • Write Petitions • Rapid Response Presentations, Lay Off aversion (eg.workshare) • Orientations • Respond to TAA FAQs • Out-of-area job search and relocation assistance • Individual Assessments • Provide education assistance and funding • Job Placement • Facilitate UI processing • Co-enrollment • Provide supportive services • Labor market research • Write training contract • Invoicing • Out-of-area job search and relocation assistance • ETPL Navigation & Guidance • Provide supportive services, Job Placement, Follow up, OJT, apprenticeship, job development, job search • Case management throughout training period 	<ul style="list-style-type: none"> • <u>Co-location, Comprehensive Career Center</u> • Cross information • Direct access • <u>Co-location: Affiliate Career Center</u>
(viii) activities authorized under chapter 41 of title 38, United States Code;	Veterans	Employment Development Department	<ul style="list-style-type: none"> • Information and referral system • Public access to computer stations; Labor Exchange (job seekers & employers) using the State CalJOBS system • Case management for eligible participants • Job Fairs and Hiring Events • <u>Jobs for Veterans State Grant</u> • Outreach to Veterans/ Eligible spouses & transitional service members • Screen for Priority of Service • Determine eligibility via VSN Assessment • Referral to Partners/supportive services • Honor a Hero, Hire a Veteran • Veteran Hiring Incentives • Referral to services • Career Counseling/prevocational • Individual and group counseling • IEP • Objective Assessment • Job Placement • Job Fairs & Workshops 	<ul style="list-style-type: none"> • <u>Co-location, Comprehensive Career Center</u> • Cross information • Direct access • <u>Co-location: Affiliate Career Center</u>

			<ul style="list-style-type: none"> • Case Managed • Refer to training • Co-enroll • Veteran Hiring Incentives 	
(ix) employment and training activities carried out under the Community Services Block Grant Act (42 U.S.C. 9901 et seq.);	<p>Community Action Partnership (CAP)</p> <p>California Department of Community Services and Development</p>	Community Action Board of Santa Cruz County, Inc.	<ul style="list-style-type: none"> • Emergency rental assistance for those facing eviction • Census Information • Youth and family services • Work experience for homeless individuals • Youth homelessness support • Daily job matches to day laborers • SmartHIRE Program: subsidized employment opportunities for CalWORKs eligible participants and employers • Job readiness workshops (soft skills training) • Support for women in non-traditional jobs • Support for farmworkers, and other seasonal workers • Mentoring and support for adjudicated youth • Immigration and legal advice/support • Job search and retention assistance • Public access to computer stations 	<ul style="list-style-type: none"> • Cross information • Direct access
(x) employment and training activities carried out by the Department of Housing and Urban Development;	Housing & Urban Development Housing Plus	Housing Authority of the County of Santa Cruz	<ul style="list-style-type: none"> • Housing Plus for those in the Housing Choice Voucher and Low Income Public Housing Programs 	<ul style="list-style-type: none"> • Direct access
(xi) programs authorized under State unemployment compensation laws (in accordance with applicable Federal law);	Unemployment Compensation	Employment Development Department	<p><u>Program Eligibility</u></p> <p>The EDD provides UI claim information online to customers on UI OnlineSM and by mailing the following documents that can be utilized when determining eligibility for the local Title I programs.</p> <ul style="list-style-type: none"> • Notice of Unemployment Insurance Award (DE 429Z) • Notice of Unemployment Insurance Claim Filed (DE 1101CLMT) <p>If the customer is unable to provide sufficient information, the Data Consent Authorization Form (DCAF) is available for AJCC staff to complete and fax/mail to the EDD. The form is signed by the claimant authorizing the partner to have access to confidential UI claim information (such as, basic claim info and wages reported in previous quarters) for one year. The EDD UI Program responds within three business days upon receipt.</p>	<ul style="list-style-type: none"> • Cross information • Direct access

UI Claim Filing Assistance and Information

The WIOA outlines the 10th Basic Career Service as providing meaningful assistance in filing a UI claim in the one-stop delivery system.

- The UI program is committed to providing AJCC staff with training on resources available on the EDD website for filing a UI claim, accessing UI Online, viewing tutorials, and FAQs.

The AJCC staff should be guiding customers through the online methods for filing a UI claim available on the EDD website. If the individual is considered irate/disruptive or all other means to provide meaningful assistance have been exhausted, the AJCC staff can direct the customer to the UI Direct line.

- The UI program is committed to making the UI Direct line available in the offices to provide the real-time technology for providing meaningful access after all in-person attempts by cross-trained AJCC staff have been exhausted.

California Training Benefits (CTB)

Participate in consistent and meaningful collaboration and communication pathways within the California Training Benefits (CTB) programs, including a streamlined and expedited response time to determination requests sent to UI for CTB eligibility received from the local areas.

Trade Adjustment Assistance (TAA) / Trade Readjustment Allowance (TRA)

(UIB) Contribute to consistent and meaningful collaboration and communication pathways within the Trade Adjustment Assistance (TAA) program, specific to the Trade Readjustment Allowance (TRA).

(WSB) Commit to writing Petitions, Case Management, Raid Response Presentations, Lay Off eversion (eg. workshare)

Rapid Response

- Participate in the planning of a Rapid Response event.
- Participate as a member of the Rapid Response team.
- Participate as a member of the Rapid Response Roundtable.

- Provide information on EDD programs and services at orientation: Work Share Program, Partial Program, TAA/TRA, UI services, and CTB.
NOTE: UI resources determined by event.

Reemployment Services and Eligibility Assessment (RESEA), Personalized Job Search Assistance (PJSA), and Initial Assistance Workshop (IAW) Workshops
Committed to profiling and scheduling job seekers to IAW, PJSA, and RESEA workshops.

Committed to collaborating with the local areas to establish one reemployment workshop that includes all core components for IAW, PJSA, and RESEA while retaining individual tracking and reporting for each respective workshop. Committed to collaborating on feedback loops for reporting UI eligibility issues that may arise during interaction with the customer during the reemployment workshops.

Work Share

Committed to providing lay off aversion information to Employers.

MSFW

Committed to continued collaboration to provide specialized UI claim filing services in specific locations for migrant and seasonal farmworkers.

Outreach, intake (including identification through the state's Worker Profiling and Reemployment Services system of unemployment insurance (UI) claimants likely to exhaust benefits), and orientation to information and other services available through the one-stop delivery system On-site using staff who are properly trained in UI claims, filing, and/or the acceptance of information necessary to file a claim

California Training Benefits (CTB)

- Educate public and customers on CTB
- WSBCO provide practioner training
- CTB Streamline processing
- Assist customers to contact UI and resolving issues

Rapid Response (RR)

Participation:

- Member of the RR team for planning (UI resources determined by event)
- Provide info on EDD programs & services:

			<ul style="list-style-type: none"> • Work Share Program • Partial Program • TAA/TRA AJCC services <ul style="list-style-type: none"> • UI services • CTB • Veterans • Youth 	
(xii) programs authorized under section 212 of the Second Chance Act of 2007 (42 U.S.C. 17532); and	Second Chance	N/A		
(xiii) programs authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), subject to subparagraph (C).	Temporary Assistance for Needy Families/CalWORKs	County of Santa Cruz, Human Services Department, Employment & Benefit Services Division	<ul style="list-style-type: none"> • Information and referral system • TANF Eligible participants: <ul style="list-style-type: none"> ○ Temporary financial assistance for food, shelter, utilities and expenses other than medical ○ Initial Assessment ○ Career planning and counseling ○ Individualized Employment Plan development ○ Comprehensive Assessment ○ Short-term prevocational services ○ Supportive Services Information ○ Workforce Preparation workshops ○ Job Search Assistance • Labor Exchange (job seekers & employers) 	<ul style="list-style-type: none"> • Co-location Comprehensive Career Center • Cross information • Direct access
		Washoe Tribal TANF	<u>AS EDD TENANT</u>	<ul style="list-style-type: none"> • Co-location: Affiliate Career Center

N/A: There is no local or regional grant recipient.

One-Stop System Services

WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA provides for a workforce system that is universally accessible, customer centered and training that is job-driven. Services are delivered through the comprehensive and affiliate career centers.

One-Stop System Shared Customers			
<ul style="list-style-type: none"> • Underemployed • Job seekers • Seasonal workers 	<ul style="list-style-type: none"> • Unemployed • Youth • Farm workers 	<ul style="list-style-type: none"> • Dislocated Worker • Displaced homemakers • Migrant workers 	<ul style="list-style-type: none"> • Information Seekers • Veterans • Spouses of Veterans
<ul style="list-style-type: none"> • Individuals looking for career advancement, training or re-training <ul style="list-style-type: none"> • Students: returning; adult education; post-secondary 			
<p style="text-align: center;">Individuals with hurdles to employment</p>			
<ul style="list-style-type: none"> • Disabled • Basic Skills Deficient 	<ul style="list-style-type: none"> • Ex-offenders • Older Workers 	<ul style="list-style-type: none"> • Low-income individuals • Limited English language 	<ul style="list-style-type: none"> • TANF recipients • Homeless

- Employers
 - Businesses
- Planning to hire, train or lay-off

<p style="text-align: center;">Career Services Provided in any order; no sequence requirement</p>	<p style="text-align: center;">Training Services May be provided after an interview, evaluation or assessment, and career planning, determines that the individual:</p>
<p>1. Basic Career Services Initial assessment of skill levels Provision of referrals to and coordination of activities; Provision of workforce and labor market employment statistics information Provision of information relating to the availability of supportive services or assistance On-site using staff who are properly trained in UI claims, filing, and/or the acceptance of information necessary to file a claim Provide:</p> <ul style="list-style-type: none"> • Outreach to Dislocated Workers • Intake • Orientation • Initial assessment • Referral to Partners • Provide Job Search Information • Labor Exchange • Labor Market Information • UI/DI Information, website and filing assistance • Business Services • Phones - Dial phones to UI and Tax Branch • Veteran Service Navigator (VSN) Assessment • Job Search Workshops • Résumé preparation & critique • Career & skills assessment • Typing Certificates • CalJOBSSM Help Desk Activities • Deaf and Hard of Hearing • Well-structured complaint process • Discrimination Complaints & H2A <p>2. Individualized Career Services Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training. In some instances pre-apprenticeship programs may be considered as short-term pre-vocational services</p> <ul style="list-style-type: none"> • Job Search Workshops • Résumé preparation • Individual Assessment • Career Counseling • Job Coaching • Honor a Hero, Hire a Veteran • Veteran Hiring Incentives • Veteran Standdowns • WOTC 	<ul style="list-style-type: none"> • Is unlikely or unable to obtain or retain employment, that leads to economic self sufficiency or wages comparable to or higher than wages from previous employment through career services alone; • Is in need of training services to obtain or retain employment that leads to economic self sufficiency or wages comparable to or higher than wages from previous employment, through career services alone; and • Has the skills and qualifications to successfully participate in the selected program of training services.

<p>3. Follow-up services</p> <p>Follow-up services must be provided as appropriate for participants who are placed in unsubsidized employment, for up to 12 months after the first day of employment. Counseling about the work place is an appropriate type of follow-up service. Follow-up services do not extend the date of exit in performance reporting.</p>	<p>Must be provided through an Individual Training Account (ITA), or On-the-Job Training Contract</p> <p>Training Services must be linked to in-demand employment opportunities in the local area or planning region or in a geographic area in which the adult or dislocated worker is willing to commute or relocate.</p> <p>Maximizes customer choice.</p> <p>Informed by the performance of relevant training providers</p> <p>Coordinated, to the extent possible with other sources of assistance (WIOA sec. 134(c)(3))</p>
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Services Provided to Employers

- Business outreach to focus on meeting the needs of local businesses and job seekers
- Job developing to match businesses with job seekers
- Specialized recruitments or job fairs
- Rapid Response Services
- Layoff Aversion Services

Co-located in Comprehensive Career Center

WIOA Title I Adult, Dislocated Worker, and Youth	Workforce Development Board
WIOA Title III Wagner- Peyser Trade Adjustment Assistance Act Veterans- Jobs for Veterans State Grant (JVSG)	Employment Development Department
WIOA Title IV Vocational Rehabilitation	Department of Rehabilitation
Temporary Assistance for Needy Families/CalWORKs	County of Santa Cruz, Human Services Department, Employment & Benefit Services Division

Comprehensive AJCC co-located partner leased area for the purposes of sharing infrastructure costs is listed in detail on Attachment 2.

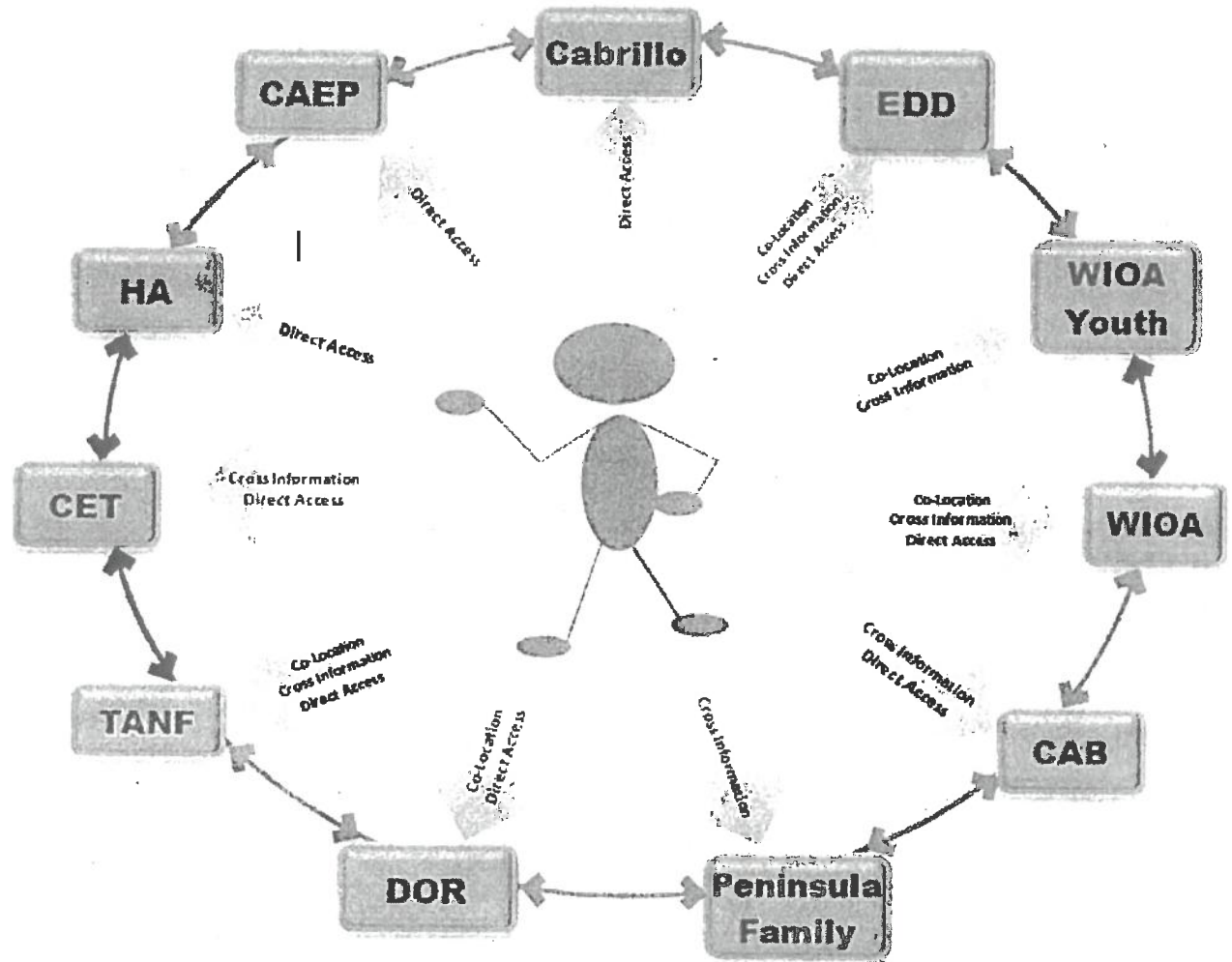
Co-located in Affiliate Career Center

WIOA Title I Adult, Dislocated Worker, and Youth	Workforce Development Board, By Contracted Service Provider
WIOA Title III Wagner-Peyser Trade Adjustment Assistance Act Veterans-Jobs for Veterans State Grant (JVSG)	Employment Development Department

Temporary Assistance for Needy Families/CalWORKS	County of Santa Cruz, Human Services Department, Employment & Benefit Services Division (EBSD) By Contracted Service Provider
Temporary Assistance for Needy Families/CalWORKS	Washoe Tribal TANF, as EDD Tenant

Affiliate AJCC co-located partner leased area for the purposes of sharing infrastructure costs is listed in detail on Attachment 5.

Service Integration Flow



Responsibility of AJCC Partners

Parties to the MOU (AJCC partners) agree to participate in joint planning, plan development, and modification of activities to accomplish the following:

- Continuous partnership building.
 - Continuous planning in response to state and federal requirements.
 - Responsiveness to local and economic conditions, including employer needs.
 - Adherence to common data collection and reporting needs.
- Make the appropriate service(s) applicable to the partner program available to customers through the one-stop delivery system.
 - Participate in the operation of the one-stop system, consistent with the terms of the MOU and requirements of authorized laws.
 - Participate in capacity building and staff development activities in order to ensure that all partners and staff are adequately cross-trained.

Methods for Referring Customers

Parties to the MOU have a shared commitment to mutually implement processes for the referral of customers to services not provided on-site. Parties agree to use the Universal Referral Form (URF) as developed by the Career Center Operators committee to do the following:

- Ensure that intake and referral processes are customer-centered
- Ensure that general information regarding AJCC programs, services, activities and resources are made available to all customers, as appropriate.

Access for Individuals with Barriers to Employment

AJCC partners will ensure access for individuals with barriers to employment. Individuals who may face barriers to employment include:

- Basic skills deficient;
- Disabled;
- Homeless;
- Low-income or public assistance recipients;
- Older workers;
- Ex-Offenders;
- Veterans and
- Limited English-speaking ability.

It is the policy of the Workforce Development Board to implement a *Priority of Service* for designated populations of WIOA customers/applicants. Priority shall be given to the following:

- Recipients of public assistance and other low-income individuals
- Veterans and their spouses
- Residents of Santa Cruz County

Shared Technology and System Security

WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including client tracking, common case management, reporting, and data collection. To support the use of these tools, each AJCC Partner agrees to the following:

- Comply with the applicable provisions of WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other appropriate statutes or requirements.
- The principles of common reporting and shared information through electronic mechanisms, including shared technology.

- Commit to share information to the greatest extent allowable under their governing legislation and confidentiality requirements.
- Maintain all records of the AJCC customers or partners (e.g. applications, eligibility and referral records, or any other individual records related to services provided under this MOU) in the strictest confidence and use them solely for purposes directly related to such services.
- Develop technological enhancements that allow interfaces of common information needs, as appropriate.
- Understand that system security provisions shall be agreed upon by all partners.

Confidentiality

The AJCC Partner agrees to comply with the provisions of WIOA as well as the applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and any other appropriate statute or requirement to assure the following:

- All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.
- No person will publish, disclose use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.
- The AJCC partner agrees to abide by the current confidentiality provisions of the respective statutes to which AJCC operators and other AJCC partners must adhere, and shall share information necessary for the administration of the program as allowed under law and regulation. The AJCC partner, therefore, agrees to share client information necessary for the provision of services such as assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment or program support purposes, to the extent allowed by applicable statutory provisions.
- Client information shall be shared with a signed *Release of Information* and solely for the purpose of enrollment, referral or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

Non-Discrimination and Equal Opportunity

The AJCC partner shall not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation or marital status. The AJCC partner agrees to comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990) and related, applicable regulations.

The AJCC partner will assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibits discrimination on the basis of disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

Grievances and Complaints Procedure

The AJCC partner agrees to establish and maintain a procedure for grievance and complaints as outlined in WIOA. The process for handling grievances and complaints is applicable to customers and partners. These procedures will allow the customer or entity filing the complaint to exhaust

every administrative level in receiving a fair and complete hearing and resolution of their grievance. The partner further agrees to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

American's with Disabilities Act and Amendments Compliance

The AJCC partner agrees to ensure that the policies and procedures as well as the programs and services provided at the AJCC are in compliance with the Americans with Disabilities Act and its amendments, in order to provide equal access to all customers with disabilities. Additionally, partners agree to fully comply with the provisions of WIOA, Title VII of the Civil Rights act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, 29 CRF Part 37 and all other regulations implementing the aforementioned laws.

Effective Dates and Term of MOU

This MOU shall be binding upon each party hereto upon execution by such party. The term of this MOU shall be three years, commencing on the date of execution by all parties. The MOU will be reviewed not less than once every three years to identify any substantial changes that have occurred and to ensure appropriate funding and delivery of services.

Modifications/Revisions

This MOU constitutes the entire agreement between the parties and no oral understanding not incorporated herein shall be applicable to any of the parties hereto. This MOU may be modified, altered, or revised, as necessary, by mutual consent of the parties, by the issuance of a written amendment, signed and dated by the parties.

Funding Reconciliation

A periodic review will occur as part of an annual modification process to ensure all one-stop partners continue to contribute their fair and equitable share of infrastructure and other system costs. The local WDB administrative entity will take the lead responsibility for convening the local mandated partners for the purposes of the annual review process with County Fiscal conducting the cost allocation review.

The infrastructure funding agreements (IFAs for the comprehensive and affiliate AJCCs) will be reviewed annually. AJCC partner contributions will be reconciled on an annual basis to ensure that the proportionate share of each partner program is contributing remains consistent with the cost methodology, is up to date and in compliance with this agreement. The County of Santa Cruz, Human Services Department fiscal unit will take the lead on the reconciliation of the comprehensive AJCC costs. The Employment Development Department Deputy Division Chief of the Workforce Services Branch will take the lead on the reconciliation of the affiliate AJCC costs. The reconciliation process will occur prior to June 30th and results will be shared with partners at the Career Center Operators meeting.

Termination

The parties understand that implementation of the AJCC system is dependent on the good faith effort of every partner to work together to improve services to the community. The parties also agree that this is a project where different ways of working together and providing services are being tried. In the event that it becomes necessary for one or more parties to cease being a part of this MOU, said entity shall notify the other parties, in writing, 30 days in advance of that intention.

Funding of Services and Operating Costs

Colocated Partners Sharing Infrastructure Costs

Colocated partner definition: All AJCC partners who have a physical presence within the center, either full-time or part-time. Comprehensive AJCC: Attachment 1 and 2; Affiliate AJCC: Attachment 4 and 5)

Sharing Infrastructure Costs- Methodology

The co-located partners agree to the cost allocation methodology to identify the proportionate share of infrastructure costs each partner will be expected to contribute as follows:

- The proportion of a partner program's occupancy percentage of the AJCC (square footage). (Comprehensive AJCC: Attachment 3; Affiliate AJCC: Attachment 6)

Non-located Partner Assurance

All other non-located partners agree to share the AJCC infrastructure costs when benefit data are available. When data are available to determine the AJCC benefit to non-located partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.

When the state implements a statewide data tracking system, and once such data are available, all non-located partners who are receiving benefit from the AJCCs will also be required to contribute their proportionate share towards infrastructure costs.

Sharing Other One-Stop System Costs

The Other System Costs Budget (Attachment 8) includes a line item for applicable career services as identified and applied to each partner program. Accordingly, this budget includes each of the partner's costs for the service delivery of each applicable career service.

Other One-Stop System Costs: Summary of Applicable Career Services Attachment 7

Applicable Career Services are services authorized to be provided under each partner's program.

Costs/Budget for the Delivery of Applicable Career Services Attachment 8

This budget includes each of the partner's costs for the service delivery of each applicable career service and a consolidated system budget for career services applicable to more than one partner.

Administrative and Operations Management Sections

License for Use

During the term of this MOU, all partners to this MOU shall have a license to use all of the space of the AJCCs for the sole purpose of conducting acceptable AJCC services as outlined herein.

Supervision/Day to Day Operations

The day-to-day supervision of staff assigned to the AJCCs will be the responsibility of the site supervisor(s). The original employer of staff assigned to the AJCCs will continue to set the priorities of its staff. Any change in work assignments or any problems at the worksite will be handled by the site supervisor(s) and the management of the original employer.

The office hours for the staff at the AJCCs will be established by the site supervisor(s) and the primary employer. All staff will comply with the holiday schedule of their primary employer and will provide a copy of their holiday schedule to the operator and host agency at the beginning of each fiscal year.

Disciplinary actions may result in removal of co-located staff from the AJCCs and each party will take appropriate action.

Each party shall be solely liable and responsible for providing to, or on behalf of, its employee(s), all legally-required employee benefits. In addition, each party shall be solely responsive and save all other parties harmless from all matters relating to payment of each party's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

Dispute Resolution

The parties agree to try to resolve policy or practice disputes at the lowest level, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective staff employer and the operator, for discussion and resolution.

Cost Allocation Dispute

If a dispute develops over the cost allocation between partners and consensus cannot be reached during the duration of the MOU in efforts to resolve issues, partners will bring their concern to the CCOps for discussion. If the dispute is unable to be resolved at that level, the dispute will be raised to the respective partner directors for discussion and resolution, ultimately seeking regional advisor advice if necessary. All partners should make every effort to settle disputes by consulting and negotiating with each other in the most prompt, rational and equitable manner possible.


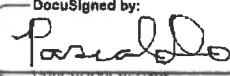
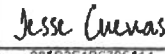
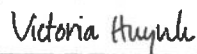

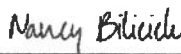
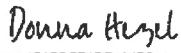
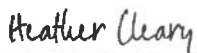

Press Releases and Communications

All parties shall be included when communicating with the press, television, radio or any other form of media regarding its duties or performance under this MOU. Participation of each party in press/media presentations will be determined by each party's public relations policies. Unless otherwise directed by the other parties, in all communications, each party shall make specific reference to all other parties.

The parties agree to utilize the AJCC logo developed by the State of California and the Local Board on buildings identified for AJCC usage. This also includes letterhead, envelopes, business cards, any written correspondence and fax transmittals.

Mutual Hold Harmless/Indemnification/Liability

In accordance with provisions of Section 895.4 of the California Government Code, each party hereby agrees to indemnify and save harmless each and the other from any and all claims, suits in law or in equity, of any nature whatsoever, paying for any damages or otherwise arising from any alleged negligent act or omission of any of their respective employees or agents which may occur during the performance of this MOU. In addition, except for Departments of the State of California which cannot provide for indemnification of court costs and attorneys fees under the indemnification policy of the State of California, all other parties to this MOU agree to indemnify, defend and hold harmless each other from and against all court costs and attorneys fees arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

Required Programs	Partner Agency	Signatories: Name/Title
WIOA Title I Adult, Dislocated Worker, and Youth	Workforce Development Board	 Carol Siegel Workforce Development Board Chair
Migrant Seasonal Farmworkers (Section 167)	Center for Employment Training	DocuSigned by:  Hermelinda Sapien President/Chief Executive Officer
WIOA Title III Wagner-Peyser	Employment Development Department	DocuSigned by:  Jesse Cuevas Deputy Division Chief Workforce Services Branch
Trade Adjustment Assistance Act		
Veterans		
Unemployment Compensation	Employment Development Department	DocuSigned by:  Victoria Huynh Employment Development Administrator Unemployment Insurance Branch
WIOA Title II Adult Education and Literacy	Watsonville/Aptos/Santa Cruz Adult Education (WASCAE) California Adult Education Program (CAEP)	DocuSigned by:  Joe Dominguez Chief Business Officer DocuSigned by:  Dr. Nancy Bilicich Director, PVUSD Adult Education
WIOA Title IV Vocational Rehabilitation	Department of Rehabilitation	DocuSigned by:  Donna Hezel Regional Director
Title V Older Americans Act	Peninsula Family Service	DocuSigned by:  Heather Cleary Chief Executive Officer
Carl Perkins Career Technical Education	Cabrillo College	DocuSigned by:  Michael Robins Director of Purchasing, Contracts & Risk Management Roy Pirchio Interim Director Business Office

Community Services Block Grant	Community Action Board of Santa Cruz County, Inc.	DocuSigned by: <i>Maria Elena De La Garza</i> 344617D876F34E8 Maria Elena De La Garza Executive Director
Housing & Urban Development Family Self Sufficiency Program	Housing Authority of the County of Santa Cruz	DocuSigned by: <i>Jennifer Panetta</i> 0802CCFEFF6A479 Jennifer Panetta Executive Director
Temporary Assistance for Needy Families/CalWORKs	County of Santa Cruz, Human Services Department, Employment & Benefit Services Division	<i>Ellen Timberlake</i> Ellen Timberlake Executive Director
Temporary Assistance for Needy Families/CalWORKs	Washoe Tribal TANF	Refused to Sign Neil Mortimer Tribal Chairman
Santa Cruz County	Board of Supervisors	<i>Ryan Cooney</i> Ryan Cooney Chair

Approved as to Form:	Approved as to Insurance:
<i>Ruby Mangano</i> 7/29/19	<i>Boobay</i> 7/20/19
County Counsel Date	Risk Manager Date

Attachments

1. Comprehensive AJCC Infrastructure Cost Sharing Budget
2. Comprehensive AJCC Infrastructure Costs- Space Usage
3. Comprehensive AJCC Co-located Partners Cost Sharing Methodology
4. Affiliate AJCC Infrastructure Cost Sharing Budget
5. Affiliate AJCC Infrastructure Costs- Space Usage
6. Affiliate AJCC Co-located Partners Cost Sharing Methodology
7. Other One Stop System Costs: Summary of Applicable Career Services
8. Costs/Budget for Delivery of Applicable Career Services

Attachment 1

COMPREHENSIVE AJCC INFRASTRUCTURE COST SHARING BUDGET

Cost Category	Line Item Cost Detail	Frequency	Cost	Monthly Cost								
rent ental of Facilities	Total Lease Agreement	Monthly	78,379.67									
	Adj Non-Partner Program's Share	Monthly	(42,955.72)									
	WDB and Partners	Monthly		\$ 35,423.94								
ilities & Maintenance lectric, Gas, & Water ecurity arking Permits - Shared Costs igh Speed Internet & Telephone	Included in Monthly Rent	Monthly	-	-								
	Included in Monthly Rent	Monthly	-	-								
	190 Parking Spaces (36 WDB & Partners)	Annually	2,672.67	222.72								
		Monthly	7,500.88	7,500.88								
	WDB and Partners		10,173.54	\$ 7,723.60								
quipment opiers 12 W. Beach St 19B76698 Copy Use 19B75079 Copy Use 16 W. Beach St 19B77250 Copy Use 18 W. Beach St 19B00374 Principal & Interest Copy Use 19B00320 Principal & Interest Copy Use 19B00376 Principal & Interest Copy Use 19B75866 Copy Use												
		Monthly	36.48	16.49								
		Monthly	27.54	12.45								
		Monthly	60.50	27.34								
		Monthly	771.72	348.78								
		Monthly	64.37	29.09								
		Monthly	699.78	316.27								
		Monthly	44.94	20.31								
		Monthly	699.78	316.27								
		Monthly	42.84	19.36								
		Monthly	87.44	39.52								
	Equipment Total		Monthly	2,535.38								
		Adj Non-Partner Program's Share	Monthly	(1,389.51)								
	WDB and Partners	Monthly		1,145.87								
Total Monthly Cost				\$ 44,293.42								
Total Sq Footage				20,777								
Mo Cost/Sq Ft				\$ 2.13								
Annual Cost/Sq Ft				\$ 25.56								
<table><tr><th colspan="2">Work Space Sq/Ft</th></tr><tr><td>WDB/EDD/DOR/TANF</td><td>Other Programs</td></tr><tr><td>20,777</td><td>25,195</td></tr><tr><td>45%</td><td>55%</td></tr></table>					Work Space Sq/Ft		WDB/EDD/DOR/TANF	Other Programs	20,777	25,195	45%	55%
Work Space Sq/Ft												
WDB/EDD/DOR/TANF	Other Programs											
20,777	25,195											
45%	55%											

**Attachment 2
Comprehensive AJCC
SPACE USAGE DETAIL**

Summary of Space Usage	Dedicated Sq Ft	% of Dedicated Sq Ft	Share of Common Area Sq Ft	Total Sq Ft
DD	96	0.25%	19	115
DR	135	0.35%	26	162
WDB	4,548	11.81%	883	5,431
TANF	12,618	32.78%	2,451	15,070
OTHER PROGRAMS	21,096	54.80%	4,098	25,195
TOTAL SQUARE FOOTAGE	38,494		7,478	45,972

Common Areas	Measurements on Map (Inches)		Total Area on Map (Sq In)	Conversion (1/8" = 1')	Actual Area (Sq Ft)
Waiting	4.25	2.75	11.6875	96	1,122.00
Entrance	4.625	1.5	6.9375	96	666.00
Application Fill Out	4.75	2.625	12.46875	96	1,197.00
Reception	4.25	1.4375	6.109375	96	586.50
Copy/Shred	0.375	1.875	0.703125	96	67.50
Hr Corridor	8	0.5	4	96	384.00
Waiting Room 2	2.875	2.75	7.90625	96	759.00
Waiting Room 3	2.875	2.75	7.90625	96	759.00
Source Room	1.625	5.3125	8.6328125	96	828.75
Mens Room - Front	1.4375	2.5	3.59375	96	345.00
Women's Room - Front	1.4375	2.5	3.59375	96	345.00
Diff Mens Room	1.9375	1	1.9375	96	186.00
Diff Womens Room	1.9375	1.25	2.421875	96	232.50
TOTAL COMMON AREA SQUARE FOOTAGE					7,478.25

Dedicated Areas	Measurements on Map (Inches)		Total Area on Map (Sq In)	Conversion (1/8" = 1')	Actual Area (Sq Ft)
DR					
Office - Room 124	1.1875	1.1875	1.4102	96	135.38
D					
Room 149	1	1	1	96	96.00
WDB					
Computer Lab	2.4375	3.5625	8.6836	96	834
Office #1-West 2nd Floor	1.7500	1.2500	2.1875	96	210
Office #2-West 2nd Floor	1.7500	1.2500	2.1875	96	210
Office #3-West 2nd Floor	1.7500	1.2500	2.1875	96	210
Office #4-West 2nd Floor	1.7500	1.2500	2.1875	96	210
Office #5-West 2nd Floor	1.7500	1.2500	2.1875	96	210
Larger Office-2nd Floor	3.2500	2.2500	7.3125	96	702
Office-1st Floor	3.2500	2.2500	7.3125	96	702
Office-East 2nd Floor	1.7500	7.5000	13.1250	96	1,260
TOTAL WDB SQUARE FOOTAGE					4,547.63
TANF					
Open Office-2nd Floor	9.0000	6.0000	54.0000	96	5,184
Open Office-1st Floor	9.2500	7.0000	64.7500	96	6,216
Computer Lab	3.5625	3.5625	12.6914	96	1,218
TOTAL TANF SQUARE FOOTAGE					12,618.38

**Attachment 4
Affiliate AJCC Infrastructure Cost**

**Operating Costs for Capitola
April 2019**

**Facility: Capitola Workforce Services Office
Building ID: 0136
Facility Address: 2045 40th Avenue
Facility Square Footage: 7,487
Monthly Rent: \$19,766.78**

	Monthly, \$/sq. ft.	Annual, \$/sq. ft.	Total Annual Cost
Base Rent	\$2.84	\$31.68	\$237,225.36
Utilities (Inclusive) <i>(Includes Electricity and/or Natural Gas, Garbage, and Water)</i>	\$0.00	\$0.00	\$0.00
Janitorial (Inclusive)	\$0.00	\$0.00	\$0.00
Contracts	\$0.00	\$0.00	\$0.00
Security Alarm Monitoring (N9112492, 1/1/19 8/30/19)	\$0.00	\$0.00	\$150.00
HVAC Maintenance (Inclusive)	\$0.00	\$0.00	\$0.00
Landscaping (Inclusive)	\$0.00	\$0.00	\$0.00
Pest Control (Inclusive)	\$0.00	\$0.00	\$0.00
Janitorial (Inclusive)	\$0.00	\$0.00	\$0.00
Power Sweeping (N/A)	\$0.00	\$0.00	\$0.00
Security Guard (M8102209 (Amd 5 & Emergency.), 3/1/18-8/30/19)*	\$0.64	\$7.70	\$51,638.40
Lease Management **	\$0.03	\$0.39	\$2,941.59
TOTAL:	\$3.32	\$39.80	\$297,956.40

Total Operating Cost per square foot, per month \$3.32

Notes:

*1 security guard working a 9 hr shift (July 2018 - June 2019)

**A Lease Management charge of 1.24% of the monthly rental rate reflects the Department of General Services' Real Estate Services Division charges to the Department (F-Y 18/19).

BOPSD

**Business Operations Planning
And Support Division**

Prepared 4/8/19

Attachment 5

AJCC Affiliate Site, Space Usage: Capitola EDD

	Room #	Room Name	SQ. Footage Area-Gross	
Common Area	100	Lobby/Resource area	1613	
	107	Corridor	422	
	109	Break Room	362	
	110	Women's Employee Restroom	172	
	111	Men's Employee Restroom	157	
	112	Tel/Data Room	161	
	113	Janitor Room	190	
	121	Women's Public Restroom	125	
	122	Janitor Room	75	
	123	Men's Public Restroom	162	
	TOTAL Common Area			3439

EDD Exclusive	101	Workshop Room	328	
		Small Conference Room; 25% of 557	139	
	103	Workshop Room #2	403	
	104	Office	161	
	105	Office	161	
	106	Quiet Room	136	
	114	Storage Room	455	
	116	Open Office	163	
	118	Quiet Room	197	
	119	Job Club #1	236	
	120	Job Club #2	375	
	124	Open Work Area: 10 cubicles	2045	
	TOTAL EDD Exclusive			4799

Tribal TANF	115	Partner Office	136	
	117	Partner Office	163	
WIOA Title 1	124	Open Work Area: 1 cubicle	204	
CalW ORKS	102	Small Conference Room 30 hours/week=75% of 557	418	
TOTAL Partner Exclusive			921	10.10%

TOTAL Building Space			9159	99.90%
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Attachment 6: Sharing Infrastructure Costs Methodology
Affiliate AJCC Co-located Partners Cost Sharing

Exclusive Space	
EDD Tenant:	
Tribal TANF	299
TANF: CalWrks	418
WIOA Title I	204
EDD	4799
TOTAL	5720

Share of Common Area					
EDD Tenant:					
Tribal TANF	299/5720=	5.20%	X	3439	179.76 SQ FT
TANF: CalWrks	418/5720=	7.30%	X	3439	251.31 SQ FT
WIOA Title I	204/5720=	3.50%	X	3439	122.64 SQ FT
EDD	4799/5720=	83.89%	X	3439	2885.27 SQ FT

PARTNER	Share of Common Area	+	Exclusive Area	=	TOTAL SQ. Footage	X	\$39.80 (Cost of annual SQ. Footage)	=	Partner Annual Share	/12 months	=	monthly cost
EDD Tenant:												
Washoe Tribal TANF	179.76	+	299	=	478.77	X	\$39.80 (Cost of annual SQ. Footage)	=	\$ 19,054.64	/12 months	=	\$ 1,587.88
TANF: CalWrks	251.31	+	418	=	669.31	X	\$39.80 (Cost of annual SQ. Footage)	=	\$ 26,638.60	/12 months	=	\$ 2,219.88
WIOA Title I	122.64	+	204	=	326.64	X	\$39.80 (Cost of annual SQ. Footage)	=	\$ 13,000.65	/12 months	=	\$ 1,083.38
EDD	2885.27	+	4799	=	7684.27	X	\$39.80 (Cost of annual SQ. Footage)	=	\$ 305,834.05	/12 months	=	\$ 25,486.17

Attachment 7
Resource Sharing: Other One-Stop System Costs

Summary of Career Services Applicable to Each One-Stop Delivery System Partner													
Applicable Career Services are services authorized to be provided under each partner's program													
Basic Career Services	WIOA Title I	CET	WIOA Title III WP	WIOA Title II WASCAE	DOR	Title V Older Americans Act Peninsula Family Service	Carl Perkins CTE Cabrillo	TAA EDD	Vets EDD	CAB	HUD	EDD UI	TANF
T-I Program Eligibility	✓	✓		✓						✓			
Outreach, Intake, Orientation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓
Initial Assessment	✓	✓	✓	✓	✓	✓		✓	✓	✓			✓
Labor Exchange/ Job Search	✓	✓	✓		✓	✓		✓	✓	✓			✓
Referrals to Partners	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Labor Market Info	✓		✓	✓	✓	✓		✓	✓	✓			
Performance/ Cost Info	✓			✓				✓		✓			
Support Services Info	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓		✓
UI Info/Assistance	✓		✓					✓	✓	✓		✓	
Financial Aid Info	✓	✓			✓		✓	✓	✓				
Individual Career Services	WIOA Title I	CET	WIOA Title III WP	WIOA Title II WASCAE	DOR	Title V Older Americans Act Peninsula Family Service	Carl Perkins CTE Cabrillo	TAA EDD	Vets EDD	CAB	HUD	EDD UI	TANF
Comp Assessment	✓	✓		✓	✓	✓			✓				✓
Individual Employment Plan	✓	✓			✓	✓		✓	✓	✓			✓
Career Plan/Counsel	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓
Short Term Prevoc	✓				✓					✓			✓
Internships/WEX	✓				✓								
Out of Area Job Search	✓		✓		✓			✓	✓	✓			
Financial Literacy	✓	✓		✓			✓				✓		
IET/ELA	✓			✓									
Workforce Preparation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓

Title I (T-I)
 Unemployment Insurance (UI)
 Work Experience (WEX)
 Integrated Education & Training (IET)
 English Language Acquisition (ELA)

Attachment 8

While only colocated partners share infrastructure costs, all One-Stop partners must share in other system costs, including applicable career services.

Required Consolidated Budget for the Delivery of Applicable Career Services

The other system costs budget must be a consolidated budget for applicable career services. This budget must include **each of the partner's costs** for the service delivery of each applicable career service and a consolidated system budget for career services applicable to more than one partner. Unlike the IFA, other system costs should include all costs, including personnel, related to the administration and delivery of those services

Applicable Career Services	WIOA Title I	CET	WIOA Title III WP	WIOA Title II WASCAE	DOR	Title V Older Americans Act Peninsula Family Service	Carl Perkins CTE Cabrillo	TAA EDD	Vets EDD	CAB	HUD	EDD UI	TANF
Basic Career Services 1 Program 2 Eligibility 3 Outreach, Intake, Orientation 4 Initial Assessment 5 Labor Exchange/ 6 Job Search 7 Referrals to 8 Partners 9 Labor Market Info 10 Performance/ 11 Job Info 12 Support Services 13 Info/Assistance 14 Financial Aid Info	\$375,000	\$200,000	500,663	\$42,200	750,641	\$16,380	84,000	19,351	161,857	852,619	\$10,000	12,295	2,657,629
Applicable Career Services	WIOA Title I	CET	WIOA Title III WP	WIOA Title II WASCAE	DOR	Title V Older Americans Act Peninsula Family Service	Carl Perkins CTE Cabrillo	TAA EDD	Vets EDD	CAB	HUD	EDD UI	TANF
Individual Career Services 1 Job Development 2 Assessment 3 Individual Employment Plan 4 Career Plan/Counsel 5 Short Term 6 Advocacy 7 Internships/WEX 8 List of Area Job 9 Search 10 Financial Literacy 11 FELA 12 Workforce 13 Separation	1,075,000	\$200,000	\$88,352	300,000	3,002,566	\$18,200	36,000	\$3,415	28,563	852,619	\$17,600	0	1,546,682

Consolidated budget total of career services delivered through the One-Stop system \$12,851,632

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Jesse Cuevas

Jesse.cuevas@edd.ca.gov

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Jesse Cuevas
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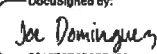
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Maria Elena De La Garza
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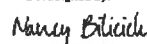
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Nancy_Bilicich@pvusd.net
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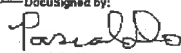
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Roy Pirchio
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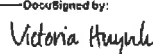
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