



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 2019 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: Workforce Santa Cruz County is a fully integrated workforce development system that maximizes human and business capital by promoting a well-trained workforce for Santa Cruz County employers, insuring individual economic security and community vitality. Led by a dynamic Board that is empowered to effect change, WFSCC is committed to customer satisfaction and standards of performance in meeting the needs of job seekers, incumbent workers and local business alike.

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. Jobseekers have the competitive skills to earn a sustainable wage with opportunities for career pathways;
2. Santa Cruz County businesses have the talent needed to thrive now and into the future;
3. Santa Cruz County Workforce Development supports community partners to positively impact the region's economic vitality;

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 CalJOBSSM 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; transitional jobs 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"> <u>Co-location Comprehensive Career Center</u> Cross information Direct access <u>Co-location: Affiliate Career Center</u>
	Youth Build	N/A		
	Job Corps	N/A		
	Native American Programs (Section 166)	Southern California American Indian	Career Training <ul style="list-style-type: none"> Individualized Training Plans 	<ul style="list-style-type: none"> Direct access

		Resource Center, (SCAIR, Inc.)	<ul style="list-style-type: none"> • Career Assessments • Job Placement Assistance • Job Readiness Training • Career Counseling • Computer and Typing Skills • Microsoft Certification Training • QuickBooks and Dentrax Certification Training • Resume and Cover Letter Development • Mock Interviewing • Career Development and Exploration • Career Workshops Educational Training <ul style="list-style-type: none"> • GED and High School Diploma Tutorial • College Class Tutorial • Educational Assessments • Adult Basic Education • Assistance with College and Trade School Enrollment • Assistance with Financial Aid Process • Online Class Assistance Counseling Services <ul style="list-style-type: none"> • Individual Counseling • Pre-Marital and Couples' Counseling • Family Counseling 	
	Migrant Seasonal Farmworkers (MSFW) (Section 167)	SER National	<ul style="list-style-type: none"> • OJT On-the-job training opportunities • Short-term training programs; CPR, WEX, Forklift Certifications and Truck driver certification and Class A licensing. • 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 • Information and referral system; UI application/access point; Co-enrollment • Follow-up assistance -post training • WIOA/MSFW Program eligibility determination • Public Access to computer stations • Work readiness training; Job Placement assistance services for participants 	<ul style="list-style-type: none"> • Direct access
	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 determination 	<ul style="list-style-type: none"> • Cross information • Direct access

			<ul style="list-style-type: none"> • Skill and Career Assessments • CalJOBSSM assistance; WIOA basic and individualized career services; Individualized Employment Plan and Counseling • Skills Training and Short-term training programs; CPR 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 CalJOBSSM 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 	<ul style="list-style-type: none"> • Cross information • Direct access • <u>Co-location: Affiliate Career Center</u>

			<ul style="list-style-type: none"> • Provide Job Search Information • Labor Exchange • LMI • UI/DI Information, website and filing assistance • Business Services • Phones dial phones to UI and Tax Branch • VSN Assessment • Job Search Workshops <u>Personal Job Search Assistance Workshops (PJSA) & Reemployment Services & Eligibility Assessment Workshops (RESEA)</u> <ul style="list-style-type: none"> • Conduct workshop • Report issues/attendance to UI • Refer to AJCC (partner) services • Refer and provide supportive services information • Assist CalJOBSSM registration, resume & UI forms • WSBCO provide standardize presentation material/training • Résumé preparation & critique • Career & skills assessment • CalJOBSSM Help Desk Activities (Truckee-El Centro) • Well-structured complaint process • Worker's Rights & H2A <u>Fidelity Bonding</u> <ul style="list-style-type: none"> • Educate clients & employers • Provide individual assistance to process bonding • Assist with bonding paperwork • Assist to process bonding • Assist with bonding paperwork <u>H-2A Temporary Agriculture Program</u> <ul style="list-style-type: none"> • Recruitments and Job Referrals • Screen for potential applicants <u>LMI</u> <ul style="list-style-type: none"> • 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 	
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			<ul style="list-style-type: none"> • 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 <p><u>Employer Services</u></p> <ul style="list-style-type: none"> • Employer Advisory Council (EAC) coordination & activities • CalJOBSSM Registration • Enter job order in CalJOBSSM • Enter/Assist job posting in CalJOBSSM • CalJOBSSM navigation & assistance • Help-Desk Employer assistance (Truckee/El Centro) • Targeted Recruitments • Hiring Incentives • Job Development • Job Fairs • Employer Seminars • Employer Outreach (Federal Contractors) • Education on Services • CalJOBSSM assistance, training, education • Resume Retrieval & Screening • Coordination with LMI assistance • Educate on Employer training panel <p><u>Rapid Response (RR)</u></p> <p>Participation:</p> <ul style="list-style-type: none"> • Member of the RR team for planning (UI resources determined by event) <p>Provide info on EDD programs & services:</p> <ul style="list-style-type: none"> • Work Share Program • Partial Program • TAA/TRA <p>AJCC services</p> <ul style="list-style-type: none"> • UI services • CTB • Veterans • Youth <p><u>Work Opportunity Tax Credits</u></p> <ul style="list-style-type: none"> • Educate practitioner staff and employers • Pre-Certification job seekers <p><u>Worker Adjustment Retraining Notification (WARN) Act</u></p> <ul style="list-style-type: none"> • Review WARN notice for potential TAA Petitions • Coordinate with local rapid response teams. • Determine if rapid response event is necessary <p><u>Workshops</u></p>	
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			<u>Youth Employment Opportunity Program</u> <ul style="list-style-type: none"> • Financial Aid information • Outreach • Orientations • CalJOBSSM registration • Workshops • Educational Counseling • Job Placement Assistance • Case Management • Workshops • Co-enrollment • Referral to training institutions <u>CalJOBSSM*</u> <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 CalJOBSSM Reports • CalJOBSSM Ad-hoc Reports • Marketing • Help desks • Labor exchange <u>MSFW</u> <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;	WIOA Title II Adult Education and Literacy Department of Education (CDE)	Watsonville/Aptos/Santa Cruz Adult Education (WASCAE) California Adult Education Program (CAEP)	<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, Hiset, WorkKeys • Short-term Vocational, and Career and Technical Educational Programs 	<ul style="list-style-type: none"> • Direct access

			<ul style="list-style-type: none"> English as a Second Language (ESL) courses, Integrated Education Training Classes (IET) Health Career Programs Office Skills Courses Drivers Training and Education Citizenship (Path to) Courses 	
(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"> 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"> Direct access
(v) activities authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.);	<p>Title V Older Americans Act</p> <p>Senior Community Service Employment Program</p>	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 Direct access
(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 	<ul style="list-style-type: none"> Direct access

			<ul style="list-style-type: none"> assistance Ancillary services: bookstore voucher assistance On-campus Job Fairs and Hiring Events 	
(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"> 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 CalJOBSSM system Case management for eligible participants Job Fairs and Hiring Events Veteran Career Specialists for NON-JVSG eligible veterans <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 	<ul style="list-style-type: none"> Cross information Direct access <u>Co-location: Affiliate Career Center</u>

			<ul style="list-style-type: none"> • Veteran Hiring Incentives • Referral to services • Career Counseling/prevocational • Individual and group counseling • IEP • Objective Assessment • Job Placement • Job Fairs & Workshops • 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 • Rental assistance program-Low-income families with children 0-17, disabled individuals and/or 60 year/older. • Emergency payment for services to support continuation of employment and educational goals for participants participating in Calworks Program. • Alcance Youth and Adult Employment Programs: Luna y Sol Familia Center <ul style="list-style-type: none"> ○ Basic Needs-wraparound services ○ Education ○ Economic opportunities ○ Community Engagement ○ Wellness ○ Mentoring services • Youth Homeless Response Team (YHRT) unaccompanied, unhoused youth ages 15-24. • Watsonville Works! Work experience opportunities for homeless individuals • Transitional Age Youth Housing. Navigation- supports former foster care youth ages 18-25. • Day Worker Center-Day labor for those looking for untraditional jobs • SmartHIRE Program: subsidized. employment opportunities for CalWORKs eligible participants, placements are within employers registered in the program. • Monthly job readiness/Work ethics workshops (soft skills training) • 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	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

Department of Housing and Urban Development;				
(xi) programs authorized under State unemployment compensation laws (in accordance with applicable Federal law);	Unemployment Compensation	Employment Development Department	<p>Program Eligibility 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> <p><u>UI Claim Filing Assistance and Information</u> The WIOA outlines the 10th Basic Career Service as providing meaningful assistance in filing a UI claim in the one-stop delivery system.</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <ul style="list-style-type: none"> • 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. <p><u>California Training Benefits (CTB)</u> Participate in consistent and meaningful collaboration and communication</p>	<ul style="list-style-type: none"> • Cross information • Direct access

			<p>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.</p> <p><u>Trade Adjustment Assistance (TAA)/ Trade Readjustment Allowance (TRA)</u> (UIB) Contribute to consistent and meaningful collaboration and communication pathways within the Trade Adjustment Assistance (TAA) program, specific to the Trade Readjustment Allowance (TRA).</p> <p>(WSB) Commit to writing Petitions, Case Management, Raid Response Presentations, Lay Off aversion (eg. workshare)</p> <p><u>Rapid Response</u></p> <ul style="list-style-type: none"> • 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. <p>NOTE: UI resources determined by event.</p> <p><u>Reemployment Services and Eligibility Assessment (RESEA), Personalized Job Search Assistance (PJSA), and Initial Assistance Workshop (IAW) Workshops</u></p> <p>Committed to profiling and scheduling job seekers to IAW, PJSA, and RESEA workshops.</p> <p>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.</p> <p>Committed to collaborating on feedback loops for reporting UI eligibility issues that may arise during interaction with the customer during the reemployment workshops.</p> <p><u>Work Share</u></p> <p>Committed to providing lay off aversion information to Employers.</p> <p><u>MSFW</u></p> <p>Committed to continued collaboration to</p>	
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			<p>provide specialized UI claim filing services in specific locations for migrant and seasonal farmworkers.</p> <p>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</p> <p>On-site using staff who are properly trained in UI claims, filing, and/or the acceptance of information necessary to file a claim</p> <p><u>California Training Benefits (CTB)</u></p> <ul style="list-style-type: none"> Educate public and customers on CTB WSBCO provide practioner training CTB Streamline processing Assist customers to contact UI and resolving issues <p><u>Rapid Response (RR)</u></p> <p>Participation:</p> <ul style="list-style-type: none"> Member of the RR team for planning (UI resources determined by event) <p>Provide info on EDD programs & services:</p> <ul style="list-style-type: none"> Work Share Program Partial Program TAA/TRA <p>AJCC services</p> <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	<p>TANF eligible participants may receive the following services:</p> <ul style="list-style-type: none"> Initial comprehensive assessment Temporary financial assistance for food, shelter, utilities, vocational training, and expenses other than medical Career planning and counseling Individualized employment plan development Job search assistance Access to vocational training and education programs Supportive services Referrals for additional services, such 	<ul style="list-style-type: none"> Co-location Comprehensive Career Center <u>Co-location: Affiliate Career Center (contracted service provider)</u> Cross information Direct access

			as counseling, parenting courses, substance use, and health services for parents with children aged 0-3 <ul style="list-style-type: none">• Full-time childcare for children up to age 12• Transportation costs	
		Washoe Tribal TANF	<u>AS EDD TENANT</u>	<ul style="list-style-type: none">• <u>Co-location:</u> <u>Affiliate Career Center</u>

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			
• Underemployed	• Unemployed	• Dislocated Worker	• Information Seekers
• Job seekers	• Youth	• Displaced homemakers	• Veterans
• Seasonal workers	• Farm workers	• Migrant workers	• Spouses of Veterans
<ul style="list-style-type: none"> • Individuals looking for career advancement, training or re-training • Students: returning; adult education; post-secondary 			
Individuals with hurdles to employment			
• Disabled	• Ex-offenders	• Low-income individuals	• TANF recipients
• Basic Skills Deficient	• Older Workers	• Limited English language	• Homeless
<ul style="list-style-type: none"> • Employers • Businesses 			
Planning to hire, train or lay-off			

Career Services Provided in any order; no sequence requirement	Training Services May be provided after an interview, evaluation or assessment, and career planning, determines that the individual:
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: <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 	<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>2. Individualized Career Services</p> <p>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 	
<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>

Services Provided to Employers
<ul style="list-style-type: none"> • 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
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 workgroup, unless another suitable referral process is identified and mutually agreed upon, e.g. *Ca/ASS/ST* 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 partner program referrals, 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, e.g. *CalASSIST*.
- 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 WIOA 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 CFR 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-colocated Partner Assurance

All other non-colocated partners agree to share the AJCC infrastructure costs when benefit data are available. When data are available to determine the AJCC benefit to non-colocated 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-colocated 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.







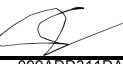



Press Releases and Communications





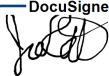


All parties shall be included when communicating with the press, television, radio or any other form of media regarding its duties or performance under this MOU. Participation of each party in press/media presentations will be determined by each party's public relations policies. Unless otherwise directed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

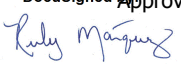
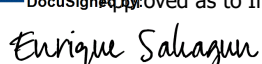
The parties agree to utilize the AJCC logo developed by the State of California and the Local Board on buildings identified for AJCC usage. This also includes letterhead, envelopes, business cards, any written correspondence and fax transmittals.

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 attorney's 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	DocuSigned by:  10006F123F4F4E1... Rob Morse Workforce Development Board Chair
Native American Programs (Section 166)	Southern California American Indian Resource Center, Inc.	DocuSigned by:  A593B463E4474C5... Wanda Michaelis Executive Director
Migrant Seasonal Farmworkers (Section 167)	Center for Employment Training	DocuSigned by:  27DC8B397E4A443... Hermelinda Sapien President/Chief Executive Officer
Migrant Seasonal Farmworkers (Section 167)	SER National	DocuSigned by:  0E6337488302431... Emma Trevino Vice President, SER NFJP
WIOA Title III Wagner-Peyser	Employment Development Department	DocuSigned by:  02RCPA3470754E8... Cesar Valladares Deputy Division Chief Workforce Services Branch
Trade Adjustment Assistance Act		
Veterans		
Unemployment Compensation	Employment Development Department	DocuSigned by:  7BB5B3505E6B426... 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:  099ADD311DA4481... Clint Rucker Chief Business Officer DocuSigned by:  B14D9B8CC4A94A0... Dr. Nancy Bilicich Director, PVUSD Adult Education
WIOA Title IV Vocational Rehabilitation	Department of Rehabilitation	DocuSigned by:  0100D5620B0F4A... Denise Dorsey District Administrator DocuSigned by:  C83EF80860024C3... Theresa Woo 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:  Alex Strudley Director of Purchasing, Contracts & Risk Management
Community Services Block Grant	Community Action Board of Santa Cruz County, Inc.	DocuSigned by:  Maria Elena de la Garza Executive Director DocuSigned by:  Helen Ewan Storey Assistant Director
Housing & Urban Development Family Self Sufficiency Program	Housing Authority of the County of Santa Cruz	DocuSigned by:  Jennifer Panetta Executive Director
Temporary Assistance for Needy Families/CalWORKs	County of Santa Cruz, Human Services Department, Employment & Benefit Services Division	DocuSigned by:  Randy Morris Executive Director
Temporary Assistance for Needy Families/CalWORKs	Washoe Tribal TANF	Refused
Santa Cruz County	Board of Supervisors	DocuSigned by:  Manu Koenig Chair

DocuSigned by:  Rudy Marquez County Counsel	Approved as to Form: 7/19/2022 Date	DocuSigned by:  Enrique Salazar Risk Manager	Approved as to Insurance: 7/20/2022 Date
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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

AJCC INFRASTRUCTURE COST SHARING BUDGET

Cost Category	Line Item Cost Detail	Frequency	Cost	Monthly Partners Apportioned Cost
Rent				
Rental of Facilities	Total Lease Agreement	Monthly	80,202.83	
	Adj Non-Partner Program's Share	Monthly	(44,236.96)	
	WDB and Partners	Monthly		\$ 35,965.87
Utilities & Maintenance				
Electric, Gas, & Water	Included in Monthly Rent	Monthly	-	-
	Security	Monthly	-	-
Parking Permits - Shared Costs	190 Parking Spaces (39 WDB & Partners)	Annually	2,753.72	229.48
High Speed Internet & Telephone		Monthly	7,047.07	7,047.07
	WDB and Partners		9,800.79	\$ 7,276.55
Equipment				
Copiers				
	12 W. Beach St			
	22B76698 Copy Use	Monthly	9.68	4.34
	22B75079 Copy Use	Monthly	26.39	11.83
	16 W. Beach St			
	22B77250 Copy Use	Monthly	13.09	5.87
	18 W. Beach St			
	22B00374 Copy Use	Monthly	12.52	5.62
	22B00320 Copy Use	Monthly	25.60	11.48
	22B00376 Copy Use	Monthly	86.76	38.91
	22B01154 Principal & Interest	Monthly	114.45	51.32
	Copy Use	Monthly	22.93	10.28
	22B75866 Copy Use	Monthly	15.35	6.88
	Equipment Total	Monthly	326.77	
	Adj Non-Partner Program's Share	Monthly	(180.24)	
	WDB and Partners	Monthly		146.54
			Total Monthly Cost	\$ 43,388.96

Work Space Sq/Ft		
WDB/TANF	Other Programs	
20,616	25,356	
45%	55%	

Total Sq Footage	20,616
Mo Cost/Sq Ft	\$ 2.10
Annual Cost/Sq Ft	\$ 25.20

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
WDB	4,644	12.06%	902	5,546
TANF	12,618	32.78%	2,451	15,070
OTHER PROGRAMS	21,232	55.16%	4,125	25,356
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)
Seating	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
1-Hr Corridor	8	0.5	4	96	384.00
Training Room 2	2.875	2.75	7.90625	96	759.00
Training Room 3	2.875	2.75	7.90625	96	759.00
Resource Room	1.625	5.3125	8.6328125	96	828.75
Mens Room - Front	1.4375	2.5	3.59375	96	345.00
Womens Room - Front	1.4375	2.5	3.59375	96	345.00
Staff Mens Room	1.9375	1	1.9375	96	186.00
Staff 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)
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
Room 149	1	1	1	96	96
TOTAL WDB SQUARE FOOTAGE					4,643.63
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 3
SUMMARY OF AJCC INFRASTRUCTURE COST SHARING METHODOLOGY

				DEDICATED AND COMMON AREA SPACE RENTAL COST			OTHER INFRASTRUCTURE COSTS		
Partners	Dedicated Sq Ft	Common Area Sq Ft	Total Sq Ft	Share of Annual Common Area Rental Cost	Annual Dedicated Work Space Rental Cost	Annual Total Space Rental Cost	Utilities & Maintenance	Equipments	Partner Annual Share
WDB	4,644	902	5,546	\$ 18,886	\$ 97,215	\$ 116,102	\$ 23,489	\$ 473	\$ 140,064
TANF	12,618	2,451	15,070	\$ 51,320	\$ 264,168	\$ 315,489	\$ 63,829	\$ 1,285	\$ 380,604
	17,262	3,354	20,616	\$ 70,207	\$ 361,384	\$ 431,590	\$ 87,319	\$ 1,758	
TOTAL ANNUAL COSTS									\$ 520,668

Attachment 4
Affiliate AJCC Infrastructure Cost

Operating Costs for Capitola October 2021

Facility: Capitola Workforce Services Office
Building ID: 0136
Facility Address: 2045 40th Avenue
Facility Square Footage: 7,487
Monthly Rent: \$21,184.46

	Monthly, \$/sq. ft.	Annual, \$/sq. ft.	Total Annual Cost
Base Rent	\$2.83	\$33.95	\$254,213.52
Utilities (Inclusive)	\$0.00	\$0.00	\$0.00
<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			
Security Alarm Monitoring (M49383-7100, 3/1/20 - 2/28/22)	\$0.00	\$0.05	\$360.00
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 (M0113283 (Amd 2), 8/1/19 - 2/28/22)*	\$0.84	\$10.05	\$75,236.73
RELPS Lease Management Surcharge **	\$0.00	\$0.03	\$255.04
TOTAL:	\$3.67	\$44.09	\$330,065.29

Total Operating Cost per square foot, per month **\$3.67**

Notes:

*2 security guards working 9 hr shifts (January 2021 - December 2021)

**A Lease Management charge of 1.24% of the monthly rental rate reflects the Department of General Services' Real Estate Services Division surcharge to the Department (FY 21/22).



*Business Operations Planning
And Support Division*

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	37.50%
EDD Exclusive	101	Workshop Room	328		
	102	Small Conference Room; 50% of 557	278.5		
	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			4938.5	52.30%
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 20 hours/week=50% of 557	278.5		
	TOTAL Partner Exclusive			781.5	10.10%
TOTAL Building Space			9159	99.90%	

Attachment 6: Sharing Infrastructure Costs Methodology
Affiliate AJCC Co-located Partners Cost Sharing

Exclusive Space	
EDD Tenant: Tribal TANF	299
TANF: CalWrks	278.5
WIOA Title I	204
EDD	4938.5
TOTAL	5720

check
5720
3439
9159

Share of Common Area					
EDD Tenant: Tribal TANF	299/5720=	5.23%	X	3439	179.86 SQ FT
TANF: CalWrks	278.5/5720=	4.87%	X	3439	167.48 SQ FT
WIOA Title I	204/5720=	3.57%	X	3439	122.77 SQ FT
EDD	4938.5/5720=	86.33%	X	3439	2968.89 SQ FT

PARTNER	Share of Common Area	+	Exclusive Area	=	TOTAL SQ. Footage	X	\$44.09 (Cost of annual SQ.Footage)	=	Partner Annual Share	/12 months	=	monthly cost
EDD Tenant: Washoe Tribal TANF	179.86	+	299	=	478.86	X	\$44.09 (Cost of annual SQ.Footage)	=	\$ 21,112.94	/12 months	=	\$ 1,759.41
TANF: CalWrks	167.48	+	278.5	=	445.98	X	\$44.09 (Cost of annual SQ.Footage)	=	\$ 19,663.26	/12 months	=	\$ 1,638.60
WIOA Title I	122.77	+	204	=	326.77	X	\$44.09 (Cost of annual SQ.Footage)	=	\$ 14,407.29	/12 months	=	\$ 1,200.61
EDD	2968.89	+	4938.5	=	7907.39	X	\$44.09 (Cost of annual SQ.Footage)	=	\$ 348,636.83	/12 months	=	\$ 29,053.07

check 3439 5720 9159 \$ 403,820.31 \$ 33,651.69

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	SCAIR WIOA Sect 166	CET WIOA Sect 167	SER WIOA Sect 167	WIOA Title III WP	WIOA Title II WASCAE	DOR WIOA Title IV	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	SCAIR WIOA Sect 166	CET WIOA Sect 167	SER WIOA Sect 167	WIOA Title III WP	WIOA Title II WASCAE	DOR WIOA Title IV	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	SCAIR WIOA Sect 166	CET WIOA Sect 167	SER WIOA Sect 167	WIOA Title III WP	WIOA Title II WASCAE	DOR WIOA Title IV	Title V Older Americans Act Peninsula Family Service	Carl Perkins CTE Cabrillo	TAA EDD	Vets EDD	CAB	HUD	EDD UI	TANF
Basic Career Services 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	\$1,322,411	\$25,000	\$200,000	\$45,000	\$568,537	\$42,200	\$806,882	\$16,380	\$84,000	\$15,178	\$143,907	\$84,000	\$10,000	\$18,955	\$8,420,545
Applicable Career Services	WIOA Title I	SCAIR WIOA Sect 166	CET WIOA Sect 167	SER WIOA Sect 167	WIOA Title III WP	WIOA Title II WASCAE	DOR WIOA Title IV	Title V Older Americans Act Peninsula Family Service	Carl Perkins CTE Cabrillo	TAA EDD	Vets EDD	CAB	HUD	EDD UI	TANF
Individual Career Services Comp Assessment Individual Employment Plan Career Plan/Counsel Short Term Prevoc Internships/WEX Out of Area Job Search Financial Literacy IET/ELA Workforce Preparation	\$595,598	\$8,173	\$200,000	\$45,000	\$100,330	\$300,000	\$3,227,530	\$18,200	\$36,000	\$2,678	\$25,395	\$36,000	\$17,600	\$0	\$1,259,932
Consolidated budget total of career services delivered through the One-Stop system											\$17,675,143				

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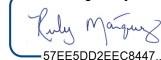
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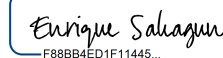
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Enrique Sahagun

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Risk Manager

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County of Santa Cruz

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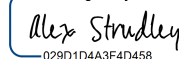
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Alex Strudley

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Alstrudl@cabrillo.edu

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Director of Procurement and General Services

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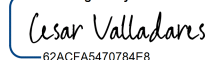
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Cesar Valladares

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Cesar.Valladares@edd.ca.gov

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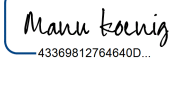

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Denise Dorsey Denise.Dorsey@dor.ca.gov Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 73.189.36.156	Sent: 7/20/2022 11:39:41 AM Resent: 7/28/2022 2:09:43 PM Viewed: 7/28/2022 3:37:05 PM Signed: 7/28/2022 3:37:46 PM
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Dr. Nancy Bilicich Nancy_Bilicich@pvusd.net Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 24.16.72.46 Signed using mobile	Sent: 7/20/2022 11:39:41 AM Viewed: 7/20/2022 3:19:53 PM Signed: 7/20/2022 3:29:33 PM
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Emma Trevino ETrevino@ser-national.org Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 23.113.182.221	Sent: 7/20/2022 11:39:41 AM Viewed: 7/20/2022 12:07:33 PM Signed: 7/20/2022 12:07:48 PM
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Heather Cleary hcleary@peninsulafamilyservice.org CEO Peninsula Family Service Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 192.184.149.65	Sent: 7/20/2022 11:39:42 AM Resent: 7/28/2022 2:09:44 PM Resent: 8/1/2022 10:29:50 AM Viewed: 8/2/2022 9:30:35 AM Signed: 8/2/2022 9:32:08 AM
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<p>Hermelinda Sapien hsapien@cet2000.org Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 7/20/2022 8:43:24 PM ID: dc250477-b3ca-4aba-88dd-bd73a7395b31</p>	<p>DocuSigned by: <i>Hermelinda Sapien</i> 27DC8B307E4A443...</p> <p>Signature Adoption: Drawn on Device Using IP Address: 166.205.87.51 Signed using mobile</p>	<p>Sent: 7/20/2022 11:39:42 AM Viewed: 7/20/2022 8:43:24 PM Signed: 7/21/2022 7:13:27 AM</p>
<p>Jennifer Panetta jennyp@hacosantacruz.org Executive Director Housing Authority of the County of Santa Cruz Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 5/24/2022 9:36:15 AM ID: 19e5a06f-2671-4b6f-b975-540964fa4fc1</p>	<p>DocuSigned by: <i>Jennifer Panetta</i> 0802CCFEFF6A479...</p> <p>Signature Adoption: Drawn on Device Using IP Address: 209.37.103.155</p>	<p>Sent: 7/20/2022 11:39:43 AM Viewed: 7/20/2022 12:48:25 PM Signed: 7/20/2022 12:49:08 PM</p>
<p>Maria Elena De La Garza MariaElena@cabinc.org Executive Director Community Action Board of Santa Cruz County, Inc. Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 7/21/2022 10:24:56 AM ID: 5609798e-02c1-49ae-b2f0-8e0453147816</p>	<p>DocuSigned by: <i>Maria Elena De La Garza</i> 544617DA76FF4E8...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 68.189.119.6</p>	<p>Sent: 7/20/2022 11:39:43 AM Viewed: 7/21/2022 10:24:56 AM Signed: 7/21/2022 10:25:11 AM</p>
<p>Rob Morse robmorse1@outlook.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 7/21/2022 8:52:17 PM ID: a00eb97e-eb1a-4801-9334-a4730ec687cf</p>	<p>DocuSigned by: <i>Rob Morse</i> 10935F123F4F4E1...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 73.231.68.252</p>	<p>Sent: 7/20/2022 11:39:43 AM Resent: 7/21/2022 9:17:26 AM Viewed: 7/21/2022 8:52:17 PM Signed: 7/21/2022 8:53:32 PM</p>
<p>Theresa Woo Theresa.Woo@dor.ca.gov Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure:</p>	<p>DocuSigned by: <i>Theresa Woo</i> C83EF80860024C3...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 70.90.166.102</p>	<p>Sent: 7/20/2022 11:39:44 AM Viewed: 7/20/2022 5:37:01 PM Signed: 7/20/2022 5:42:39 PM</p>

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<p>Wanda Michaelis wanda@scairinc.org Executive Director Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 7/20/2022 12:24:25 PM ID: bece617f-f8bf-45ae-93ba-8d50b666a65b</p>	<p>DocuSigned by:  A593B463E44F4C5...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 68.111.158.97</p>	<p>Sent: 7/20/2022 11:39:45 AM Viewed: 7/20/2022 12:24:25 PM Signed: 7/20/2022 12:25:52 PM</p>
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<p>Manu Koenig manu.koenig@santacruzcounty.us Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 8/29/2022 11:29:50 AM ID: d26c3d1b-a493-4461-97b2-fc936486dc9e</p>	<p>DocuSigned by:  43369812764640D...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 63.249.70.62</p>	<p>Sent: 8/29/2022 10:54:19 AM Viewed: 8/29/2022 11:29:50 AM Signed: 8/29/2022 11:31:01 AM</p>
<p>Randy Morris Randy.Morris@santacruzcounty.us Director County of Santa Cruz Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 3/1/2022 8:02:45 AM ID: c7362043-de18-4181-9754-5e8c969f03c1</p>	<p>DocuSigned by:  D1FBBB7500084B1...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 24.4.141.223</p>	<p>Sent: 8/29/2022 11:31:05 AM Viewed: 8/29/2022 11:38:06 AM Signed: 8/29/2022 11:38:36 AM</p>

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