



**Workforce Innovation and Opportunity Act
(WIOA)
Local Plan
Program Years 2021-2024**

Local Workforce Development Area:

Name: Monterey County Workforce Development Board (MCWDB)

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Executive Summary

The Monterey County Workforce Development Board (MCWDB) is a division within the Monterey County Administrators Office of Intergovernmental and Legislative Affairs Divisions. The MCWDB is proud to present the 2021-2024 Local Plan in accordance with the Regional and Local Planning Guidance issued on January 29, 2021.

The Local Plan is a WIOA requirement that aims to demonstrate operational alignment with the strategic objectives outlined in the accompanying Regional Plan, promote coordination with local partners, and showcase key service delivery strategies. This local plan explores the extent of braided resources, support provided to relevant workforce system partners, and strategic partnerships.

The 2021-2024 Local Plan takes a deeper dive into local operational systems and processes stemming from the vision outlined in the Regional Plan. The Local Plan covers a range of topics, with particular emphasis on CalFresh Employment and Training services; coordination with Local Child Support Agencies (LCSAs); alignment with Comprehensive Integrated Employment (CIE) Blueprint and serving those with developmental and intellectual disabilities; supporting frontline staff in digital fluency, distance learning, and cultural competencies; Rapid Response and Layoff Aversion Activities, Youth Workforce activities; and the fulfillment of AJCC Operator duties.

A key component of the Local Plan is the coordination and collaboration with local workforce partners to accomplish the visions laid out in the Regional Plan. The Local Plan highlights some of the key cooperative agreements and core partnerships defined under WIOA section 121, including WIOA Title II, WIOA Title III, WIOA Title IV, and Carl Perkins Technical Education.

The 2021-2024 Local Plan was developed with input and support from key stakeholders, ensuring that the vision and goals outlined in this plan are aligned with local partners.

WIOA Core and Required Partner Coordination

How Local Boards and AJCC partners will coordinate the services and resources identified in their MOU, as outlined in WSD18-12 (PDF), WIOA Memorandums of Understanding.

The Monterey County Workforce Development Board (MCWDB) is a part of a national effort to provide quality employment and training services to job seekers and employers. The MCWDB collaborates with various county agencies and programs, schools, colleges and the business community as described in the WIOA Memorandum of Understanding.

The MCWDB's MOU with the partners has identified three priority areas to coordinate the services and resources in partnership with core partners of the AJCC delivery system. The priority areas include:

- 1. Employer Engagement** – The MCWDB seeks to increase engagement with employers to meet the workforce needs of priority sectors of the local and regional economies. The MCWDB strives toward employer engagement efforts that align job seeker services with industry needs and have increased focus on small employers and priority industry sectors. The MCWDB pilots common measures for all partners to use to track employer services and employer engagement activities. MCWDB partners also build on existing employer engagement efforts, such as the Slingshot Initiative, and LMI data systems to strengthen what works and avoid duplication of earn-and-learn models of training. These efforts include internships, customized training, incumbent worker training, and apprenticeships.
- 2. Aligning Career Pathways and Sector Strategies** – The MCWDB seeks to increase the number of individuals who obtain a marketable and industry-recognized credentials or degrees through the development of career pathways that align to regional sector strategies that create multiple entry and exit points for job seekers and align programs with in-demand industries and occupations. The MCWDB and its Business Services Team focus on convening employers in the priority industry sectors to better understand their needs. The MCWDB also works with community colleges and other training providers to develop and define a strategy for aligning training and education curricula with industry-valued credentials in each target sector. There is also emphasis on ensuring that these credentials are stackable and provide onramps to sector pathways. Additionally, the AJCCs coordinate with youth service providers to increase service for out-of-school and disconnected youth, and develop new work experience opportunities in the priority sectors that represent on-ramps into regional career pathways. The MCWDB continues to work on strategies to develop and test measures for the AJCCs to better track progress in reaching the goal of self-sufficiency for youth and adults. Some of these measures include tracking livable wages, retention rates, credential and skill attainment, customer satisfaction surveys of job quality, and the number of job placements at Economic and Background Analysis.

3. **System Alignment and Accountability** – This includes supporting system alignment, service integration, and continuous improvement. The MCWDB is working to identify ways to reduce duplication in service delivery and in fiscal operations by enhancing partner presence at the AJCCs and developing common customer flow protocols (intake, assessment, referral) to align the system with human-centered design principles. The AJCCs partners will continue to build a stronger partnership to better serve hard-to-serve target populations in the area, especially those who are basic skills deficient and limited English populations. These partnerships will focus on ongoing discussions of co-location, streamlined intake and assessment, and resource sharing. The MCWDB will work collaboratively with its North Central Coast RPU partners to identify possible methods to minimize costs related to procurement, staff training, data systems, and evaluation tools through cost sharing. The MCWDB will also collaborate with its partners to ensure cross-training is offered to AJCC partner agencies, increase staff awareness of how to serve customers with special emphasis on customers who are unemployed, underemployed, low skilled, low-income, veterans, individuals with disabilities, youth, and other at-risk populations. By focusing efforts on these priorities and strategies, the MCWDB will make progress towards achieving its vision and promoting continuous improvement in its performance measures over time.

How the Local Board and AJCC partners will work towards co-enrollment and/or common case management as a service delivery strategy, as outlined in WSD19-09 (PDF), Strategic Co-Enrollment – Unified Plan Partners.

The MCWDB believes strong relationships with educational institutions are critical for many of the services the AJCC delivers on a regular basis. To facilitate the development of career pathways and co-enrollment, MCWDB makes sure there is regular communication between institutions. This helps coordinate education and workforce activities with secondary and postsecondary programs.

Across the North Central Coast Region, the MCWDB has worked with the local workforce development boards to align local area policies to include a commitment to co-enroll participants so that if a participant moves from one region to another with the North Central Coast RPU, they may receive uninterrupted services. The SB1 program is another commitment to co-enroll participants that the newly formed North Central Coast Region is involved in. The SB1 Program is a Tri-County apprenticeship preparation program designed for the construction industry that helps prepare applicants to enter and succeed in a registered apprenticeship program. This program is a grant awarded by the State California Workforce Development Board, supporting High Road Construction Careers.

The MCWDB strongly encourages its service providers to pursue co-enrollment in Title I youth services and Title II adult education programs that foster collaboration, educational persistence,

and provide a valuable steppingstone to occupational credentials and higher wages. Through referrals and/or co-enrollment, MCWDB's service providers work with its Title II adult education partners to develop additional credentialing benchmarks. This coordination ensures basic and occupational skills can be developed on a short timeline that quickly re-inserts participants into the labor force--even if only on a part-time basis--while continuing their education or training. Additionally, all core partner programs will continue to develop and foster strong partnerships with Department of Rehabilitation to identify eligible customers for co-enrollment. Every effort is made to accommodate customer needs through adaptive services and accessible meeting space through the multiple satellite AJCC locations.

How the Local Board and AJCC partners will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and other means.

The MCWDB and AJCC partners have developed mechanisms to offer services through the use of technology in the last year, in major part due to the coronavirus pandemic requiring the AJCCs and partners to shutter their doors for walk-ins and appointments. Therefore, the MCWDB went out for RFQ's to provide customers the opportunity to continue to access the services of the AJCCs and also be provided training where online training is possible. The following services are provided to ensure the one-stop delivery system, including in remote areas through the use of technology are being offered:

- Premier Virtual One Stop system offering interactive virtual Job Fairs
- AJCC partners offering virtual one stop services and programs to all customers
- MCWDB offering Business Engagement services online including several grants to small businesses ranging from \$1,500 to \$10,000 to support Business through the pandemic to remain open with substantial changes.

Phone and virtual appointments are also available to those interested. To set up appointments, customers only need to call the numbers that are readily accessible on the MCWDB website. The MCWDB also offers up to \$800 in utility assistance for those who qualify under-COVID-19 related criteria.

How the Local Board and AJCC partners will coordinate workforce and education activities with the provision of appropriate supportive services.

The MCWDB adopted a supportive services policy which establishes supportive service limitations, based on funding availability, for each enrolled WIOA Title I adult, dislocated

worker, and youth customer. This broad policy incorporates detailed supportive service requirements, including the development and retention of appropriate documentation of the need for, and provision of, supportive services. To facilitate the success of participants, the MCWDB continues its partnership with program providers and education providers to offer supportive service to eligible individuals to remediate external barriers to employment such as transportation issues, childcare and other appropriate supportive needs. Details of the supportive service strategy is detailed in the AJCC MOU through a matrix of service offerings that outline which partners provide services, including supportive services, and how customers might have access to the services offered in-house, remotely, or via brochure or handout. For more information, please see Appendix 2A.

State Strategic Partner Coordination

How the Local Board will coordinate with County Health and Human Services Agencies and other local partners who serve individuals who access CalFresh Employment and Training services.

In light of the COVID-19 pandemic and the substantial impacts among traditionally underserved populations, the Monterey County Workforce Development Board's work with the County Health and Human Services Agencies and County Department of Social Services to ensure access to CalFresh Employment and Training Services has taken on increased importance.

Aside from COVID-19-related collaboration, the MCWDB continues a number of activities to reinforce cooperation between the agencies. For instance, the MCWDB has held public comment and listening sessions to review and improve CalFresh Employment & Training for Individuals with Disabilities. The MCWDB also continues to disburse WIOA funds to support and enhance training programs and services in the local area that are outside of the traditional funding sources like CalWORKS, PELL Grants and Wagner/Peyser funds. The MCWDB will also continue to work with the Monterey County Department of Social Services to maximize resources and enrollment opportunities within the CalFresh program. The AJCC's in Monterey County will also continue to work with local Community Based Organizations (CBOs) and other partners to better serve formerly-incarcerated individuals, non-custodial parents, and those afflicted by the pandemic.

The Referral system developed in the process of drafting the 2017-2020 Local Plan continues to ensure that there is integrated access and interaction of services and supports. This means that local partners can refer and serve any individual in the system. It is important that customers are able to start in one system and flawlessly enter or transfer to other programs and partners. This is especially true during a time when face-to-face interactions should be limited. Monthly

AJCC meetings will continue to seek input and feedback in order to maximize the effectiveness of the system and increase efficiencies.

As outlined in the RPU's 2021-2024 Regional Plan, sector pathways that provide "high road" jobs with living wages, upward mobility, and benefits will continue to receive particular attention and support. The MCWDB understands that placing individuals into low-paying jobs with no prospects of advancement merely extends the challenges customers face. The MCWDB will continue to work with Social Services agencies and education providers to enhance and support entry into "high-road" pathways.

How the Local Board will coordinate with Local Child Support Agencies and other local partners who serve individuals who are non-custodial parents.

The COVID-19 pandemic has reinforced the importance of local and regional partnerships. The Bright Beginnings Early Childhood Development Initiative is a coalition of partners looking to provide coordinated support for emergency early childhood care and education. This county-wide initiative connects essential workers with the childcare they need and supports parents who are adapting to Shelter-in-Place orders. In addition to these partnerships, the MCWDB also provides up to \$800 in housing, utility, or childcare assistance for individuals who meet the COVID-19-related requirements.

The MCWDB continues to rely heavily on feedback and input from the County Child Support Services Agency and relevant CBOs to better understand the opportunities to improve Child Support Services. The MCWDB continues to host monthly meetings with CBOs and faith-based organizations to discuss how to best serve program participants so that they may continue to advance in their professional careers while their child receives quality care. Once again, braided supports and integrated offerings are an essential component in the success of these programs.

The MCWDB and partners—including the Local Child Support Agency (LCSA) and Adult Education Block Grant (AEBG) partners—will continue to holding meetings and work together to identify and connect noncustodial parents to resources available to them. The MCWDB's partnership with the LCSA also works to support unemployed, underemployed, and payment-delinquent non-custodial parents. A continued goal of this partnership is additional family law facilitators, who work with recently-released individuals to access support services and return as contributing members to society. The LCSA and MCWDB partnership also works with Encompass Community Services, which provides assistance and support in finding employment to parent groups and fathers.

The GEO Re-entry program is another collaborative effort between the LCSA and MCWDB. The GEO Re-entry programs work with justice-involved individuals in evidence-based treatment and supervision programs. The MCWDB-LCSA partnership provides support services for noncustodial parents to enter, retain, and advance in their current work or educational goals.

These goals are often geared towards entry into “high road” jobs, so individuals who successfully complete these programs are able to sustain themselves and their families.

The MCWDB-LCSA partnership continues to develop and enhance the referral and outreach processes. The introduction of referrals to LCSA has enhanced efficiency across support providers, and expanded the offerings available through braided resources. In addition to referral systems supported by the MCWDB, the LCSA holds outreach programs within communities to encourage application and participation.

How the Local Board will coordinate with Local Partnership Agreement partners, established in alignment with the Competitive Integrated Employment Blueprint, and other local partners who serve individuals with developmental and intellectual disabilities.

The MCWDB works closely with the Department of Rehabilitation (DOR) in order to help improve opportunities for persons with disabilities and developmental disabilities. Much of the current partnership stems from an agreement outlined by the DOR and the State Board, which highlights four main policy priorities for the DOR. The four priorities are: services to youth, employer engagement, capacity building, and Competitive Integrated Employment (CIE). MCWDB works with the DOR to support all four of these priorities.

In 2018 the partnership agreement was adapted to require Local Boards and Regional Planning Units to include specific planning guidance in their regional and local plans. This strengthened partnership has led to a number of changes, including co-location of DOR staff at AJCC’s eight hours per month. This time is often spent providing training and updated guidance to better assist AJCC customers. The DOR also holds monthly meetings with AJCC staff to discuss strategies and opportunities for collaboration. This close partnership helps support capacity building and provide disability awareness training to a broader audience. This close partnership also results in a better integration of services and resources.

The MCWDB also works with the DOR to provide employer engagement services that include sharing information on employer incentives, requirements, and best practices for hiring individuals with disabilities. The DOR also provides input on Regional Plans, targeted industries, and prioritized careers, geared particularly towards youth and individuals with disabilities. The DOR also offers on-the-job trainings for customers with intellectual or developmental disabilities. The MCWDB will also continue to work with the DOR on Competitive Integrated Employment strategies through coordination with AJCC, stakeholder meetings, and collaboration on regional strategy and policy.

How the Local Board will coordinate with community-based organizations and other local partners who serve individuals who are English language learners, foreign born, and/or refugees.

Community-based organizations (CBOs) play a large role in the MCWDB's efforts to serve individuals who are English language learners, foreign born, and/or refugees. Monterey County has five different WIOA Title II Adult Education and Literacy partners, including the Gonzales Adult School, Monterey Adult School, Pacific Grove Adult School, Salinas Adult School, and Soledad Adult School. MCWDB also works with Hartnell College, Salinas Valley Adult Education Consortium, and Monterey Peninsula College on Carl Perkins Career Technology Education programs. As emphasized in the 2021-2024 Regional Plan, the mission of MCWDB and its partners is to help individuals get the necessary skills and education to attain high road jobs that pay living wages and offer upward career mobility within Monterey County.

The One Stop Operator continues to hold monthly meetings with Partners including Adult Education that works with English Language Learners. Some providers have had to shutter their doors due to COVID-19, but others, including CASAS, MCOE/Hartnell, and Deferred Action Childhood Arrivals, continue to provide updates at the monthly meetings that discuss where ESL classes are being held, outreach for those qualifying for Youth programs, the training for cross cultural Customer Service by partners, and others.

Local partners are often the best way of connecting to those in need. In this regard, MCWDB tries to work with as many CBOs, non-profits, and other organizations to develop a better sense of who is in need and what services are needed. For example, the undocumented community—which is typically comprised of individuals who are hesitant to reach out to local government—are primarily supported by three non-profits. By partnering with these non-profits and assisting them in their specific services—paid internships, GED attainment, and dependent support services—the MCWDB is able to assist populations that otherwise may go unnoticed and unserved.

The MCWDB also works with partner agencies to ensure that they are focusing on these historically underserved populations. The revamped referral process has led to the substantial improvement of the provision of interconnected resources among these populations. The MCWDB website also now includes a list of AJCC partner organizations and their partner programs.

WIOA Title I Coordination

Training and/or professional development that will be provided to frontline staff to gain and expand proficiency in digital fluency and distance learning.

The MCWDB provides ongoing training and/or professional development to staff and partners' staff on ongoing basis to ensure customers receive the utmost in professional service. The requirements of digital literacy are constantly changing in line with the ways in which technology is being used and how to get the most out of it. This means that improving the digital literacy of staff is key when it comes to ensuring MCWDB can remain effective and efficient. The MCWDB is committed to continue to provide staff the necessary skills to stay competitive. Upskilling our staff is an ongoing goal designed to ensure that staff are up-to-date with technological skills needed to navigate our increasingly digital world. Below is a list of the key areas we are looking at that could help boost the digital literacy of our staff. These will be provided by webinars by qualified trainers.

- Communication and collaboration
 - Social media
 - Digital tools
 - Concepts around the digital era
 - Skills needed for digital engagement
- Cybersecurity Knowledge of possible security risks
 - How to reduce them
 - What to do in the case of a cyberattack
 - How staff actions can cause risks
- The law and ethics
 - Sharing information via email
 - Discussing business or clients on social media
 - Issues surrounding confidentiality

Training and/or professional development that will be provided to frontline staff to ensure cultural competencies and an understanding of the experiences of trauma exposed populations.

The MCWDB provides ongoing training and professional development to staff and partner's staff on ongoing basis to ensure customers receive the utmost in professional service. In 2020 MCWDB initiated its WIOA University trainings for our staff, a catalog of workforce professional trainings. WIOA Staff and Partners Staff are obligated to complete 40 hours of training annually. MCWDB has made the Dynamic Works Professional Development Certification Training available to all staff. The Foundations of Workforce Development Professional Certification contains 9 courses and a Final Certification Exam. These professional competency courses are developed around the National Association for Workforce Development Professionals (NAWDP) core competency defined areas. We are very pleased with the results of

our Dynamic Works Workforce Professional Certification Program where we had 37 staff participate and a 95% completion rate by the end of 2020.

The MCWDB continues to work with its partners to ensure that cultural competence and understanding of the experiences of trauma exposed populations are integrated into daily operations and execution of duties. This includes annual instruction, as per the Health and Human Services agencies, so all staff understand the need to support the behaviors, attitudes, and policies that come together in a unified system. This will also provide professionals with the toolkit to enable them to work effectively in cross-cultural situations.

MCWDB is currently working on developing an ongoing training curriculum and manual for Professional Development for front line WIOA and Partner staff in Trauma Informed Care. This training will help staff understand the causes and symptoms of trauma, how they can relate to people in a trauma-aware manner and contribute to the healing process. This curriculum and manual will give staff a new level of understanding about trauma so they can make sure that their work helps to support people on the road to recovery. This past year we began our Trauma Informed Care trainings with a three-part Social Emotional Learning Workshop on the therapeutic principles of trauma-informed care.

How the Local Board will coordinate workforce investment activities carried out in the Local Area with statewide rapid response activities, as outlined in WSD16-04 (PDF), Rapid Response and Layoff Aversion Activities.

The primary purpose of Rapid Response is to enable affected workers to return to work as quickly as possible following a layoff, or to prevent layoffs altogether. To accomplish this, the MCWDB and its regional partners, applied for a grant (RPI 2.0) to build infrastructure necessary to maximize resources for the region. The goals of the RPU Slingshot 2.0 were to create a regional and uniform approach to Business Services alignment and regional sector analysis. By developing the regional system, the local system of businesses and employees have benefitted by having a region-wide uniform approach to supporting business with quick and timely layoff aversion activities. This uniformity has streamlined efficiency and the timely provision of services.

The MCWDB also engages with the regional partners and statewide partners in quarterly meetings for roundtable discussion of best practices, that are then brought back and implemented at the local level. The MCWDB and regional partners hold quarterly Business Engagement and Rapid Response meetings, though these meetings have recently transitioned to Zoom online conference with participation from each local jurisdiction. At these conference meetings the region discusses best practices, provides updates on how to deliver a common message, and participates in region-wide training.

By April of 2020, the importance of the Rapid Response and Layoff Aversion Activities programs were on full display from the impacts COVID-19 brought to the businesses in Monterey County. The MCWDB programs offer services to employers and employees alike. Employers can receive benefits that include On-the-Job Training that is reimbursed up to 50% of cost, access to the CalJOBS system (including job postings and labor market information), and resources available to employees. Some employee benefits include access to a wide range of free online courses from top providers of Massive Open Online Courses (MOOCs) like Coursera and EdX, which hosts courses by Harvard, MIT, and others. Employees can also get access to job readiness assessments and resume and interview preparation.

SkillUp Monterey is an initiative that provides access to over 5,000 online courses covering topics ranging from Microsoft Office to Leadership to Customer Service. SkillUp Monterey also includes access to career pathways tools and certification training, including IT Professional Certifications like COMPTIA and Amazon AWS Certified Developer. These resources and online training are available to residents of all ages who register and who are currently working with a career advisor.

A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the Local Area. This includes how the Local Board will ensure that priority for adult career and training services will be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient, as outlined in WSD15-14 (PDF), WIOA Adult Program Priority of Service.

The MCWDB adopted the WIOA Adult Program Priority of Service policy to provide guidance to the AJCC delivery system partners on how to meet the priority of service requirements. The policy states that priority of service must be given to recipients of public assistance, low-income individuals, individuals who are basic skills deficient, or veterans and their eligible spouses. Adults who receive services from WIOA-funded staff beyond self-service and information must be determined eligible, enrolled, and considered a participant for WIOA Title I services.

Individualized career services and training services must be given on a priority basis, regardless of funding levels. First priority is given to veterans and eligible spouses who are low-income, including recipients of public assistance or those who are basic skills deficient. Second priority is given to individuals who are low-income, including recipients of public assistance, or those who are basic skills deficient. Other eligible individuals who do not meet the aforementioned priorities may still be enrolled as participants in the WIOA adult program. Veterans and eligible spouses that are not low-income, recipients of public assistance, or basic skills deficient are not included in the required 51-percent priority of service calculation. Prior to the adoption of this policy, Monterey County has had a long history of serving these special populations through its WIOA adult program.

Monterey County Works is a series of initiatives by the MCWDB that are designed to provide dislocated and COVID-19 displaced workers with learning and paid work opportunities. One initiative, the Monterey County H.E.L.P program provides workers impacted by COVID-19 with 20 weeks of paid work experience. Under this program, workers assist at the local Food Banks of Monterey County and Santa Cruz County, as well as the Coalition of Homeless Service Providers in Monterey County. The Alternative Housing Site Worker Program provides those who qualify to assist at Alternative Housing Sites that are designed to temporarily house COVID-19 positive and COVID-19 exposed residents who cannot safely isolate otherwise. The Monterey County Wildfire Restoration Project allows those who qualify to access 20 weeks of paid work experience while earning \$17.50 per an hour for up to 32 hours a week.

A description and assessment of the type and availability of youth workforce investment activities in the Local Area, as outlined in WSD17-07 (PDF), WIOA Youth Program Requirements. This includes any strategies the Local Board has about how to increase the digital literacy and fluency of youth participants, including youth with disabilities.

The MCWDB has designed youth services to be completely integrated into the AJCC delivery system in Monterey County. Youth workforce development activities and services are provided through the AJCC delivery system utilizing WIOA and specialized grant project funds. Services are provided by Equus (Rescare) and Turning Point of Central California, as well as other workforce and community partners. All youth are given access to the AJCC delivery system that connects them with the full range of basic career services available in Monterey County. During the initial orientation and intake process, youth customers are asked to self-identify special needs and/or requirements to determine eligibility and priority of service. An intake assessment is used to assess language and or accessibility needs, and steps are taken to ensure meaningful access is available to limited English proficient customers, including determining the need to provide interpreting services.

AJCC service providers also administer the Test for Adult Basic Education (TABE), which helps to identify basic skills deficiencies. The results are reviewed and used to assure appropriate services are coordinated and provided to participants. To achieve alignment, Monterey County has transitioned its AJCC partners to use the Comprehensive Adult Student Assessment System (CASAS) as its primary standardized assessment instrument. WIOA eligible youth also participate in a comprehensive objective assessment to identify their skills, aptitudes, career interests, and service needs. Age appropriate assessment tools are used to fully engage youth in the process. Based on the assessment results, an Individual Service Strategy (ISS) is developed. This ISS identifies short- and long-term goals and activities to support goal attainment. Eligible youth are offered to choose from 14 youth program elements. Local area youth service providers have the flexibility to determine what specific services a youth will receive based upon the youth's assessment and service strategy. However, it is the policy of the

MCWDB to ensure that all 14 youth program elements are available to youth in Monterey County through its WIOA youth funded programs and service providers.

The MCWDB is also committed to assisting individuals with disabilities--including youth--and providing a barrier-free environment where individuals can seek to receive employment related services. MCWDB will ensure that resources are available through the AJCC delivery system, as required for individuals with disabilities. As also required, the AJCC delivery system is evaluated on a regular basis by an EEO officer to ensure its facilities are accessible to, and usable by, individuals with disabilities. Currently, the comprehensive AJCC and satellite locations are evaluated to be accessible to individuals with disabilities.

Members who serve on the full MCWDB and youth ad-hoc roundtable represent business, adult education, housing authority, K-12 education, apprenticeship training programs, youth in-school, organizations with experience in youth activities, and community-based organizations. Together, these experts help to create policy and guidelines for the AJCC delivery system to follow to meet the needs of youth, especially those who have barriers to employment. MCWDB also works with the Department of Rehabilitation and other partner organizations with expertise in serving individuals with disabilities, including youth, to seek advice on improving service access and service delivery in the AJCC comprehensive and satellite locations.

In an effort to increase the number of career pathway programs in demand industries, the MCWDB developed initiatives from past MCWDB retreats that focuses on workforce development and educational and training opportunities at various stages along a career pathway. These revamped initiatives allow workers to develop a foundation for future advancement to higher paid jobs as they progress. As a result, the MCWDB's Youth Committee (now ad-hoc workgroup) championed the idea of formulating and implementing a speaker's bureau with a goal of connecting individuals from trades and businesses to talk with students to make them aware of future high-wage, high-demand career opportunities and the educational requirements, while promoting a "classroom to the careers" mindset. In an effort to ensure continuous improvement of its WIOA programs, services and performance management, the MCWDB has taken the lead to administer a regional grant to host North Central Coast RPU training sessions for all providers and workforce stakeholders. As needed, technical assistance is provided to selected providers to further develop staff capacity in working with the various target populations, including youth.

Among specific programs, the MCWDB and the Monterey Bay Collaborative offer a Pre-Apprenticeship program that provides participants with hands on experience in the field and health and safety certifications. This Pre-Apprenticeship Program offers transition opportunities to a number of apprenticeships, including Construction Laborers, Carpenters, Plumbers, Electricians, and Operating Engineers. Many of these occupations were identified as key occupations in target industry clusters in the 2021-2024 North Central Coast Regional Plan.

Along with skills and experience like blueprint reading, applied mathematics for construction, and green construction techniques, participants receive an OSHA 10-hour safety certification, a CPR and First Aid certification, and sexual harassment identification and prevention training.

This program is open to anyone with a high school diploma or GED, but women, racial and ethnic minorities, disadvantaged youth (ages 18-25), and the formerly incarcerated are given preference.

The MCWDB also offers Monterey Cadre, a program for young adults ages 18 to 24 to participate and give back to the community while also fostering responsibility, leadership, and critical thinking. The 12-week program helps develop workplace skills such as coordination with others, confidence, teamwork, efficiency, and professionalism. The humanitarian projects help lay the foundation for more informed citizens with the capacity to inspire and mobilize others.

A description about how the Local Board fulfills the duties of the AJCC Operator and/or the Career Services Provider as outlined in WSD19-13 (PDF), Selection of AJCC Operators and Career Services Providers. This should include the name(s) and role(s) of all entities the Local Board contracts with.

The MCWDB follows the Monterey County and local procurement policies which involves a Request for Proposal (RFP) process to ensure fair and objective decision-making when awarding grant funds to qualified applicants. The competitive procurement process is in accordance with the Office of Management and Budget (OMB) Uniform Administrative requirements, Cost Principles, and Audit Requirements for Federal Awards.

The MCWDB uses the competitive procurement process to select the One-Stop Operator of the local AJCC delivery system in accordance with WIOA section 121 (d)(2)(A). The MCWDB is similarly using a competitive procurement process to award grants or contracts to youth service providers, in accordance with WIOA section 123(a).

The Local Board assures that it will select the One-Stop Operator with the agreement of the CEO, through a competitive process, or with approval from the local elected official and the Governor's Office.

The current AJCC Operator and provider of Adult, Dislocated Worker, and Youth Program Services is:

Arbor E&T, LLC dba ResCare Workforce Services (Equus)
344 Salinas Street, Suite 201
Salinas, CA 93901

Additional Youth Program Provider is:

Turning Point, Inc.
427 Pajaro Street, #2
Salinas, CA 93901

Attachment 1 Cover Sheet

1A: Stakeholder and Community Engagement Summary

1B: Public Comments Received that Disagree with Local Plan

1C: Signature Page

1D: Notice of Public Comment Period

Stakeholder and Community Engagement Summary

The development of comprehensive Local and Regional Plans entails building broad and inclusive partnerships with regional and local entities in a variety of sectors. This includes engaging with employers, labor organizations, and community-based organizations, as well as *Workforce Innovation and Opportunity Act* core, required, and strategic program partners. This will ensure the inclusion of person-centered approaches to address multifaceted barriers to employment by utilizing input from the communities.

Stakeholders participating in the planning process should include, but are not limited to, employers, labor organizations, education partners, human services and housing partners, as well as community-based organizations that provide services to target populations, such as justice-involved, English language learners, refugees, immigrants, youth, older adults, veterans, people with disabilities, and any other entities supporting historically unserved or underserved communities.

Using the template below, Regional Planning Units and Local Workforce Development Boards should provide a detailed description of how meaningful stakeholder involvement and community engagement was achieved when developing the Regional and Local Plans. This summary should be included as an attachment to both the Regional and Local Plans.

Mode of Outreach	Target of Outreach	Summary of Attendance	Comments
Public Presentation March 15, 2021	Public, Community Partners	Representatives from business districts, Salvation Army, Employment development department workforce services, department of rehabilitation services, adult education, county department of child support services, support service providers, and MCWDB staff attended this public meeting.	<ul style="list-style-type: none"> • There was discussion around difficulty for local employers to plan for the future when public health measures are always in fluctuation. • Special appreciation around technological literacy and cultural competency for frontline staff. • Would like some discussion around what collaboration looks like moving forward, particularly given the shifts to digital meetings. • There is also some opportunity to collaborate digitally in ways that were previously impossible or impractical (such as due to geographic barriers). • Addressing additional barriers of homeless

			<ul style="list-style-type: none"> • Digital will be increasingly important, yet many folks do not have internet, creating another barrier. • Explore opportunities for preventative measures and earlier engagement, such as high school students. • Might be helpful to work on specific MOUs to support specific populations. • Interest in the potential for deeper connection between Department of Rehabilitation and WIOA Title I. • Interest in seeing additional labor market information and COVID-19 impacts.
<p>Public Presentation March 17, 2021</p>	<p>Public, Community Partners</p>	<p>Representatives from salvation army, One-stop operator, county libraries, Equus workforce provider, county department of child support services, employment development department, AMPPM senior placement department.</p>	<ul style="list-style-type: none"> • Effective referrals between programs. There is not a lot of participation in high school diploma and English literacy program • Is the local plan meant to provide a broad overarching vision or specific benchmarks and goals? • Interest in opportunities for opportunities to learn more about one another to support collaboration. Suggestion that this could include on-demand video series that are always accessible. • Interest in electronic referral system. Discussion around possibility for electronic referrals and one-stop operators serving as integrators as well. • Questions around possibility for systems to support undocumented or those without certain documentation in place.

			<ul style="list-style-type: none">• Discussion around data available to examine racial and ethnic equity in service delivery.
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Monterey County Workforce Development Board
WIOA Local and Regional Plan PY 2021 – 2024 Stakeholder Engagement Session

Organization	Name	Email	Session 1	
			2	Session 3
Equus	Adrineh Terantonians	adrineh.terantonians@equusworks.com ;	x	x
North County	Aida Ramirez	aramirez@nmcusd.org ;		
EDD	Alan Burrafato	Alan.Burrafato@edd.ca.gov ;		
Hartnell	Ana Gonzalez	agonzalez@hartnell.edu ;		
Salinas Adult	Ana Mendoza Santiago	ana.mendozasantiago@salinasuhdsd.org ;		
Salinas Adult	Araceli Maupin	araceli.maupin@salinasuhdsd.org ;		
PG Adult	Barbara Martinez	Bmartinez@pgusd.org ;		
County Library	Beata Obydzinski	obydzinskiba@co.monterey.ca.us ;		
Job Corps	Brandon Magee	magee.brandon@jobcorps.org ;		
Child Support	Carmen Mendoza	MendozaC2@co.monterey.ca.us ;	x	x
Salinas City Library	Cathleen Andrews	cathleena@ci.salinas.ca.us ;		
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MC Office of Education	Christopher E Devers	cdevers@montereycoe.org ;		
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Turning Point	Debra Carrillo	dcarrillo@tpocc.org ;		
CWES	Debra McAlahney	mcalahneyd@co.monterey.ca.us ;		
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MPC	Francisco Tostado	ftostado@mpc.edu ;		
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DOR	Donne Hezel	Donna.hezel@dor.ca.gov ;	X	
Monterey County Weekly	Erik Cushman	erik@mcweekly.com ;		
SEIU Local 521	Jay Donato	jay.donato@seiu521.org ;		
Hyatt Regency Monterey	Paula Calvetti	paula.calvetti@hyatt.com ;		
Munoz and Associates	Salvador Munoz	munfris@hotmail.com ;	X	
Wells Fargo Commercial Banking Office	Sherry Farson	sherry.farson@wellsfargo.com ;		
Plumbers and Steamfitters Local 62	Steve McArthur	steve@pipetrades62.com ;		
Center for Employment Training, Services	Tom Gentle	tgentle@cetweb.edu ;		
Brickman Marketing	Wendy Brickman	brickman@redshift.net ; brickman@brickmanmarketing.com ;	X	
Coates & Associates, INC.	Douglas Coates		X	
Mission Trails ROP	Ivonne Glenn	ivonne.glenn@salinasuhdsd.org	X	
WDB	Vanessa Kor	korv@co.monterey.ca.us	X	
Monterey County Child Support	Ivonne Padilla	padillai@co.monterey.ca.us	X	
WDB	Joyce Aldrich	aldrichj@co.monterey.ca.us	X	
Equus (One-Stop Operator)	Lucy Iracheta	lucy.iracheta@equusworks.com		X

Public Comments That Disagree with the Local Plan

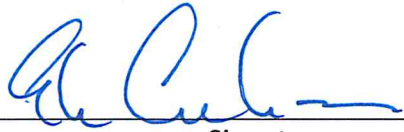
No comments were received

Signature Page

Instructions – The local CEO and Local Board chair must sign and date this form.

By signing below, the local CEO and Local Board chair request approval of Monterey County Workforce Development Board's 2021-24 Local Plan.

Local Workforce Development Board Chair



Signature

Erik Cushman

Name

Local Chief Elected Official

Signature

Wendy Askew

Name

Monterey County Workforce Development
Board Chair

Title

4/12/21

Date

Chair, Monterey County Board of
Supervisors

Title

Date



344 Salinas Street, Suite 101
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(831) 796-6434
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www.montereycountywdb.org

California Workforce Development Board
CWDB Policy Unit
PO Box 826880
Sacramento, CA 94280-0001

Greetings:

Please find enclosed Monterey County Workforce Development Board's four-year Local Plan for Program Year (PY) 2021-2024, July 1, 2021 through June 30, 2025, as required by the Workforce Innovation and Opportunity Act (WIOA) and per the guidance provided by WSD20-05.

Local timelines for the Monterey County Workforce Development Board (WDB) and Board of Supervisors' meetings did not allow for the Local Plan to be signed by the Chair of the Board of Supervisors by the State's due date of April 30, 2021. It is our intention to provide a fully signed copy of the Local Plan to the State as soon as possible but no later than June 30, 2021.

The Draft Local Plan was posted on March 26, 2021, including formally opening the public comment period. Two Local Plan Stakeholder Engagement sessions were held on March 15 and 17, including a review of the Plan and a time for public comment. The public comment period closed April 26, 2021. The Plan was approved by the WDB for submittal to the Board of Supervisors and the State of California on April 8, 2021.

Please let me know if you have any questions about our WIOA Local Plan.

Thank you.

A handwritten signature in blue ink, appearing to read "Christopher Donnelly". The signature is fluid and cursive, with a long, sweeping tail on the final letter.

Christopher Donnelly, Executive Director
Monterey County Workforce Development Board
(831) 796-6644
donnellyc@co.monterey.ca.us

Notice of Public Comment Period



668 Williams Ave
(831) 394-5656
Seaside, CA 93955

Proof of publication

State of California
County of Monterey

I am a citizen of the United States and a resident of the State of California. I am over the age of 18 years and not party to or interested in the above-entitled matter.

I am the principal clerk of *Monterey County Weekly*, a newspaper of general circulation, published weekly by Milestone Communications, Inc. in the City of Seaside, County of Monterey, and which newspaper has been adjudicated a newspaper of general circulation by the Superior Court of the County of Monterey, State of California; that the notice of which the annexed is a printed copy has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates to wit.

March 25, 2021

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Name...Linda S. Maceira

Signature... *Linda S. Maceira*

Dated:.....March 25, 2021..Monterey, California

**Notice of Public Comment Period
Regional and Local Plan Modification 2021-2024**

The Monterey County Workforce Development Board (WDB) announces that it is accepting public comment on the Draft Regional and Local Plan Modification for a 30-day period, starting on March 26, 2021 and ending on April 25, 2021 as required by the Workforce Innovation and Opportunity Act (WIOA) of 2014.

Regional Plan
The Coastal Region Planning Unit's Draft Four-Year Regional Plan Modification for 2021-2024 includes the Monterey, Santa Cruz County, and San Benito County workforce development areas. This modification plan articulates the Coastal Region's efforts to align education, training services, and regional sector needs as required under WIOA.

Local Plan
The Monterey WDB's Draft Modification of the Local Plan reflects the current and future strategies that the WDB will use to address the continuing innovation of the workforce system. The modification includes Child Support Services, CalFresh Employment & Training, Individuals with Disabilities, English Language Learnings, Foreign Born Individuals and Refugee Services.

To access the DRAFT Regional and Local Plans online, visit:
www.montereycountywdb.org/

To pick up a hard copy, visit:
Workforce Development Board
344 Salinas Street, Suite 101
Salinas, CA 93901

To request an email copy of the Draft Regional and/or Local Plans:
Submit your comments to Flor Galan at galanf@co.monterey.ca.us

Submit your comments to the following:
Local Plan comments may be emailed to Joyce Aldrich at aldrichj1@co.monterey.ca.us by April 25, 2021.
Regional Plan comments may be emailed to aldrichj1@co.monterey.ca.us by April 25, 2021

WIOA is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Attachment 2 Cover Sheet

2A: MCWDB WIOA Partners MOU



Memorandum of Understanding
between the
Monterey County Workforce Development Board (County)
and the partners of the
America's Job Center of California / One-Stop Delivery System (Partners)

I. Preamble/Purpose of MOU

In accordance with Section 121(c) of the Workforce Innovation and Opportunity Act (WIOA), this Memorandum of Understanding (MOU) has been developed and executed between the Monterey County Workforce Development Board and the America's Job Center of CaliforniaSM (AJCC) One-Stop System partners to establish an agreement concerning the operations of the AJCC / One-Stop 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.

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 Board's 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 AJCC / One-Stops 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

II. Local/Regional Vision Statement, Mission Statement, and Goals

A. Vision

The Monterey County Workforce Development Board's (MCWDB) vision is to improve the economy by promoting and supporting alignment of workforce and educational programs with priority industry

sectors and local/regional business needs. The MCWDB is designated by the Federal Workforce Innovation and Opportunity Act of 2014 (WIOA) and appointed by the Chief Elected Officials (CEO) to provide strategic policy, develop and enter into memorandums of understanding with America's Job Center of California (AJCC) partners, designate or certify AJCC operators and conduct oversight and evaluation of the local workforce development system. The MCWDB is charged with coordinating and leveraging workforce strategies between industry leaders, including organized labor, workforce professionals, education and training providers, and economic development leaders to develop workforce policies, which support local and regional economic growth and economic self-sufficiency. Collectively these stakeholders, will work together to ensure that local/regional workforce development, career services, and job training programs critical to the community, are offered through the AJCC delivery system and meet the needs of job seekers and businesses while preparing an educated and skilled workforce.

B. Mission Statement

To prepare and build a pipeline of an educated and skilled workforce, it is critical to know and understand the Coastal Regional Planning Unit (RPU) economic data, background analysis, and priority industry sectors so that local areas including MCWDB may develop goals and strategies to prioritize investments where overall economic returns are likely to be highest, specifically in industry sectors that will generate significant gains in terms of jobs and income.

C. Principals and Goals of the AJCC Delivery System from a Local and Regional Viewpoint

Key Strategic Goals, Strategies and Actions:

The MCWDB has identified three priority areas to organize its strategies for preparing an educated and skilled workforce over the next four years in partnership with core partners of AJCC delivery system. The priority areas include:

1. Employer Engagement – Increase engagement with employers to meet the workforce needs of priority sectors of the local and regional economies. MCWDB will revamp employer engagement efforts to align job seeker services with industry needs, with increased focus on small employers and priority industry sectors; MCWDB will pilot common measures for all partners to use to track employer services and employer engagement activities; MCWDB partners will build on existing employer engagement efforts, such as the Slingshot Initiative, and LMI data systems to strengthen what works and avoid duplication of employer engagement efforts across the region; and MCWDB will develop a plan to increase its focus on earn-and-learn models of training, such as work experience, internships, customized training, incumbent worker training, and apprenticeships.
2. Aligning Career Pathways and Sector Strategies – Increase the number of individuals who obtain a marketable and industry-recognized credential or degree, through the development of career pathways that align to regional sector strategies that create multiple entry and exit points for job seekers and align programs with in-demand industries and occupations. MCWDB and its Business Services Team will focus on convening employers in the priority industry sectors to better understand their needs; MCWDB will

work with community colleges and other training providers to develop and define a strategy for aligning training and education curricula with industry-valued credentials in each target sector, which will be stackable for job seekers and provide onramps to sector pathways; AJCCs will coordinate with youth service providers to increase service for out-of-school, disconnected youth and develop new work experience opportunities in the priority sectors that represent on-ramps into regional career pathways; and MCWDB will develop and test measures for our AJCCs to track progress in reaching the goal of self-sufficiency for youth and adults, such as the number of job placements at Economic and Background Analysis, livable wages, retention rates, credential and skill attainment, and customer satisfaction surveys of job quality.

3. System Alignment and Accountability – Support system alignment, service integration and continuous improvement, including identifying ways to reduce duplication in service delivery and in fiscal operations by enhancing partner presence at the AJCCs and developing common customer flow protocols (intake, assessment, referral) to align the system with human-centered design principles. The AJCCs partners will continue to build a stronger partnership to better serve hard-to-serve target populations in the area, especially those who are basic skills deficient and limited English populations through ongoing discussions of co-location, streamlined intake and assessment, and resource sharing; MCWDB will work collaboratively with its Coast RPU partners to identify possible methods to minimize costs related to procurement, staff training, data systems, and evaluation tools through cost sharing; and MCWDB will collaborate with its partners to ensure cross-training is offered to AJCC partner agencies, increasing staff awareness of how to serve customers with special emphasis on unemployed, underemployed, low skilled, low-income, veterans, individuals with disabilities, youth and other at-risk populations. By focusing our efforts on these priorities and strategies, MCWDB will make progress towards achieving our vision and promoting continuous improvement in our performance measures over time

III. Parties to the MOU

Required Core partners and Mandated Partners include local/regional representatives of the following programs:

- WIOA Title I Adult, Dislocated Worker, and Youth
- WIOA Title II Adult Education and Literacy
- WIOA Title III Wagner-Peyser
- WIOA Title IV Vocational Rehabilitation
- Carl Perkins Career Technical Education
- Title V Older Americans Act
- Job Corps
- Native American Programs (Section 166) (Not Available in the Area)
- Migrant Seasonal Farmworkers (Section 167)
- Veterans
- Youth Build (Not Available in the Area)
- Trade Adjustment Assistance Act

- Community Services Block Grant
- Housing & Urban Development
- Unemployment Compensation
- Second Chance (Not available in the Area)
- Temporary Assistance for Needy Families/CalWORKs

IV. One-Stop System, Services

A. The goals of the One-Stop delivery system are to:

- Align goals with the State of California plan(s) applicable to AJCC and partners:
 - o Foster demand-driven skills attainment
 - o Enable upward mobility for all people of Monterey County
 - o Align, coordinate, and integrate programs and services
- The AJCC and Partner physical locations and facilities enhance the Customer Experience
- The AJCC and Partners ensure Universal Access, with an emphasis of Individuals with Barriers to Employment
- The AJCC and Partners actively support the One-Stop System through effective partnerships
- The AJCC and Partners provide Integrated, Customer-Centered Services
- The AJCC and Partners are an on-ramp for Skill Development and the attainment of Industry-Recognized Credentials which meet the needs of the targeted local/regional sectors and pathways.
- The AJCC and Partners actively engage industry and labor and supports local/regional sector strategies through an integrated business service strategy that focuses on quality jobs
- The AJCC and Partners have High-Quality, Well-Informed, Cross-Trained Staffing.
- The AJCC and Partners achieve business results through Data-Driven Continuous Improvement

(See Attachment A: Description of the One-Stop System Partners, the customers served, and the services provided by each AJCC and One-Stop System Partner)

V. Responsibility of AJCC and One-Stop System Partners

The AJCC and Partners agree to share responsibility for planning, implementing and operating the system in the following manner:

- The AJCC and partners agree to participate in joint planning, plan development, and modification of activities to accomplish the following:
 - o Continuous partnership building.

- o Continuous planning in response to state and federal requirements.
 - o Responsiveness to local and economic conditions, including employer needs.
 - o Adherence to common data collection and reporting needs.
- Make applicable 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.

VI. Infrastructure Funding Agreement & Other Shared System Costs

The AJCC and One-Stop System Partners commit to following the use of the “WIOA Sample Infrastructure Funding Agreement and Other Systems Costs Budget” to negotiate the IFA at a future date with all new co-located partners to be completed no later than Dec 31, 2019, due to the change in Provider for Title I and the move of the Comprehensive AJCC during the 1st and 2nd Quarters of the 2019-2020.

(See Attachment B: Infrastructure Funding Agreement)

VII. Methods for Referring Customers

The AJCC and One-Stop System Partners commit to mutually implement processes for the referral of customers to services not provided on-site.

The referral process does the following:

- Ensure that intake and referral processes are customer-centered and provided by staff trained in customer service.
- Ensure that general information regarding AJCC programs, services, activities and resources shall be made available to all customers as appropriate.
- Customer referrals are made through a paper system, tracked by the One Stop Operator and when possible, electronically.
- Each AJCC and partner provides a direct link or access to other AJCC partner staff that provides meaningful information or service, through the use of co-location, cross training of AJCC staff, or real-time technology (two-way communication and interaction with AJCC partners that results in services needed by the customer). Also, through the use of the Partner Matrix (see attachment A), the AJCC Partner Brochure for customer use, and AJCC Partner One-page Information handouts for staff use (in paper and electronic format).

(See attachment C: Universal Referral Form)

VIII. Access for Individuals with Barriers to Employment

How the AJCC system will ensure access for individuals with barriers to employment.

- A. Definition of the term “individuals with barriers to employment.”
 - a. Displaced homemakers
 - b. Low-income individuals
 - c. Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in WIOA section 166
 - d. Individuals with disabilities, including youth who are individuals with disabilities
 - e. Older individuals
 - f. Ex-offenders/Justice Involved
 - g. Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6)), or homeless children and youths (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2))
 - h. Youth who are in or have aged out of the foster care system
 - i. Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
 - j. Eligible migrant and seasonal farmworkers, as defined in WIOA section 167(i)
 - k. Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.)
 - l. Single parents (including single, pregnant women)
 - m. Long-term unemployed individuals
 - n. Such other groups as the Governor involved determines to have barriers to employment.

- B. Commitment to offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient when providing individualized career services and training services with WIOA adult funds.
 - a. With respect to funds allocated to a local area for adult employment and training activities, priority shall be given to recipients of public assistance and other low-income individuals, and individuals who are basic skills deficient for receipt of WIOA career and training services. Local WDBs may establish additional priority groups for priority of service.
 - b. WIOA provides for a workforce system that is universally accessible and customer centered, and for training that is job-driven. Per the Workforce Innovation and Opportunity Act; Final Rule, effective October 18, 2016, the priority requirements described in this policy do not necessarily mean that only the recipients of public assistance and other low-income individuals can receive WIOA adult funded career and training services.
 - c. Therefore, MCWDB stipulates that WIOA Program staff will also serve other eligible individuals who are not recipients of public assistance, other low-income individuals, or basic skills deficient individuals after first serving those who meet the established

priority selection criteria.

- d. The WIOA adult program is statutorily required to provide priority in the following order:
 - i. Veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient.
 - ii. Individuals receiving public assistance, other low-income individuals, or individuals who are basic skills deficient.
 - iii. Veterans and eligible spouses who are not included in WIOA's priority groups.
 - iv. Individuals with family income under 250% of the Lower Living Standard Income Level (LLSIL) and for whom it is determined that the individual is in need of and can benefit from services. Long-term unemployed individuals with a barrier to employment may be enrolled under this priority. Employed individuals enrolled under this priority must have a barrier to self-sufficient employment.

Priority of service status is established at the time of eligibility determination and does not change during the period of participation. Priority of Service does not apply to the dislocated worker population.

C. All parties to this MOU will ensure that their policies, procedures, programs, and services are in compliance with the Americans with Disabilities Act of 1990 and its amendments, in order to provide equal access to all customers with disabilities.

(See Attachment D: "AJCC One-Stop system map" - identifies the location of every comprehensive, affiliate, and specialized AJCC within the Local Area.)

IX. Shared Technology and System Security

Commitment to share data and technology as well to ensure that all data and systems are secure.

- A. 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 One-Stop System 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.

X. Confidentiality

The AJCC One-Stop System Partners agree 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.
- Client information shall be shared 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.

XI. Non-Discrimination and Equal Opportunity

- A. The AJCC One-Stop System 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), in accordance with the WIOA non-discrimination and equal opportunity provisions cited in Title VI of the Civil Rights Act of 1964, Section 188 of the WIOA, and California Government Code § 12920, 12940, and 12949, and related, applicable regulations. This also applies to beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA financially assisted program or activity. In addition, sexual harassment is against the law and is grounds for filing a discrimination complaint.

- B. The AJCC One-Stop System 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.

XII. Grievances and Complaints Procedure

- A. All AJCC One-Stop System partners agree to establish and maintain a procedure for grievance and complaints as outlined in WIOA. The process for handling grievances and complaints is applicable to both 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.
- B. All AJCC / One-Stop partners shall comply with the Monterey County Workforce Development Board's #2005-10 – Grievance and Complaint Procedures policy and attachment located online at:
- 2005-10 Policy: [http://www.montereycountywib.org/policies/policies/MCWDB-Policy-2005-10-\(Rev%209-2015\).pdf](http://www.montereycountywib.org/policies/policies/MCWDB-Policy-2005-10-(Rev%209-2015).pdf)
 - 2005-10 Policy attachment: [http://www.montereycountywib.org/policies/policies/MCWDB-Policy-2005-10_Attachment-\(Rev%209-2015\).pdf](http://www.montereycountywib.org/policies/policies/MCWDB-Policy-2005-10_Attachment-(Rev%209-2015).pdf)

XIII. American's with Disabilities Act and Amendments Compliance

- A. All AJCC / One-Stop partners agrees to ensure that the policies and procedures as well as the programs and services provided at the AJCC / One-Stop are in compliance with the Americans with Disabilities Act and its amendments. Additionally, partners agree to fully comply with the provisions of WIOA, Title VI and 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.

XIV. Effective Dates and Term of MOU

- A. This MOU shall be effective on July 1, 2019. The term of this MOU shall be three years, from July 1, 2019 through June 30, 2022.
- B. This MOU shall be binding upon each party hereto upon execution by such party. The MOU will be reviewed not less than once every three years to identify any substantial changes that have occurred and amend and extend as appropriate.

XV. Modifications, Revisions, Amendments

- A. This MOU constitutes the entire agreement between the parties and no oral understanding not

incorporated herein shall be binding on 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.

- B. All parties agree that amendments affecting one partner only, or specific partners only, need only be signed by authorized representatives of the Monterey County WDB, the CEO, and the affected partner(s). Amendments that will affect the responsibilities of all parties require the signatures of all parties. All amendments will involve the following process:

The party seeking an amendment will submit a written request to the Monterey County WDB that includes:

1. The requesting party's name
2. The reason(s) for the amendment request
3. Each section of this MOU that will require revision
4. The desired date for the amendment to be effective
5. The signature of the requesting party's authorized representative.

If the request is approved, the Monterey County WDB will notify the remaining parties of the intent to amend and will provide each remaining party thirty (30) days from the date of the notice (unless another timeframe is specified in the notice) to review the anticipated amendment and to submit a response to the Monterey County WDB. Failure by a party to respond within the prescribed timeframe will be deemed that party's approval of the proposed amendment.

In the event that a remaining party has questions and/or concerns regarding the proposed amendment, the party must list its questions and/or concerns in writing and submit the list to the Monterey County WDB within the specified timeframe.

Monterey County WDB will review the listed questions and/or concerns and will issue a response within fifteen (15) days of receipt of the list. If the Monterey County WDB deems it necessary, the listed questions and/or concerns will be sent to all other parties and/or a meeting with all parties will be scheduled to discuss the proposed changes and to achieve consensus on a final amendment draft.

The final, approved amendment draft will be signed by authorized representatives of the affected partners and then submitted to the Monterey County WDB for the final signature.

Monterey County WDB will distribute copies of the fully executed amendment to all parties.

- C. This writing constitutes the entire agreement pertinent to Phase I of the MOU process among the parties with respect to each party's role and responsibility in the AJCC / One-Stop delivery system. All parties agree that any amendments to any applicable laws or regulations cited herein will result in the correlative modification of this MOU without necessitating a formal, written amendment.

- D. All parties agree to communicate details of any amendment to their respective staff members whose responsibilities may be impacted by changes and further agree to ensure that their respective staff members are referencing or utilizing the most current version of the MOU and attachments in the performance of responsibilities under this MOU.
- E. Amendments that will require the signatures of all parties must be executed no later than ninety (90) days prior to the end of the MOU period and amendments that require only the signatures of the LWDB, the CEO, and the affected parties must be executed no later than 45 days from the end of each current program year.

XVI. Termination

- A. This MOU will remain in effect until the end date specified in Section XIV.
- B. The parties understand that implementation of the AJCC / One-Stop delivery system is dependent on the good faith effort of every partner to work together to improve services to the community.

XVII. Administrative and Operations Management

- A. License for Use – During the term of this MOU, all partners to this MOU shall have a license to use all the space of the AJCCs for the sole purpose of conducting acceptable AJCC services as outlined herein.
- B. Supervision/Day to Day Operations –
 - 1. 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.
 - 2. The office hours for the staff at the AJCCs will be established by the site supervisor(s) and the primary employer. The office hours will be posted at all locations. All staff will comply with the holiday schedule of their primary employer or Monterey County Workforce Development Board, and the primary employer will provide a copy of their holiday schedule to the operator and host agency at the beginning of each fiscal year.
 - 3. Each AJCC One-Stop System partner is responsible for the discipline of its own employee(s), where warranted. Disciplinary actions may result in removal of co-located staff from the AJCCs and each party will take appropriate action.
 - 4. 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.
 - 5. In addition, they shall comply with the following:

- a. Evidence of Coverage: Prior to commencement of this Agreement, each party to this Agreement shall provide a "Certificate of Insurance" or proof of self-insurance certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, each party upon request shall provide a certified copy of the policy or policies.
- b. This verification of coverage shall be sent to the Monterey County's Contracts/Purchasing Department, unless otherwise directed. Parties to this Agreement shall not receive a "Notice to Proceed" with the work under this Agreement until it has obtained all insurance required and the County has approved such insurance. This approval of insurance shall neither relieve nor decrease the liability of the party.
- c. Qualifying Insurers: All coverage's, except surety, shall be issued by companies which hold a current policy holder's alphabetic and financial size category rating of not less than A-VII, according to the current Best's Key Rating Guide or a company of equal financial stability that is approved by the County's Purchasing Manager.
- d. Insurance Coverage Requirements: Without limiting a party's duty to indemnify, each party shall maintain in effect throughout the term of this Agreement a policy or policies of insurance with the following minimum limits of liability:
 - i. Commercial general liability insurance, including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broad form Property Damage, Independent Contractors, Products and Completed Operations, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.
 - ii. Workers' Compensation Insurance, if a party employs others in the performance of this Agreement, in accordance with California Labor Code section 3700 and with Employer's Liability limits not less than \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.

C. 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.

D. 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 when providing services or performing its duties pursuant to this MOU. This includes use of the AJCC logo on letterhead, envelopes, business cards, any written correspondence and fax transmittals pertaining to implementation of the terms of this MOU.

E. Hold Harmless/Indemnification/Liability – *In accordance with provisions of Section 895.4 of the California Government Code, each party hereby agrees to indemnify, defend and hold harmless all other parties identified in this MOU from and against any and all claims, demands, damages and costs 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. In addition, except for Departments of the State of California which cannot provide for indemnification of court costs and attorney’s 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.*

XVIII. Attachments

Attachment A: Parties to the MOU/Partner Matrix - Description of the One-Stop System Partners, the customers served, and the services provided by each AJCC and One-Stop System partner

Attachment B: Directive to Formulate the IFA and Other Shared System Costs

Attachment C: Universal Referral Form

Attachment D: AJCC One-Stop system map - identifies the location of every comprehensive, affiliate, and specialized AJCC within the Local Area

WIOA Partner MOU
Attachment A
AJCC Partner Matrix

WIOA	Provider	Type	Basic Career - Self Service	Basic Career - Staff-Assisted	Individual Career Services	Career Service	Follow-up	Training	Supportive Services
Title I Adult, Dislocated Worker, and Youth	ResCare	Core	X	X	X	X	X	X	X
Title I Youth	Turning Point	Core	X	X	X	X	X	X	X
Title II Adult Education and Literacy	Gonzales Adult Education	Core				X		X	
Title II Adult Education and Literacy	Monterey Adult Education	Core				X		X	
Title II Adult Education and Literacy	Pacific Grove Adult Education	Core				X		X	
Title II Adult Education and Literacy	Salinas Adult Education	Core				X		X	
Title II Adult Education and Literacy	Soledad Adult Education	Core				X		X	
Carl Perkins Career Technical Education	Hartnell Community College	Core				X		X	
Carl Perkins Career Technical Education	Monterey Peninsula Community College	Core				X		X	
Title III Wagner-Peyser, Veterans, Trade Adjustment Assistance Act, Unemployment Compensation	Employment Development Department	Core	X	X	X	X	X	X	
Title IV Vocational Rehabilitation	Department of Rehabilitation	Core				X		X	X

WIOA	Provider	Type	Basic Career - Self Service	Basic Career - Staff-Assisted	Individual Career Services	Career Service	Follo w-up	Training	Supportive Services
Title V Older Americans Act	National Association for Hispanic Elderly (ANPPM)	Mandated			X	X			
Job Corps	Job Corps San Jose	Mandated			X	X		X	X
Native American Programs (Section 166)	Not in Local Area								
Migrant Seasonal Farmworkers (Section 167)	Center for Employment Training	Mandated				X		X	X
Youth Build	Not in Local Area								
Community Services Block Grant	Community Action Partnership	Mandated				X		X	X
Housing & Urban Development	Housing Authority of Monterey County	Mandated				X		X	X
Second Chance	Not in Local Area								
Temporary Assistance for Needy Families/CalWorks	CalWorks Employment and Training Services (DSS)	Mandated	X	X referral to WIOA services purposes.					
State/Local Plan Modification	CalFresh - Department of Social Service (DSS)	Partner							X
Partnership Agreement	Monterey County Department of Child Support Services	Partner							X



**Monterey County
Workforce Innovation and Opportunity Act (WIOA)
Infrastructure Funding Agreement and Other System Costs
Budget**

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I. Required Process and Development

Local Workforce Development Area (Local Area): Monterey County Workforce Development Board
Date Submitted: __

A. The period of time this agreement is effective:

The Infrastructure Funding Agreement shall be effective on July 1, 2019. The term of this IFA shall be three years, from July 1, 2019 through June 30, 2022.

B. Identification of all AJCC partners, Chief Elected Officials (CEO), and Local Boards participating in the infrastructure and other system costs funding agreements.

1. Chief Elected Official: Monterey County Board of Supervisors, as the Chief Elected Official body for the Workforce Innovation and Opportunity Act (WIOA) Title I.
2. Local Board: Monterey County Workforce Development Board; and
3. AJCC/One-Stop partners participating in the Infrastructure Funding Agreement (IFA), as set forth in the table below:

	Partner Program	Partner Organization
Partner 1	WIOA Title I Adult, Dislocated Worker and Youth	Monterey County Workforce Development Board / ResCare
Partner 2	WIOA Title III Wagner Peyser, Jobs for Veterans State Grant (JVSG), Trade Adjustment Assistance Act and Unemployment Insurance.	State of California Employment Development Department (EDD)

4. AJCC/One-Stop partners participating in the shared other system costs agreement, including "applicable career services" are as follows:

	Partner Program	Partner Organization
Partner 1	WIOA Title I Adult, Dislocated Worker and Youth	Monterey County Workforce Development Board - ResCare
Partner 2	WIOA Title III Wagner-Peyser, Jobs for Veterans State Grant (JVSG), Trade Adjustment Assistance Act, and Unemployment Insurance	State of California Employment Development Department (EDD)
Partner 3	WIOA Title IV Department of Vocational Rehabilitation	State of California Department of Rehabilitation (DOR)
Partner 4	WIOA Title Adult Ed & Literacy	Gonzales Adult School
Partner 5	WIOA Title Adult Ed & Literacy	Monterey Adult School
Partner 6	WIOA Title Adult Ed & Literacy	Pacific Grove Adult School
Partner 7	WIOA Title Adult Ed & Literacy	Salinas Adult School
Partner 8	WIOA Title Adult Ed & Literacy	Soledad Adult School
Partner 9	WIOA Title Adult Ed & Literacy/ Carl Perkins CTE	Hartnell College

Partner 10	WIOA Title II Adult Ed & Literacy/ Carl Perkins CTE	Monterey Peninsula College
Partner 11	WIOA Title V Older Americans Act - Senior Community Service Employment Program	National Association for Hispanic Elderly (NAHE)
Partner 12	Community Services Block Grant	Monterey County Community Action Partnership
Partner 13	Housing & Urban Development	Housing Authority of the County of Monterey
Partner 14	Job Corps	Job Corps
Partner 15	Migrant Seasonal Farmworkers	Center for Employment Training (CET)
Partner 16	TANF / CalWorks	Monterrey County of Social Services

5. Steps the Local Board, CEO, and AJCC partners took to reach consensus and/or an assurance that the Local Area followed guidance for the state infrastructure funding mechanism.
The AJCC and One-Stop System Partners committed to use the “WIOA Sample Infrastructure Funding Agreement and Other Systems Costs Budget” to complete the IFA and to negotiate a new IFA at a future date to be completed no later than Dec 31, 2019, due to the change in Provider for Title I and the move of the Comprehensive AJCC during the 1st and 2nd Quarters of the 2019-2020 Monterey County Workforce Development Board Budget year.
6. A description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached.
The AJCC/One-Stop partners agree to communicate openly and directly to resolve any problems or disputes related to negotiating cost allocations and the fair and equitable contribution to the costs of maintaining a comprehensive and affiliate AJCC/One-Stop delivery system in the community. The partners

agree to work in a cooperative manner and to resolve any disputes at the lowest level of intervention possible. If disputes cannot be resolved at the AJCC/One-Stop partner level, the issue will be brought to the attention of the One-Stop Operator and all parties to this MOU regarding the conflict. If any dispute cannot be resolved by the One-Stop Operator, it shall be forwarded to the Monterey County WDB Executive Director to place the dispute on the agenda of a special meeting of the Monterey County WDB Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a majority consent of the Executive Committee members present. Thereafter, the Monterey County WDB Executive Director will contact the appropriate parties to verify that all agree with the proposed resolution.

7. A description of the periodic modification and review process that will be used to ensure all AJCC partners continue to contribute their fair and equitable share of infrastructure and other system costs, including the identification of who will fulfill this responsibility. This must include a reconciliation schedule. (Who, What, When, How)

The Monterey County WDB's finance manager was designated by the partners to be the person responsible for convening the partners of the MOU Phase II to conduct the periodic modification and review process of the infrastructure funding agreement and sharing of other system costs. The WDB finance manager plans to review and reconcile the infrastructure and other system cost budgets periodically throughout the program year against actual costs incurred. Upon the closeout of each fiscal year (June 30th), a report with proposed modifications will be made available by the WDB finance manager to the mandated partners to ensure that partner contributions are proportionate to their use of the AJCC/One-Stop and relative benefits received.

The partners agree that renewal of this MOU requires all parties to review and agree to all elements of the MOU and to re-sign the MOU. Any amendments or modifications of the MOU only require the parties to review and agree to the elements of the MOU that changed. Non-substantive changes to the MOU, such as minor revisions to the budget or adjustments made due to the annual reconciliation of the budget, do not require renewal of the MOU. Substantial changes, such as

changes in AJCC/One-Stop partners, will require renewal of the MOU. All parties understand that the MOU shall be reviewed every year and updated as substantial changes occur.

8. Assurance from all non-co-located partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available to make such a determination: Signatures of authorized representative(s) of the Local Board, the CEO, and all AJCC partners.
The signatories to this MOU Phase II agree to contribute their proportionate share of infrastructure costs for the comprehensive AJCC/One-Stop once sufficient data are available to determine such costs. Costs will be negotiated between the Monterey County Workforce Development Board and the non-co-located partners based on the following:
 - a. Data provided by the State for this purpose;
 - b. Regulations and directives regarding this requirement issued by the partner's funding source;
 - c. Locally agreed upon methodology for allocating costs to determine proportionate benefit;
 - d. Locally agreed upon definition of benefit; and
 - e. Negotiated methods and timeframe for making the agreed upon contribution.

Sharing Infrastructure Costs

Budget, Cost Allocation Methodology, Initial Proportionate Share

The Local Board and AJCC partners have chosen this option for developing the infrastructure cost budget:

Option 1: A separate budget for each AJCC.

Option 2: A consolidated system-wide budget for the network of AJCCs

Option 3: A mixture of separate and consolidated budgets for the Local Area's AJCCs.

AJCC(s) and Co-located Partners

AJCC #1

Salinas AJCC
730 La Guardia
Salinas, CA 93905
Type of AJCC: Comprehensive

Partners Colocated at This AJCC:

Monterey County Workforce Development Board
ResCare
Employment Development Department

AJCC #2

MBEST
3180 Imjin Road Ste# 157
Marina, CA 93933
Affiliate Site

Partners Co-located at This

AJCC: ResCare

AJCC #3

Monterey Adult School
1295 La Salle Ave.
Seaside, CA 93955
Type of AJCC:
Affiliate

Partners Co-located at This

AJCC: ResCare

AJCC #4

Greenfield
599 El Camino Real
Greenfield, CA 93927
Type of AJCC: Satellite Youth

Partners Co-located at This AJCC:

ResCare

**AJCC Infrastructure Budget
Comprehensive AJCC – Salinas
Salinas Airport Business Park, 730 La Guardia Street, Salinas, CA 93905
Cost based on Program Year July 1, 2019 through June 30, 2022**

Cost Category/Line Item	Line Item Cost Detail	Cost
Rent		
Rental of Facilities		\$168,700
Rental Costs Subtotal:		\$168,700
Utilities and Maintenance		
Electric		\$48,555
Gas		
Water		
Sewer Connections		
First Alarm		\$2,262
High-Speed Internet		
Telephones (Landlines)		\$98,115
Facility Maintenance Contract		\$10,389
Utilities and Maintenance Costs Subtotal:		\$71,020
Equipment		
Assessment-related products		\$910
910Assistive technology for individuals with disabilities (Access and Accommodation)		\$641
Copiers		\$1319

Fax Machines		\$33.00
Computers		\$29,596
Other tangible equipment used to serve all center customers (not specific to an individual program partner)		
Specify Other Tangible Equipment		
Equipment Costs Subtotal:		\$32,500
Technology to Facilitate Access to the AJCC		
Technology used for the center's planning and outreach activities		
Specify the Technology		
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		
Website Address: _____		
(Does not include data systems or case management systems specific to individual program partners.)		
Technology to Facilitate Access Costs Subtotal:		

Common Identifier Costs (Local Option, If Agreed To By All Co-located Partners)		
Creating New AJCC Signage		\$825
Common Identifier Subtotal:		\$825

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS	
Cost Category	Total Cost
Subtotal: Rental Costs	\$167,750
Subtotal: Utilities and Maintenance Costs	\$71,021
Subtotal: Equipment Costs	\$32,500
Subtotal: Technology to Facilitate Access Costs	
Subtotal: Common Identifier Costs	\$825
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:	\$270,095

Cost Allocation Methodology to Share Agreed Upon Infrastructure Costs

Because of the need to provide maximum flexibility to accommodate our partners, costs and budgets in the local area. The cost allocation methodology to share infrastructure costs for the comprehensive AJCC/One-Stop, is based on the following:

- Monterey County Workforce Development Board - infrastructure costs shall be calculated based on their program's occupancy percentage of the AJCC/One-Stop (square footage).
- State of California Employment Development Department (EDD), local Workforce Services Branch - infrastructure costs shall be calculated based on their program's occupancy percentage of the AJCC/One-Stop (square footage). This amount has been determined and authorized by EDD.

The comprehensive AJCC/One-Stop is a leased building which includes utilities such as gas, water, sewer connections and internet access. Some space costs are not allocable to all co-located partners and are therefore assigned proportionately to the partners that use that space. The percentages and usage will be reviewed annually and revised as needed.

Initial Proportionate Share of Infrastructure Costs Allocated to Each Co-located Partner

The initial proportionate share of infrastructure costs allocated to each partner based on the agreed upon cost allocation methodology, each partner’s estimated total contribution amount, and whether it will be provided through cash, non-cash (in-kind), and/or third-party in-kind contributions. This initial determination must be periodically reconciled against actual costs incurred and adjusted accordingly.

AJCC partners (or their respective state entity) may provide cash, non-cash, and third-party in-kind contributions to cover their proportionate share of infrastructure costs. If non-cash or in-kind contributions are used, they cannot include non-infrastructure costs (such as personnel), and they must be valued consistent with Uniform Guidance Section 200.306 to ensure they are fairly evaluated and meet the partner’s proportionate share.

If third-party in-kind contributions are made that support the AJCC(s) as a whole (such as space), that contribution will not count toward a specific partner’s proportionate share of the IFA. Rather, the value of the contribution will be applied to the overall infrastructure budget prior to determining proportionate amounts and thereby reduce the contribution required for all partners.

Third-Party In-Kind Infrastructure Contributions to Support the AJCC As Whole

Cost Categories	Total Cost	Contributor/s	Value	Balance to Allocate
Rent	\$165,750	MCWDB-EDD	Cash	\$165,750
Utilities/Maintenance	\$\$71,021	MCWDB-EDD	Cash	\$71,021
Equipment	\$32,499	MCWDB-EDD	Cash	\$32,499
Access Technology	Included in Equipment Costs			
Common Identifier	\$825	MCWDB-EDD	Cash	\$825
Total Infrastructure Balance to Be Allocated to Co-located Partners:				

Initial Allocation of Proportionate Share of Infrastructure Costs for Co-located Partners					
Co-located Partner/s	Shared Infrastructure Costs	Application of Methodology	Allocated Initial Share	Amount: Cash	Amount: In-Kind
Partner1: Monterey County Workforce Development Board - WIOA Title I Adult, Dislocated Worker and Youth	Rental costs, including utilities, facility maintenance, equipment, and computer/IT support.	Proportion of partners program's occupancy percentage of the AJCC (square footage) and benefit use.	\$194,468	\$194,468	None
Partner 2: State of California Employment Department (, local Workforce Service (EDD), WIOA Title III, Wagner Peyser, Jobs for Veterans, Trade Adjustment Act, and Unemployment Insurance.	Rental costs, including utilities, and facility maintenance	Proportion of partners program's occupancy percentage of the AJCC (square footage) and benefit use.	\$75,626	\$75,626	None

WIOA Memorandum of Understanding Attachment B IFA
 Consolidated Budget for the Delivery of Applicable Career Services

	Co-Located Partners				
	Partner 1	Partner 2	Partner 2	Partner 2	Partner 2
Partner Organization:	Monterey County Workforce Development Board/ResCare	State of CA Employment Dev Dept (EDD)	State of CA EDD	State of CA EDD	State of CA EDD
Authorization Category:	WIOA Title I Adult, DW, Youth	WIOA Title III Wagner-Peyser	Veterans	Trade Assistance Act	Unemploy Insurance (UI) Benefits
Basic Career Services					
1. Program eligibility					
2. Outreach, intake,					
3. Initial assessment of					
4. Job search and					
5. Referrals to partners					
6. Labor market					
7. Performance and					
8. Performance					
9. Supportive services					
10. Financial aid					
11. UI information and					
Basic Career Services	\$ 560,000	\$ 450,617	\$ 161,156	\$ 24,830	\$ 25,274
Individualized Career Services					
1. Comprehensive					
2. Individual					
3. Counseling and					
4. Career planning (e.g.					
5. Short-term pre-voc					
6. Internships and work					
7. Workforce					
8. Financial literacy					
9. Out-of-area job search					
10. English language					
Individual Career	\$ 1,050,000	\$ 79,520	\$ 40,628	\$ 4,382	\$ -
Other Services					
1. AJCC partner staff					
2. Shared AJCC front					
3. Assessment					
4. Resource room staffing					
5. External workshop					
6. Business services staff					
Other Services inc. OSO	\$ -	\$ 226,543	\$ 69,067	\$ -	\$ -
Allocation Methodology:	Square Footage Operational, Materials and Supplies	Square Footage Operational, Materials and Supplies	FTE	FTE	Online
Share In Cash:	\$ 194,468	\$ 75,626	\$ -	\$ -	\$ -
Share Non-Cash (in-kind):	\$ -	\$ 756,680	\$ 270,851	\$ 29,212	\$ 25,274
Share Third-Party Contribution:	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 1,244,468	\$ 832,306	\$ 270,851	\$ 29,212	\$ 25,274

	Non-Co-Located Partners														
	Partner 3	Partner 4	Partner 5	Partner 6	Partner 7	Partner 8	Partner 9	Partner 10	Partner 11	Partner 12	Partner 13	Partner 14	Partner 15	Partner 16	
Department Of Rehabilitation	Gonzalez Adult School	Monterey Adult School	PG Adult School	Salinas Adult School	Soledad Adult School	Hartnell College	Monterey Peninsula College	National Assoc for Hispanic Elderly	Community Action Partnership	Housing Authority of the County of Monterey	Job Corps	Center for Employment Training	Dept of Social Services		
WIOA Title IV	WIOA Title II Adult Ed & Literacy	WIOA Title II Adult Ed & Literacy	WIOA Title II Adult Ed & Literacy	WIOA Title II Adult Ed & Literacy	WIOA Title II Adult Ed & Literacy	WIOA Title II Adult Ed & Literacy	WIOA Title II Adult Ed & Literacy / Carl Perkins CTE	WIOA Title II Adult Ed & Literacy / Carl Perkins	Title V Older Amer Act	Community SVCS Block Grant	Housing & Urban Dev	Job Corps	Migrant Seasonal Farm Workers	CalWorks / Employment	
														Providing only referrals	
	\$ 1,418,497	\$ 3,750	\$ 11,098	\$ 7,336	\$ 3,971	\$ 8,000	\$ 666,283	\$ 619,033	\$ 5,806	\$ 13,100	\$ 8,071	\$ 17,472	\$ 4,970	\$ 5,000	
Individualized Career Services															
1. Comprehensive															
2. Individual															
3. Counseling and															
4. Career planning (e.g.															
5. Short-term pre-voc															
6. Internships and work															
7. Workforce															
8. Financial literacy															
9. Out-of-area job search															
10. English language															
Individual Career	\$ 5,673,991	\$ 90,000	\$ 506,934	\$ 184,297	\$ 1,465,694	\$ 80,000	\$ 4,619,624	\$ 4,690,820	\$ 4,195	\$ 400	\$ 5,179	\$ -	\$ -	\$ -	
Other Services															
1. AJCC partner staff															
2. Shared AJCC front															
3. Assessment															
4. Resource room staffing															
5. External workshop															
6. Business services staff															
Other Services inc. OSO	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	
Allocation Methodology:	FTE	FTE	FTE	FTE, Operational Materials and Supplies	FTE	FTE	FTE	FTE	FTE	FTE and Operational	FTE and Operational	FTE	FTE, Materials and Supplies	Operational	
Share In Cash:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Share Non-Cash (in-kind):	\$ 7,092,488	\$ 93,750	\$ 518,032	\$ 191,634	\$ 1,469,665	\$ 88,000	\$ 5,285,907	\$ 5,309,853	\$ 10,000	\$ 13,500	\$ 13,250	\$ 17,472	\$ 4,970	\$ 5,000	
Share Third-Party Contribution:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	\$ 7,092,488	\$ 93,750	\$ 518,032	\$ 191,634	\$ 1,469,665	\$ 88,000	\$ 5,285,907	\$ 5,309,853	\$ 10,000	\$ 13,500	\$ 13,250	\$ 17,472	\$ 4,970	\$ 5,000	

WIOA Memorandum of Understanding Attachment B IFA
Summary of Career Services Applicable to EACH AJCC/One-Stop Delivery Partner

Partner Organization	Co-Located Partners					Non-Co-Located Partners														
	Partner 1	Partner 2	Partner 2	Partner 2	Partner 2	Partner 3	Partner 4	Partner 5	Partner 6	Partner 7	Partner 8	Partner 9	Partner 10	Partner 11	Partner 12	Partner 13	Partner 14	Partner 15	Partner 16	
Partner Organization:	Monterey County Workforce Development Board/ ResCare	State of CA Employment Dev Dept (EDD)	State of CA EDD	State of CA EDD	State of CA EDD	Dept of Rehabilitation	Gonzalez Adult School	Monterey Adult School	PG Adult School	Salinas Adult School	Soledad Adult School	Hartnell College	Monterey Peninsula College	National Association for Hispanic Elderly	Community Action Partnership	Housing Authority of the County of Monterey	Job Corps	Center for Employment Training	Dept of Social Services	
Authorization Category:	WIOA Title I Adult, DW, Youth	WIOA Title III Wagner-Payser	Veterans	Trade Assistance Act	Unemployment Insurance (UI) Benefits	WIOA Title IV	WIOA Title II Adult Ed & Literacy	WIOA Title II Adult Ed & Literacy	WIOA Title II Adult Ed & Literacy	WIOA Title II Adult Ed & Literacy	WIOA Title II Adult Ed & Literacy	WIOA Title II Adult Ed & Literacy / Carl Perkins CTE	WIOA Title II Adult Ed & Literacy / Carl Perkins CTE	Title V Older Amer Act	Community SVCS Block Grant	Housing & Urban Dev	Job Corps	Migrant Seasonal Farm Workers	TANF CalWorks	
Location (City):	Salinas	Salinas	Salinas	Salinas	Online	Salinas	Gonzalez	Monterey	Pacific Grove	Salinas	Soledad	Salinas	Monterey	Salinas	Salinas	Salinas	Salinas / San Jose	Salinas	Salinas	
Hours of Operation:	M-F 8am-5pm	M-F 8am-5pm	M-F 8am-5pm	M-F 8am-5pm	Online	Tuesday 8am-Noon	M-F 9am-7pm	M-F 8am-8:30pm	M (8am-5pm) T-Th (8am-8pm) F (8am-1pm)	M-Th (8am-9pm) F (8am-5pm)	M-F 8am-5pm	M-F 8am-5pm	M-F 8am-5pm	M-F 9am-5pm	M-F 8am-5pm	M-F 7:30am-5:30pm Office closed every other Friday	M-F 8am-5pm	M-F 8am-5pm	Providing Referrals Only	
Walk-ins welcome:	Yes	Yes	Yes	Yes	Online	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	
Appointments preferred:	No	No	Yes	Yes	Online	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	No	Yes	
Basic Career Services																				
1. Program eligibility determination	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}		X ^{PT}												X ^{PT}		
2. Outreach, intake, orientation	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}		X ^{PT}								X ^{PT}	B/H	B/H		X ^{PT}	X ^{PT}	
3. Initial assessment of skill levels	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}		X ^{PT}		X ^{PT}										X ^{PT}		
4. Job search and placement assist	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}		X ^{PT}						X ^{CC}				B/H		X ^{PT}		
5. Referrals to partners	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}		X ^{PT}	X ^{PT} (B/H)	X ^{PT}	X ^{PT} (B/H)	X ^{PT}	X ^{PT}			X ^{PT}	T	B/H		X ^{PT}	B/H	
6. Labor market information	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}		X ^{PT}	B/H											X ^{PT}		
7. Performance and training info	X ^{PT}																	X ^{PT}		
8. Performance information on AJCC	X ^{PT}																	X ^{PT}		
9. Supportive services	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}		X ^{PT}												X ^{PT}		
10. Financial aid assistance	X ^{PT}		X ^{PT}	X ^{PT}						X ^{PT}		X ^{CC}	X ^{CC}		T			X ^{PT}	B/H	
11. UI information and assistance	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	* E					B/H								X ^{PT}		
Individualized Career Services																				
1. Comprehensive assessment	X ^{PT}			X ^{PT}	X ^{PT}	X ^{PT}		X ^{ES}												
2. Individual Employment Plan	X ^{PT}			X ^{PT}	X ^{PT}												B/H			
3. Counseling and mentoring	X ^{PT}	X ^{PT}		X ^{PT}		X ^{PT}			X ^{ES}	X ^{ES}	X ^{CC}	X ^{CC}				B/H	B/H			
4. Career planning (e.g. case mgt)	X ^{PT}			X ^{PT}	X ^{PT}															
5. Short-term pre-voc services	X ^{PT}					X ^{PT}	X ^{PT} +X ^{ES}	X ^{ES}	X ^{ES}	X ^{ES}	X ^{CC}					B/H				
6. Internships and work experience	X ^{PT}											X ^{CC}	X ^{CC}							
7. Workforce preparation	X ^{PT}			X ^{PT}		X ^{PT}	X ^{PT} +X ^{ES}	X ^{ES}	X ^{ES}	X ^{ES}	X ^{CC}	X ^{CC}								
8. Financial literacy services	X ^{PT}											X ^{CC}	X ^{CC}							
9. Out-of-area job search	X ^{PT}	X ^{PT}		X ^{PT}	X ^{PT}													B/H	B/H	
10. English language acquisition	X ^{PT}					X ^{PT}	X ^{PT} +X ^{ES}	X ^{PT}	X ^{ES}	X ^{ES}	X ^{ES}	X ^{CC}	X ^{CC}							
Other Services																				
1. AJCC partner staff cross training	X ^{PT}					X ^{PT}														
2. Shared AJCC front desk staffing	X ^{PT}																			
3. Assessment software/system	X ^{PT}																			
4. Resource room staffing	X ^{PT}	X ^{PT}																X ^{PT}		
5. External workshop presenters																				
6. Business services staff support	X ^{PT} (B/H)	X ^{PT}		X ^{PT}																
7. Other: One-Stop Operator																				

Legend of Service Delivery Methods:

X^{PT} Use if Full Time Staff available; onsite @ Salinas AJCC / One-Stop location
X^{PT} Use if Part Time Staff available; onsite @ Salinas AJCC / One-Stop location
* X^{PT} or * X^{PT} Add an asterisk to indicate if services or specific commitments are limited (i.e. activities, customers served, location, etc.)
* E Use if services are ONLY available via electronic connectivity or automated kiosk system

X^{ES} Use if customer must be enrolled as an Adult School student to receive services
X^{CC} Use if customer must be enrolled as a Community College student to receive services
T Use if services are ONLY available via telephone
B/H Use if information on services are ONLY available via brochure / handout

**ATTACHMENT C
REFERRAL FORM AND PROCESS**

REV 04/05/19

WIOA PARTNER REFERRAL FORM

DATE: _____ **REFERRAL GROUP:** **Adult** (18 and older) **Youth** (16 to 24)
 Displaced Workers – Separated from Employment/Service or Major Life Changes

CUSTOMER INFORMATION:

REFERRED BY: (insert name of organization here)

Name:

Name:

City: _____ DOB: (mm/dd) _____

Phone:

Phone:

Email:

Email:

REASON FOR REFERRAL:

COMMUNITY BASED ORGANIZATION:

Name:

Address:

Phone:

Email:

NOTES

This a DCSS client. You must sign this referral form and make a copy for them to return to DCSS. Thank you

Signature: _____

WIOA PARTNER REFERRAL FORM

<input type="checkbox"/> Adult School – Gonzales 650 Elko Street, Gonzales (831) 675-1081 x 6	<input type="checkbox"/> Adult School – Monterey 1295 La Salle Ave, Seaside (831) 392-3565	<input type="checkbox"/> Adult School – Pacific Grove 1025 Lighthouse Ave, Pacific Grove (831) 646-6580
<input type="checkbox"/> Adult School – Salinas 20 Sherwood Pl, Salinas (831) 796-6900	<input type="checkbox"/> Adult School – Soledad 690 Main Street, Soledad (831) 678-6300	<input type="checkbox"/> AJCC Greenfield – Adult, DW, Youth 599 El Camino Real, Greenfield (831) 856-5182
<input type="checkbox"/> AJCC Marina – Adult, DW, Youth Imjin Road, Ste #157, Marina (831) 899-8120	<input type="checkbox"/> AJCC Salinas – Adult, DW, EDD, Others: Job Corps(W) DOR(T) 730 La Guardia Street, Salinas (831) 796-3600	<input type="checkbox"/> Community Action Partnership 1000 South Main St #301, Salinas (831) 755-8492
<input type="checkbox"/> Center for Employment Training, Salinas/Soledad (CET) Farm Worker Programs 24 E. Alvin Drive, Salinas 930 Los Coches Drive, Soledad (831) 424-0665 / (831) 678-0448	<input type="checkbox"/> Child Support Services 752 La Guardia St. Salinas (831) 769-8782 or (866) 901-3212	<input type="checkbox"/> Civil Rights Office – Discrimination Complaints 1441 Schilling Place, North, Salinas (831) 755-5117
<input type="checkbox"/> Community College – Hartnell 411 Central Avenue, Salinas 1752 E. Alisal Street, Salinas CTE - (831) 755-6700 Adult Ed X 6727 Non-Credit/ESL (831) 759-6051	<input type="checkbox"/> Community College – MPC 980 Fremont Street, Monterey 289 12 th Street, Marina Admissions & Records (831) 646-4002	<input type="checkbox"/> Dept. of Rehabilitation (DOR) 928 E. Blanco Rd. Ste. #208 Salinas (831) 769-8066
<input type="checkbox"/> Dept. of Social Services (DSS) CWES and CalFresh Employment & Training 730 La Guardia Street, Salinas 200 Broadway #62, King City (831) 755-4452 / (831) 386-6801	<input type="checkbox"/> Employment Development Department (EDD) 730 La Guardia Street, Salinas (831) 796-3636	<input type="checkbox"/> Monterey County Workforce Development Board (Business Services and Grants) (MCWDB) 1441 Schilling Place, North, Salinas (831) 796-3387
<input type="checkbox"/> Housing Authority of Monterey CO 123 Rico Street, Salinas (831) 775-5000 TDD (831) 754-2951	<input type="checkbox"/> Job Corps AJCC Salinas and 3485 East Hills Dr., San Jose CA 95127 (408) 937-3163	<input type="checkbox"/> Senior Community Service Employment Program – (ANPPM) 1325 N. Main St., Salinas (831) 287-2350 x 8358
<input type="checkbox"/> ResCare Imjin Road, Ste. #157, Marina (831) 899-8120	<input type="checkbox"/> Turning Point 427 Pajaro Street #2, Salinas (831) 256-7110	<div style="border: 1px solid black; display: inline-block; padding: 5px 20px;">REV 04/05/19</div>

I agree to my information being shared and gathered for data tracking and referral purposes only, between all listed local WIOA partners.

Estoy de acuerdo con que mi información sea compartida y recolectada solo para fines de seguimiento y referencia de datos, entre todos los colaboradores locales de WIOA indicados.

_____ Participant initials/ Iniciales del participante

Your consent to share personal information is entirely voluntary and you may withdraw your consent at any time. Su consentimiento para compartir información personal es completamente voluntario y puede retirarlo en cualquier momento.

WIOA Partner Referral Process:

REFERRAL FORM: The referring agency is to both (1) transmit the referral form to the receiving agency and (2) give a copy of the form to the customer with instructions to present the form to the receiving agency at the time a face-to-face contact is made. After assisting the customer, the receiving agency is to complete the "Notes" section of this form and return a copy to the originating agency that initiated the service referral if the Referring agency Contact information is filled out or if the box is checked for the DCSS (Department of Child Support Services). Each agency is responsible to have a process that allows electronic copies of the referral forms for the month to be sent to the One Stop Operator for a Quality Data Control and Monthly Report to be given to the MCWDB via the ED.

WIOA AJCC PARTNERS MOU ATTACHMENT D AJCC LOCATIONS				
Type of AJCC	AJCC LOCATION	Phone Number	Hours	Notes
Comprehensive	730 La Guardia Salinas, CA 93905	831-796-3600	M-F 8-5	Until Move before end of 2019
Comprehensive	344 Salinas Street Salinas, CA	TBD	TBD	In Negotiation, not Finalized
Affiliate	MBEST - 3180 Imjin Road Ste# 157 Marina, CA 93933	831-899-8120	M-F 8:30-5:00pm Appointments for after hours and workshops as needed	May change to Satellite Office with new hours after July 1, 2019
Affiliate	MAS - 1295 La Salle Ave., Seaside, CA 93955	TBD	TBD	To Open in July 2019
Satellite - Youth	599 El Camino Real Greenfield, CA 93927	831-856-5182	T - 9:15-1:00pm, W - 9:00- 4:00pm, Th - 1pm-4:30pm	May change to Affiliate Office with new hours after July 1, 2019
Satellite - Youth	Soledad?	TBD	TBD	Possibility for 2020

I. Authority and Signature Page

By signing below, each party agrees to the terms prescribed herein. Each individual signing this MOU warrants that he/she is authorized to execute this MOU on behalf of the entity that he/she represents. Each individual signing this MOU warrants that he/she is empowered to legally bind the entity he/she represents to the terms of this MOU.

WIOA Title I
Adult, Dislocated Worker and Youth
Monterey County Board of Supervisors, Chief
Elected Official

WIOA Title I
Adult, Dislocated Worker and Youth
Monterey County Workforce Development
Board (WDB) Chairperson

Chair, Wendy Root Askew, District 4

Erik Cushman, Publisher, Monterey County Weekly

Printed Name & Title
DocuSigned by:
Wendy Root Askew
Signature
785DC799B6194FE...
Date
3/12/2021 | 3:23 PM PST

Printed Name & Title
Erik Cushman
Signature
Date
8/21/19

WIOA Title II
Adult Education and Family Literacy Act (AEFLA)
and Carl Perkins Career Technical Education
Monterey Adult School

WIOA Title II
Adult Education and Family Literacy Act (AEFLA)
and Carl Perkins Career Technical Education
Pacific Grove Adult Education

Dr. Daniel Diffenbaugh, Superintendent

Barbara Martinez, Director/Principal

Printed Name & Title

Signature
Date

Printed Name & Title

Signature
Date

WIOA Title II
Adult Education and Family Literacy Act (AEFLA)
and Carl Perkins Career Technical Education
Mission Trails Regional Occupational
Program (ROP)

WIOA Title II
Adult Education and Family Literacy Act (AEFLA)
and Carl Perkins Career Technical Education
Salinas Adult School

Ivonne Glenn, Director

Tatiana Roganova, Director

Printed Name & Title

Signature
Date

Printed Name & Title

Signature
Date

I. Authority and Signature Page

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WIOA Title I
Adult, Dislocated Worker and Youth
Monterey County Board of Supervisors, Chief
Elected Official

Chair, John M. Phillips, Supervisor, District 2
Printed Name & Title

Signature Date

WIOA Title I
Adult, Dislocated Worker and Youth
Monterey County Workforce Development
Board (WDB) Chairperson

Erik Cushman, Publisher, Monterey County Weekly
Printed Name & Title

 8/21/19
Signature Date

WIOA Title II
Adult Education and Family Literacy Act (AEFLA)
and Carl Perkins Career Technical Education
Monterey Adult School

Dr. Daniel Diffenbaugh, Superintendent
Printed Name & Title

Signature Date

WIOA Title II
Adult Education and Family Literacy Act (AEFLA)
and Carl Perkins Career Technical Education
Pacific Grove Adult Education

Barbara Martinez, Director/Principal
Printed Name & Title

Signature Date

WIOA Title II
Adult Education and Family Literacy Act (AEFLA)
and Carl Perkins Career Technical Education
Mission Trails Regional Occupational
Program (ROP)

Ivonne Glenn, Director
Printed Name & Title

Signature Date

WIOA Title II
Adult Education and Family Literacy Act (AEFLA)
and Carl Perkins Career Technical Education
Salinas Adult School

Tatiana Roganova, Director
Printed Name & Title

Signature Date

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Adult, Dislocated Worker and Youth
Monterey County Board of Supervisors, Chief Elected Official

Chair, John M. Phillips, Supervisor, District 2
Printed Name & Title

Signature _____ Date _____

WIOA Title I
Adult, Dislocated Worker and Youth
Monterey County Workforce Development Board (WDB) Chairperson

Erik Cushman, Publisher, Monterey County Weekly
Printed Name & Title

Signature _____ Date _____

WIOA Title II
Adult Education and Family Literacy Act (AEFLA) and Carl Perkins Career Technical Education
Monterey Adult School

Dr. Daniel Diffenbaugh, Superintendent
Printed Name & Title

DocuSigned by: 8/16/2019
Dr. Daniel Diffenbaugh
Signature _____ Date _____

WIOA Title II
Adult Education and Family Literacy Act (AEFLA) and Carl Perkins Career Technical Education
Pacific Grove Adult Education

Barbara Martinez, Director/Principal
Printed Name & Title

DocuSigned by: 8/8/2019
BARBARA MARTINEZ
Signature _____ Date _____

WIOA Title II
Adult Education and Family Literacy Act (AEFLA) and Carl Perkins Career Technical Education
Mission Trails Regional Occupational Program (ROP)

Ivonne Glenn, Director
Printed Name & Title

DocuSigned by: 7/1/2019
Ivonne Glenn
Signature _____ Date _____

WIOA Title II
Adult Education and Family Literacy Act (AEFLA) and Carl Perkins Career Technical Education
Salinas Adult School

Tatiana Roganova, Director
Printed Name & Title

DocuSigned by: Tatiana Roganova
Signature _____ Date _____

WIOA Title II
Adult Education and Family Literacy Act (AEFLA)
and Carl Perkins Career Technical Education
Hartnell College

Willard Clark Lewallen, Superintendent/President

Printed Name & Title
DocuSigned by:
Willard Clark Lewallen
Signature ID: 5D41164C7... Date

WIOA Title II
Adult Education and Family Literacy Act (AEFLA)
and Carl Perkins Career Technical Education
Monterey Peninsula College

David Martin, Interim Superintendent/President

Printed Name & Title
DocuSigned by:
David Martin 7/10/2019
Signature ID: 2FFBF6A1A3664E4... Date

WIOA Title III
Adult Education and Family Literacy Act (AEFLA)
And Carl Perkins Career Technical Education
Soledad Adult School

Jeff Lopez, Director/Principal

Printed Name & Title
DocuSigned by:
Elizabeth Wilson 8/12/2019
Signature ID: 3F5B94402... Date

WIOA Title III
Wagner-Peyser, Veterans, Trade Adjustment
Assistance Act and Unemployment
Compensation
Employment Development Department

Jesse Cuevas, Deputy Division Chief

Printed Name & Title
DocuSigned by:
Jesse Cuevas
Signature ID: 36507B44A9... Date

WIOA Title III
Unemployment Insurance
Employment Development Department

Donald Owens, Division Chief

Printed Name & Title
DocuSigned by:
Donald Owens
Signature ID: 7BFE894D8... Date

WIOA Title IV Vocational Rehabilitation
Department of Vocational Rehabilitation

Donna Hezel, District Administrator

Printed Name & Title
Signature Date

WIOA Title V Older Americans Act
Senior Community Service Employment Program
Goodwill Central Coast

Richard Cheatham, Workforce Development Director

Printed Name & Title
Signature Date

WIOA Title II
Adult Education and Family Literacy Act (AEFLA)
and Carl Perkins Career Technical Education
Hartnell College

Willard Clark Lewallen, Superintendent/President
Printed Name & Title

Signature Date

WIOA Title II
Adult Education and Family Literacy Act (AEFLA)
and Carl Perkins Career Technical Education
Monterey Peninsula College

David Martin, Interim Superintendent/President
Printed Name & Title

Signature Date

WIOA Title III
Adult Education and Family Literacy Act (AEFLA)
And Carl Perkins Career Technical Education
Soledad Adult School

Jeff Lopez, Director/Principal
Printed Name & Title

Signature Date

WIOA Title III
Wagner-Peyser, Veterans, Trade Adjustment
Assistance Act and Unemployment
Compensation
Employment Development Department

Jesse Cuevas, Deputy Division Chief
Printed Name & Title

Signature Date

WIOA Title III
Unemployment Insurance
Employment Development Department

Donald Owens, Division Chief
Printed Name & Title

Signature Date

WIOA Title IV Vocational Rehabilitation
Department of Vocational Rehabilitation

Donna Hezel, Regional Director
Printed Name & Title

Donna Hezel 8-14-2019
Signature Date

WIOA Title V Older Americans Act
Senior Community Service Employment Program
Goodwill Central Coast

Richard Cheatham, Workforce Development Director
Printed Name & Title

Signature Date

CalWORKs / Employment Services
Monterey County Department of Social Services

Henry Espinosa, Acting Director
Printed Name & Title

Signature Date

Community Services Block Grant
Monterey County Community Action Partnership

Lauren Suwansupa, Manager
Printed Name & Title

Signature Date

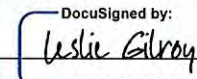
Housing & Urban Development
Monterey County Housing Authority

Kirk Mann, Interim Executive Director
Printed Name & Title

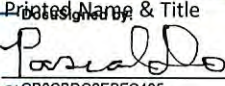
 8/13/2019
Signature Date
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Job Corps
Job Corps

Leslie Gilroy, Deputy Center Director
Printed Name & Title

 7/1/2019
Signature Date
DocuSigned by:
2158011741F04FA...

Migrant Seasonal Farmworkers
Center for Employment Training
Pascal Do, COO for
Hermelinda Sapien, CEO

 8/14/2019
Signature Date
C9068D02EBFC495...

Native American Programs
Not Applicable

Not Applicable
Printed Name & Title

Signature Date

Second Chance
Not Applicable

Not Applicable
Printed Name & Title

Signature Date

Youth Build
Not Applicable

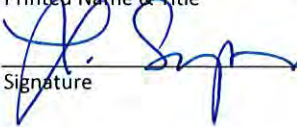
Not Applicable
Printed Name & Title

Signature Date

CalWORKs / Employment Services
Monterey County Department of Social Services

Lori Medina, Director
Printed Name & Title
 10/1/19
Signature Date

Community Services Block Grant
Monterey County Community Action Partnership

Lauren Suwansupa, Manager
Printed Name & Title
 10/1/19
Signature Date

Housing & Urban Development
Monterey County Housing Authority

Kirk Mann, Interim Executive Director
Printed Name & Title

Signature Date

Job Corps
Job Corps

Leslie Gilroy, Deputy Center Director
Printed Name & Title

Signature Date

Migrant Seasonal Farmworkers
Center for Employment Training

Hermelinda Sapien, CEO
Printed Name & Title

Signature Date

Native American Programs
Not Applicable

Not Applicable
Printed Name & Title

Signature Date

Second Chance
Not Applicable

Not Applicable
Printed Name & Title

Signature Date

Youth Build
Not Applicable

Not Applicable
Printed Name & Title

Signature Date

National Association for Hispanic Elderly

Maria Reyes, SCSEP Project Coordinator
Printed Name & Title

Signature Date

I. Authority and Signature Page

By signing below, each party agrees to the terms prescribed herein. Each individual signing this MOU warrants that he/she is authorized to execute this MOU on behalf of the entity that he/she represents. Each individual signing this MOU warrants that he/she is empowered to legally bind the entity he/she represents to the terms of this MOU.

**WIOA Title V Older Americans Act
Senior Community Service Employment
Program**

Asociación Nacional Pro Personas Mayores

Sister Carmela G. Lacayo, President/CEO

Printed Name & Title

 10/05/2019

Signature

Date