



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

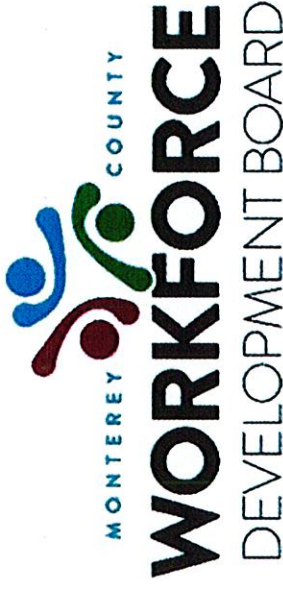
Attachment C: Universal Referral Form

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 Title I Youth	ResCare Turning Point	Core Core	X X	X X	X X	X 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	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					
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.

___X___ 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 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	
Partner 1: 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

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	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
Authorization Category:	WIOA Title I Adult, DW, Youth	WIOA Title III Wagner-Peyser	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	Title V Older AmerAct	Community SVCS block grant	Housing & Urban Dev	Job Corps	Migrant Seasonal Farm Workers	CallWorks / Employment
Basic Career Services	\$ 560,000	\$ 450,617	\$ 161,156	\$ 74,830	\$ 25,274	\$ 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	\$ 1,050,000	\$ 79,520	\$ 40,628	\$ 4,382	\$ -	\$ 5,673,991	\$ 90,000	\$ 506,934	\$ 184,297	\$ 1,465,694	\$ 80,000	\$ 4,615,624	\$ 4,690,820	\$ 4,195	\$ 400	\$ 5,179	\$ -	\$ -	\$ -
Other Services	\$ -	\$ 226,543	\$ 69,067	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Allocation Methodology:	Square Footage Operational, Materials and Supplies	Square Footage Operational, Materials and Supplies	FTE	FTE	Online	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:	\$ 194,468	\$ 75,626	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Share Non-Cash (in-kind):	\$ -	\$ 756,680	\$ 270,851	\$ 29,212	\$ 25,274	\$ 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	\$ 1,244,468	\$ 832,306	\$ 270,851	\$ 29,212	\$ 25,274	\$ 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 EA
Summary of Career Services Applicable to EACH AICC/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
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	State of CA EDD	Dept of Rehabilitation	Gonzalez Adult School	Monterey Adult School	PC 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
WIOA Title I Adult, DW, Youth	WIOA Title III Wagner-Peyser	WIOA Title III Wagner-Peyser	WIOA Title III Wagner-Peyser	WIOA Title III Wagner-Peyser	WIOA Title III Wagner-Peyser	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 / Career Partners CTE	WIOA Title II Adult Ed & Literacy / Career Partners CTE	WIOA Title II Adult Ed & Literacy / Career Partners CTE	WIOA Title II Adult Ed & Literacy / Career Partners CTE	WIOA Title II Adult Ed & Literacy / Career Partners CTE	WIOA Title II Adult Ed & Literacy / Career Partners CTE	WIOA Title II Adult Ed & Literacy / Career Partners CTE
Location (City):	Salinas	Salinas	Salinas	Salinas	Salinas	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	M-F 8am-5pm	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	M-F 8am-5pm	M-F 8am-5pm	M-F 8am-5pm
Walk-ins welcome:	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Appointments preferred:	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Basic Career Services																			
1. Program eligibility determination	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	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}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}
3. Initial assessment of skill levels	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	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 ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}
5. Referrals to partners	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}
6. Labor market information	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}
7. Performance and training info	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}
8. Performance information on AICC	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}
9. Supportive services	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	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 ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}
Individualized Career Services																			
1. Comprehensive assessment	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}
2. Individual Employment Plan	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}
3. Counseling and mentoring	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}
4. Career planning (e.g. case mgmt)	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}
5. Short-term pre-req services	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}
6. Internships and work experience	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}
7. Workforce preparation	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}
8. Financial literacy services	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}
9. Out-of-area job search	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}
10. English language acquisition	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}
Other Services																			
1. AICC partner staff cross training	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}
2. Shared AICC front desk staffing	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}
3. Assessment software/system	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}
4. Resource room staffing	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}
5. External workshop presenters	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}
6. Business services staff support	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}
7. Other One-Stop Operator	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}	X ^{PT}

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^{CC} Use if customer must be enrolled as an Adult School 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;">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	831-859-8120	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

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 8/21/19

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

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

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 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 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 14809E3F5B94402... 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 081F536507B44A9... Date

WIOA Title III
Unemployment Insurance
Employment Development Department

Donald Owens, Division Chief

Printed Name & Title
DocuSigned by:
Donald Owens
Signature 4D7BFE894D8... 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

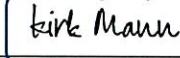
Community Services Block Grant
Monterey County Community Action Partnership

Lauren Suwansupa, Manager
Printed Name & Title

Signature Date

Housing & Urban Development
Monterey County Housing Authority

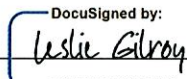
Kirk Mann, Interim Executive Director
Printed Name & Title

 8/13/2019

Signature Date
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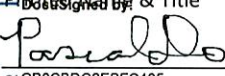
Job Corps
Job Corps

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
C9088DC2EBFC495...

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

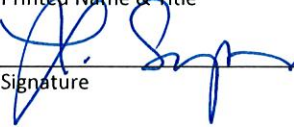
Not Applicable
Printed Name & Title

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

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**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