

Monterey County Workforce Innovation and Opportunity Act (WIOA)

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

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A proud partner of America's Job Center of CaliforniaSM network.



I. PURPOSE OF MEMORANDUM OF UNDERSTANDING (MOU) PHASE II:

The purpose of this MOU Phase II is to:

- A. Describe the infrastructure funding agreement and cost allocation plan between the partners of the comprehensive America's Job Center of California (AJCC)/One-Stop delivery system;
- B. Ensure that all relevant parties to this MOU agree to share specified AJCC/One-Stop delivery system costs; and
- C. Ensure that all relevant parties to this MOU agree to commit specific resources, as allocations and budgets are known on a yearly basis, either in cash, non-cash, or third-party in-kind contributions.

II. REQUIRED PHASE II MOU COMPONENT: PROCESS AND DEVELOPMENT:

- A. This agreement is effective on <u>January 1, 2018</u>. This MOU will remain in effect no longer than <u>December 31, 2020</u> (3 years), and will be reviewed every year and updated as substantial changes, fully described in this MOU, occur.
- B. The AJCC/One-Stop partners, Chief Elected Official (CEO) and Local Board participating in the infrastructure and shared other system costs funding agreements include:
 - 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 Economic Development Department – Office for Employment Training
Partner 2	TANF/CalWORKs Employment Services	Monterey County Department of Social Services (DSS)
Partner 3	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	Monterey County Economic
	Youth	Development Department – Office
		for Employment Training
Partner 2	TANF/CalWORKs Employment Services	Monterey County Department of
		Social Services (DSS)
Partner 3	WIOA Title III Wagner-Peyser, Jobs for Veterans	State of California Employment
	State Grant (JVSG), Trade Adjustment	Development Department (EDD)
	Assistance Act, and Unemployment Insurance	

	Partner Program	Partner Organization
Partner 4	WIOA Title IV Department of Vocational	State of California Department of
	Rehabilitation	Rehabilitation (DOR)
Partner 5	WIOA Title II Adult Ed & Literacy	Gonzales Adult School
Partner 6	WIOA Title II Adult Ed & Literacy	Monterey Adult School
Partner 7	WIOA Title II Adult Ed & Literacy	Pacific Grove Adult School
Partner 8	WIOA Title II Adult Ed & Literacy	Salinas Adult School
Partner 9	WIOA Title II Adult Ed & Literacy	Soledad Adult School
Partner 10	WIOA Title II Adult Ed & Literacy / Carl Perkins	Hartnell College
	CTE	
Partner 11	WIOA Title II Adult Ed & Literacy / Carl Perkins	Monterey Peninsula College
	CTE	
Partner 12	WIOA Title V Older Americans Act - Senior	National Association for Hispanic
	Community Service Employment Program	Elderly (NAHE)
Partner 13	Community Services Block Grant	Monterey County Community Action
		Partnership
Partner 14	Housing & Urban Development	Housing Authority of the County of
		Monterey
Partner 15	Job Corps	Job Corps
Partner 16	Migrant Seasonal Farmworkers	Center for Employment Training
		(CET)

C. Process for infrastructure funding agreement consensus:

Since November 29, 2016, the Monterey County Workforce Development Board (WDB) began convening its AJCC/One-Stop co-located partners to participate in the negotiating process of the MOU Phase II specific to the sharing of infrastructure costs. Initial meetings were held with mandated partners that are co-located or interested in co-locating at the comprehensive AJCC/One-Stop in Salinas, California. Prior to the meetings, the partners were asked to assemble copies of their current AJCC/One-Stop lease agreements (if available) including the terms and specific costs covered by these leases, and to prepare to discuss infrastructure and shared costs (cash/in-kind) options for consideration.

Meetings were held on November 29, 2016, December 5, 2016, January 26, 2017, May 17, 2017 and July 6, 2017 with all mandated partner agencies. During these meetings, the partners reviewed the required MOU Phase II provisions and discussed who would be involved and responsible for negotiating the infrastructure costs and shared costs of the AJCC/One-Stop on behalf of their respective agencies. Partners also discussed whether their agencies would co-locate staff to provide services on-site at the comprehensive AJCC/One-Stop in Salinas and affiliate AJCC/One-Stop offices located in Marina and Greenfield. All mandated partners agreed to obtain information to inform their organizations of the sharing of other system costs required by the MOU.

For the purpose of this MOU agreement, the co-located partners agreed to use the current AJCC/One-Stop lease and cost sharing agreement in place since the lease is set to expire on June 30, 2018. Plans are underway to renegotiate the current lease. Under the renegotiated lease, DOR has expressed interest in entering into a cost sharing agreement as a co-located partner. Until the lease is renegotiated, the co-located partners are working in a good faith effort with DOR to provide services to customers on a part-time and rotating basis at the comprehensive AJCC/One-Stop. At this time, the space utilized by DOR is not dedicated.

D. 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.

E. Description of the periodic modification and review process that will be used to ensure all AJCC/One-Stop partners continue to contribute their fair and equitable share of infrastructure and other system costs, including the identification of who will fulfill this responsibility:

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.

F. 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:

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.

III. REQUIRED PHASE II MOU COMPONENT: SHARING INFRASTRUCTURE COSTS:

A. Comprehensive AJCC/One-Stop Location:

Considering the structure of the Monterey County local workforce development area for developing the infrastructure cost budget, there is a single comprehensive AJCC/One-Stop and two affiliate offices located at:

- COMPREHENSIVE: Salinas Airport Business Park 730 La Guardia Street, Salinas, CA 93905
- AFFILIATE: MBEST 3180 Imjin Road Suite, #157, Marina, CA 93933
- AFFILIATE: City of Greenfield / Civic Center 599 El Camino Real, Greenfield, CA 93927
- B. Partners co-located at the comprehensive AJCC/One-Stop include:

Physical Presence in AJCC/One-Stop	AJCC/One-Stop	Partner Program	Partner Organization
Partner 1	Comprehensive	WIOA Title I Adult, Dislocated	Monterey County
FULL-TIME	AJCC/One Stop	Worker and Youth	Economic Development
			Department – Office for
			Employment Training
Partner 2	Comprehensive	TANF/CalWORKs Employment	Monterey County
FULL-TIME	AJCC/One Stop	Services	Department of Social
	"		Services (DSS)
Partner 3	Comprehensive	WIOA Title III Wagner-Peyser,	State of California
FULL-TIME	AJCC/One Stop	Jobs for Veterans State Grant	Employment
		(JVSG), Trade Adjustment	Development
		Assistance Act, and	Department (EDD)
		Unemployment Insurance	

C. Partners located at the affiliate AJCC/One-Stop locations include:

Physical Presence in AJCC/One-Stop	AJCC/One-Stop	Partner Program	Partner Organization
Partner 1	Affiliate AJCC/One	WIOA Title I Adult, Dislocated	Monterey County
FULL-TIME	Stops in Marina and	Worker and Youth	Economic Development
	Greenfield		Department – Office for
			Employment Training

D. Infrastructure Budgets:

The infrastructure budget for the comprehensive AJCC/One-Stop is specified in Exhibit A.

The Monterey County Economic Development Department – Office for Employment Training is the only AJCC/One-Stop partner physically located and occupying dedicated space at Monterey County's affiliate AJCC/One-Stop offices in Marina and Greenfield. Therefore, no sharing of infrastructure costs is required for these affiliate offices.

E. Cost Allocation Methodology to Share Agreed Upon Infrastructure Costs:

Because of the need to provide maximum flexibility to accommodate various organizational structures, costs and budgets in the local area, two methods were prescribed for allocating costs. The cost allocation methodology to share infrastructure costs for the comprehensive AJCC/One-Stop, is based on the following:

- Monterey County Economic Development Department Office for Employment Training –
 infrastructure costs shall be calculated based on proportion of partner program's staff among all staff
 at the AJCC/One-Stop and beneficial use of the comprehensive AJCC/One-Stop.
- Monterey County Department of Social Services infrastructure costs shall be calculated based on proportion of partner program's staff among all staff at the AJCC/One-Stop and beneficial use of the comprehensive AJCC/One-Stop.
- 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.

- F. Initial Proportionate Share of Infrastructure Costs for Co-Located Partners:

 The initial proportionate share of infrastructure costs for co-located partners is specified in Exhibit B.
- G. Third-Party In-Kind Contributions to Support the AJCC/One-Stop: There are no reported third-party in-kind contributions included in this MOU.

IV. REQUIRED PHASE II MOU COMPONENT: SHARING OTHER AJCC/ONE-STOP SYSTEM COSTS:

A. AJCC/One-Stop partners sharing other AJCC/One-Stop system costs:

All co-located and non-co-located partner agencies met on January 26, 2017 and May 17, 2017 to discussed the requirements for sharing other AJCC/One-Stop system costs under the MOU Phase II agreement. Partners were given copies of the MOU Phase I agreement with a matrix of career services offered to see if the career services they agreed to provide under MOU Phase I were still applicable. The mandated partners agreed to verify with their respective agencies to confirm if the career services they agreed to under MOU Phase I were still applicable. At this meeting, AJCC partners were asked to complete and return a WDB budget form, developed by the local board staff, to report their estimated total contributions for their identified shared other system costs, including applicable career services.

The co-located and non-co-located partners participating in the sharing of other AJCC/One-Stop system costs are listed as follows:

Co-Located:

	Partner Program	Partner Organization
Partner 1	WIOA Title I Adult, Dislocated Worker and Youth	Monterey County Economic
		Development Department – Office for
		Employment Training
Partner 2	TANF/CalWORKs Employment Services	Monterey County Department of
		Social Services (DSS)
Partner 3	WIOA Title III Wagner-Peyser, Jobs for Veterans	State of California Employment
	State Grant (JVSG), Trade Adjustment Assistance	Development Department (EDD)
	Act, and Unemployment Insurance	

Non-Co-located:

	Partner Program	Partner Organization
Partner 4	WIOA Title IV Department of Vocational	Department of Rehabilitation (DOR)
	Rehabilitation	
Partner 5	WIOA Title II Adult Ed & Literacy	Gonzales Adult School
Partner 6	WIOA Title II Adult Ed & Literacy	Monterey Adult School
Partner 7	WIOA Title II Adult Ed & Literacy	Pacific Grove Adult School
Partner 8	WIOA Title II Adult Ed & Literacy	Salinas Adult School
Partner 9	WIOA Title II Adult Ed & Literacy	Soledad Adult School
Partner 10	WIOA Title II Adult Ed & Literacy / Carl Perkins CTE	Hartnell College
Partner 11	WIOA Title II Adult Ed & Literacy / Carl Perkins CTE	Monterey Peninsula College
Partner 12	WIOA Title V Older Americans Act - Senior	National Association for Hispanic
	Community Service Employment Program	Elderly (NAHE)
Partner 13	Community Services Block Grant	Monterey County Community Action
		Partnership
Partner 14	Housing & Urban Development	Housing Authority of the County of
		Monterey
Partner 15	Job Corps	Job Corps
Partner 16	Migrant Seasonal Farmworkers	Center for Employment Training (CET)

- B. Summary of Career Services Applicable to Each AJCC/One-Stop Partner:
 The summary of career services applicable to each AJCC/One-Stop partner agency is specified in Exhibit C.
- C. Required Consolidated Budget for the Delivery of Applicable Career Services:

 The consolidated budget for the delivery of applicable career services is specified in Exhibit D.

V. <u>ATTACHMENTS</u>:

EXHIBIT A - MOU Phase II - Infrastructure Budget - Comprehensive AJCC/One-Stop

EXHIBIT B - MOU Phase II - Initial Proportionate Share of Infrastructure Costs for Co-Located Partners

EXHIBIT C - MOU Phase II - Summary of Career Services Applicable to Each AJCC/One-Stop Partner

EXHIBIT D - MOU Phase II - Consolidated Budget for the Delivery of Applicable Career Services

ADDENDUM A – Signature Pages: Partners Sharing AJCC/One-Stop Infrastructure Costs ADDENDUM B – Signature Pages: Partners Sharing Other AJCC/One-Stop System Costs

VI. <u>SIGNATURES</u>:

The CEO, the Local Board Chairperson, and all co-located AJCC partners included in the sharing of infrastructure costs must sign.

- A. Signature Pages: Co-located Partners Sharing AJCC/One-Stop Infrastructure Costs (See Addendum A)
- B. Signature Pages: Non-Co-Located Partners Sharing Infrastructure Costs As Data Becomes Available (See Addendum B)

By signing below, the authorized representative(s) agree to the terms prescribed in the MOU Phase II between the Monterey County Workforce Development Board (the WDB) and the partners of the America's Job Center of California / One-Stop Delivery System.

Monterey County Board o Elected Official (CEO) of th local workforce area		Monterey County Workforce De (WDB) Chairperson	evelopment Board
Chair, Mary Adams, Super	visor, District 5	Erik Cushman, Publisher, Monto	erey County Weekly
Printed Name & Title		Printed Name & Pitle	8/16/17
Signature	Date	Signature	Date

MOU Phase II

Infrastructure Budget

Comprehensive AJCC - Salinas

Salinas Airport Business Park, 730 La Guardia Street, Salinas, CA 93905 Costs based on Program Year July 1, 2017 through June 30, 2018

Cost Category/Line-Item	Line Item Cost Detail		Cost
Rent:			
Rental of Facilities	Lease agreement includes utilities stated below and cost of certified access specialist to inspect and determine subleased premises meet all applicable accessibility standards.	\$	920,904
	Rental of Facilities Costs Subtotal:	\$	920,904
Utilities and Maintenance:			
Electric		\$	264,975
Gas	Included in lease	\$	-
First Alarm	Includes security guard	\$	42,901
Water	Included in lease	\$	-
Sewer Connections	Included in lease	\$	
High Speed Internet	Included in lease	\$	-
Telephones (landlines)		\$	53,558
Facility Maintenance	Includes janitorial services & supplies	\$	56,694
	Utilities and Maintenance Costs Subtotal:	\$	418,128
Equipment:			and the second
Assessment products		\$	4,966
Assistive technology for	Access: Lease agreement noted under "Rent" includes cost of certified	\$	3,500
individuals with disabilities	access specialist to inspect and determine subleased premises meet all		
(Access and Accomodation)	applicable accessibility standards.		
	Accomodation: includes legacy equipment paid for by Disability Program		
	Navigator grant.		
Copiers		\$	7,200
Fax machines		\$	180
Computers/IT Support	Includes website upkeep and maintenance	\$	161,513
	Equipment Costs Subtotal:	\$	177,359
Technology to Facilitate Access	to the AJCC:		9 9
Technology for outreach activities	Included in Computers/IT Support	\$	-
AJCC/One-Stop website	Included in Computers/IT Support	\$	
rues, ene step wessite	Technology to Facilitate Access to the AJCC Costs Subtotal:	\$	
Common Identifier Costs (Local	I option, If agreed to by all co-located partners):	7	
Creating new AJCC signage	Check on costs.	\$	3,500
Updating templates and	Local option, n/a	\$	
materials		Y	
Updating electronic resources	Local option, n/a	\$	-
	Common Identifier Costs Subtotal:	\$	3,500

Summary of Total Infrastructure Costs to Be Shared By Co-Located Partners:	
Rental of Facilities Costs Subtotal:	\$ 920,904
Utilities and Maintenance Costs Subtotal:	\$ 418,128
Equipment Costs Subtotal:	\$ 177,359
Technology to Facilitate Access to the AJCC Costs Subtotal:	\$ -
Common Identifier Costs Subtotal:	\$ 3,500
TOTAL INFRASTRUCTURE COSTS FOR COMPREHENSIVE AJCC/ONE-STOP:	\$ 1,519,891

MOU Phase II

Initial Proportionate Share of Infrastructure Costs for Co-Located Partners Comprehensive AJCC - Salinas

Costs based on Program Year July 1, 2017 through June 30, 2018

Physically Co-located Partner(s)	Shared Infrastructure Costs	Application of Methodology	Estimated Total Contribution Amount	Contribution Provided (cash, non-cash, third party in-kind)
Partner 1: Monterey County Economic Development Department - Office for Employment Training -WIOA Title I Adult, Dislocated Worker and Youth	Rental costs, including utilities, facility maintenance, equipment, and computer/IT support	Cost allocation is based on proportion of partner program's staff among all staff at the AJCC and benefit use	\$ 553,999	Cash WIOA Title I program costs
Partner 2: Monterey County Department of Social Services (DSS) - TANF/CalWORKS Employment Services	Rental costs, including utilities, and facility maintenance	Cost allocation is based on proportion of partner program's staff among all staff at the AJCC and benefit use	\$ 844,977	Cash TANF/CalWORKS funds for the provision of administration of employment and training programs
Partner 3: State of California Employment Development Department (EDD), local Workforce Services Branch - WIOA Title III, Wagner-Peyser, Jobs for Veterans State Grant (JVSG), Trade Adjustment Assistance Act, and Unemployment Insurance	Rental costs, including utilities, and facility maintenance	Cost allocation is based on proportion of partner program's occupancy percentage of the AJCC (square footage) and benefit use	\$ 120,915	Cash WIOA Title III, from any available funds that may be utilized for infrastructure costs

Memorandum of Understanding (MOU) Phase II Workforce Innovation and Opportunity Act (WIOA) Monterey County Workforce Development Board

Summary of Career Services Applicable to Each AJCC/One-Stop Partner MOU Phase II

This continue contained by the continue contained by the contained contained by the contained			-O)	Co-Located Partners	artners								Non-C	Non-Co-Located Partners	Partners					
		Partner 1	DESCRIPTION OF THE PERSON OF T		25000		artner 3	Partner 4	Partner 5	Partner 6	Partner 7	Partner 8		Partner 10			Partner 13	Partner 14	Partner 15	Partner 16
No. 12 N	Partner Organization:						ate of CA EDD		Gonzalez dult School A	Monterey dult School			Soledad kduft School	Hartnell College				Housing Authority of the County of Monterey		Center for mployment Training
	Authorization Category:						nemploy isurance (UI) }enefits		MOA Title II V Adult Ed & Literacy			WIOA Title II Adult Ed &					Community Svcs Block Grant	Housing & Urban Dev		Migrant easonal Farm Workers
Semigraphy Sem	Location (City):	Salinas	Salinas	Salinas	-		Online	Salinas			Pacific Grove	Salinas	Soledad	Salinas	Monterey	Salinas	Salinas		alinas / San Jose	Salinas
	Hours of Operation:	M-F 8am-5pm					Online	Tuesday 8am-Noon				M-Th (8am- 9pm) ? (8am-5pm)	M-F 8am-5pm	M-F 8am-5pm	M-F 8am-5pm	M-F 9am-5pm		M-F :30am-5:30pm Office closed every other Friday	M-F 8am-5pm	M-F 8am-5pm
	Walk-ins welcome:	Yes	Yes	Yes	Yes	Н	Online	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	o _N	o _N	Yes	Yes
	Appointments preferred:	_S	Yes	9 N	Yes		Online	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	No
	Basic Career Services																			
	Program eligibility determination	XFT	XFT	XFT	XFT	ΥFI		* XPT											* XPT	
	Outreach, intake, orientation	± ±	ri×	×	F× E	FX E		*XPT			t					* XFT	B/H	В/Н	*XPT	* X ^{PT}
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	Performance and training info	×	< E×	<	<	 		<											× × ×	
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	1. Ul information and assistance	XFT		XFT	XFT	XFT	₩ E		* X ^{ES}			B/H								
X	ndividualized Career Services																			
X	Comprehensive assessment	XFT	* XFT					* XPT			* XES									
	Individual Employment Plan	XFT	* XFT		XFT	XFT		* XPT							208 80			В/Н		
	Counseling and mentoring	×	r-X-	×	×			* XPT				* X ^{ES}	* X ^{ES}	Xcc	Xcc		В/Н	В/Н		
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	Short-term pre-voc services	×	× ×			+	T	\dagger	*X ^{PT} *X ^{ES}		* XES	* Xes	* ×ES	20×	9		B/H			
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**************************************	Assessment software/system	×	< E_			+	T		T											
• X ^{PT} X ^{FT} X ^{FT}	4. Resource room staffing	×		×FF												* ×				
* X ^{PT} (B/H) X ^{FT}	External workshop presenters		ХFT																	
Other: One-Stop Operator	Business services staff support	* X ^{PT} (B/H)		r _t ×	r-X															
	Other: One-Stop Operator																			

Legend of Service Delivery Methods:

X^{FI} Use if Full Time Staff available; onsite @ Salinas AJCC / One-Stop location

 \mathbf{X}^{PT} Use if Part Time Staff available; onsite @ Salinas AJCC / One-Stop location

B/H Use if information on services are ONLY available via brochure / handout

^{*} X^{FI} or * X^{PI} 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

 $[\]boldsymbol{x}^{\text{cc}}$ Use if customer must be enrolled as a Community College student to receive services \mathbf{X}^{ES} Use if customer must be enrolled as an Adult School student to receive services

T Use if services are ONLY available via telephone

Memorandum of Understanding (MOU) Phase II Workforce Innovation and Opportunity Act (WIOA) Monterey County Workforce Development Board

MOU Phase II Consolidated Budget for the Delivery of Applicable Career Services

		3	Co-Located Partners	rtners								Non-Co	Non-Co-Located Partners	rtners					
	Partner 1	Partner 2	Partner 3	Partner 3	Partner 3	Partner 3	Partner 4	Partner 5	Partner 6	Partner 7	Partner 8	Partner 9	Partner 10	Partner 11	Partner 12	Partner 13	Partner 14 P	Partner 15	Partner 16
Partner Organization:	Economic Dev Dept - Office for Employment Training	Dept of Social Services	State of CA Employ-ment Dev Dept (EDD)	State of CA EDD	State of CA S	State of CA EDD	Dept of Rehab- ilitation	Gonzalez Adult School	t 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 Er	Center for Employment Training
Authorization Category:	WIOA Title I Adult, DW, Youth	CalWorks / Employment	WIOA Title III Wagner-Peyser	Veterans	Trade Assistance Act	Unemploy 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 & J	Job Corps Sea	Migrant Seasonal Farm Workers
Basic Career Services) b											
Program eligibility determination Outreach, intake, orientation Initial assessment of skill levels Initial assessment of skill levels Seerch and placement assist Referrals to partners Referrals to partners Performance and training info Performance information on AUCC Supportive services Orienacial aid assistance U. Financial aid assistance Basic Career Services	000'095 \$	S60,000 \$ 64,436,825 \$		450,617 \$ 161,156 \$ 24,830		\$ 25,274	\$ 1,118,891	\$ 3,750	\$ 11,098	\$ 7,336	3,971	8 8000	666,283	\$ 619,033	\$ 5,806	\$ 13,100	8 8,071	\$ 17,472 \$	076,4
Individualized Career Services									X (d)										
1. Comprehensive assessment 2. Individual Employment Plan 3. Counseling and mentoring 4. Career planning (e.g. case mgt) 5. Short-term pre-voc services 6. Instructures rips and work experience 7. Workforce preparation 8. Financial literacy services 9. Out-of-area job search 10. English language acquisition Individual Career Services building and acquisition Individual Career Services 5. Out-of-area job search 10. English language acquisition Individual Career Services Subtotals	\$ 1,050,000	5 12,151,546	\$ 79,520	\$ 40,628	\$ 4,362	' '9	\$ 4,475,565	000'06 \$	\$ 506,934	\$ 184,297	\$ 1,465,694	0000'08 \$	\$ 4,619,624	\$ 4,690,820	4, 195	\$ 400 \$	\$ 5,179	S	
Other Services										43									
AUCC partner staff cross training Shared AUCC front diesk staffing Shared AUCC front diesk staffing Shared AUCC front staffing Sherice room staffing Sherice staff support Chercia Workshop presenters Geusiness services staff support Chiefe Tonestop operator Chiefe Sherices Staff support Chief Services Staff support Chiefe Services Sta		361 537	236.643	790 99	u u		U	e	U	U	U	U	U	u	e				
		11			1	-)			11	
hodology:	FTE, Operational, Materials and Supplies	Operational	FTE	FE	Ħ	Online	Ħ	FTE	뱹	FTE, Operational, Materials and Supplies	FTE	FTE	FTE	FTE	HE .	FTE and Operational	FTE and Operational	FTE	FTE, Materials and Supplies
Share In Cash:	\$ 1,610,000		· •	· &		· •	· \$	*		- \$	- \$	- \$	- \$	- \$	· &	- 8	s	- \$	Ш
Share Non-Cash (in-kind):	· s	76,949,908	\$ 756,680	\$ 270,851	29,212	\$ 25,274	\$ 5,594,456	\$ 93,750		\$ 191,634	\$ 1,469,665	-	\$ 5,285,907	\$ 5,309,853	10,000	13,500	13,250	17,472	4,970
Share I hird-Party Contribution:	·	·	· ••	·		- 8	· •	•	s	•	- &	· s	· •	· s	· •	-	· ·	· · · · · · · · · · · · · · · · · · ·	,
TOTAL	\$ 1,610,000	\$ 1,610,000 \$ 76,949,908 \$	1 1	756,680 \$ 270,851 \$ 29,212		\$ 25,274	\$ 5,594,456	\$ 93,750	93,750 \$ 518,032 \$	\$ 191,634	\$ 1,469,665	\$ 88,000	\$ 5,285,907	191,634 \$ 1,469,665 \$ 88,000 \$ 5,285,907 \$ 5,309,653 \$ 10,000 \$	\$ 10,000	\$ 13,500 \$		13,250 \$ 17,472 \$	4,970

Signature Page: Co-located Partners Sharing AJCC/One-Stop Infrastructure Costs

In addition to the agreement identified in the main body of this Memorandum of Understanding (MOU) Phase II, this addendum serves as assurance that the co-located AJCC/One-Stop partners agree to contribute their proportionate share of infrastructure costs for the comprehensive AJCC/One-Stop specified in the MOU Phase II and Exhibits A and B, incorporated herein by reference.

Co-located partners sharing AJCC/One-Stop infrastructure costs include:

	Partner Program	Partner Organization
Partner 1	WIOA Title I Adult, Dislocated Worker and Youth	Monterey County Economic Development Department – Office for Employment Training
Partner 2	TANF/CalWORKs Employment Services	Monterey County Department of Social Services (DSS)
Partner 3	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)

The Chief Elected Official, Local Board Chairperson, and all co-located AJCC/One-Stop partners included in the sharing of infrastructure costs must sign. By signing below, the authorized representative(s) agree to the terms prescribed in the MOU Phase II Infrastructure funding agreement.

	d of Supervisors, Chief Elected y County local workforce area	Monterey County Workfol (WDB) Chairperson	rce Development Board
Official of the Montere	y county local workjoice area	(VVDD) champerson	
Chair, Mary Adams, Sup	ervisor, District 5	Erik Cushman, Publisher, 1	Monterey County Weekly
Printed Name & Title		Printed Name & Title	~ 8/16/17
Signature	Date	Signature	Date
WIOA Title I – Adult, Dis	slocated Worker and Youth	TANF/CalWORKs Employs	ment Services
Monterey County Econo Office for Employment T	mic Development Department – ⁻ raining	Monterey County Departm	nent of Social Services
Dave Spaur, Director		Elliott Robinson, Director	
PrintedsMarney& Title		Printed Name & Title	
Vavid Spaur	8/10/2017	Elliott Pobinson	8/15/2017
Signature	Date	SignFatCBP676442C4CE	Date
Grant (JVSG), and Trade	-Peyser, Jobs for Veterans State Adjustment Assistance Act oyment Development Department	WIOA Title III – Unemploy State of California Employ Department	
Connie Chan, LA Coastal	Workforce Services Division	Donald Owens, Employme	ent Development
Deputy Division Chief, R	egion 1	Administrator	
Printed Name & Title		Printed Name & Title	
DocuSigned by:		DocuSigned by:	
Connie Chan	8/15/2017	Vonald Owens	8/14/2017
Signature 2FBC40C09E4D42F	Date	Signature	Date

Signature Page: All Partners Sharing Other AJCC / One-Stop System Costs

In addition to the agreement identified in the main body of this Memorandum of Understanding (MOU) Phase II, this addendum serves as assurance that the co-located and non-located AJCC/One-Stop partners agree to the sharing of other AJCC/One-Stop system costs specified in the MOU Phase II and Exhibits C and D, incorporated herein by reference.

Co-located partners sharing other AJCC/One-Stop system costs include:

	Partner Program	Partner Organization
Partner 1	WIOA Title I Adult, Dislocated Worker and Youth	Monterey County Economic Development
		Department – Office for Employment Training
Partner 2	TANF/CalWORKs Employment Services	Monterey County Department of Social Services (DSS)
Partner 3	WIOA Title III Wagner-Peyser, Jobs for Veterans State	State of California Employment Development
	Grant (JVSG), Trade Adjustment Assistance Act, and	Department (EDD)
	Unemployment Insurance	

Non-co-located partners sharing other AJCC/One-Stop system costs include:

17	Partner Program	Partner Organization
Partner 4	WIOA Title IV Department of Vocational Rehabilitation	Department of Rehabilitation (DOR)
Partner 5	WIOA Title II Adult Ed & Literacy	Gonzales Adult School
Partner 6	WIOA Title II Adult Ed & Literacy	Monterey Adult School
Partner 7	WIOA Title II Adult Ed & Literacy	Pacific Grove Adult School
Partner 8	WIOA Title II Adult Ed & Literacy	Salinas Adult School
Partner 9	WIOA Title II Adult Ed & Literacy	Soledad Adult School
Partner 10	WIOA Title II Adult Ed & Literacy / Carl Perkins CTE	Hartnell College
Partner 11	WIOA Title II Adult Ed & Literacy / Carl Perkins CTE	Monterey Peninsula College
Partner 12	WIOA Title V Older Americans Act - Senior Community Service Employment Program	National Association for Hispanic Elderly (NAHE)
Partner 13	Community Services Block Grant	Monterey County Community Action Partnership
Partner 14	Housing & Urban Development	Housing Authority of the County of Monterey
Partner 15	Job Corps	Job Corps
Partner 16	Migrant Seasonal Farmworkers	Center for Employment Training (CET)

This addendum also serves as assurance that the non-co-located partners will 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 mandated partner 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.

The Chief Elected Official, Local Board Chairperson, and all partners who signed the MOU Phase I must sign the MOU Phase II. By signing below, the authorized representative(s) agree to the terms prescribed in the MOU Phase II, the assurances stated in this addendum and the sharing of other AJCC/One-Stop system costs.

	d of Supervisors, Chief Elected v County local workforce area	Monterey County Workford Chairperson	e Development Board (WDB)
Chair, Mary Adams, Supe	ervisor. District 5	Erik Cushman, Publisher, N	Ionterey County Weekly
Printed Name & Title		Printed Name & Title	8/16/17
Signature	Date	Signature	Date
	located Worker and Youth mic Development Department – raining	TANF/CalWORKs Employm Monterey County Departm	
Dave Spaur, Director		Elliott Robinson, Director	
PrintedsNamey& Title		Printed Namey& Title	
David Spaur	8/10/2017	Elliott Pobinson	8/15/2017
Signature ^{80B410D7481}	Date	Signature 6442C4CE	Date
Grant (JVSG), and Trade A State of California Emplo Department Connie Chan, LA Coastal	Workforce Services Division		nent Development Department
Deputy Division Chief, Re Printed ১৯৯৩ Title	egion 1	Printed Manage Title	nt Development Administrator
Connic Chan	8/15/2017	Donald Owens	8/14/2017
Signature Signat	Date	Signature ^{7BFE894D8}	Date
WIOA Title IV Vocational Department of Vocational		(AEFLA) and Carl Perkins C Gonzales Adult School	ation and Family Literacy Act Fareer Technical Education
Donna Hezel, District Ad	ministrator	Readiness	
Printed 9 Warder & Title Donna Hyll 8/11/2017		Printeel Menorthe R Title Candia McFarland Camache/10/2017	
894C7D148400428 Signature	Date	Signature	Date
WIOA Title II – Adult Edu (AEFLA) and Carl Perkins Education Monterey Adu Dr. Daniel Diffenbaugh, S	ult School	WIOA Title II – Adult Educo (AEFLA) and Carl Perkins C Pacific Grove Adult Educati Barbara Martinez, Director Printed Namer & Title	on
DOD THE	8/16/2017	BARBARA MARTINEZ	8/10/2017
Signature Signature	Date	Signature Signature	Date

Memorandum of Understanding (MOU) Phase II with AJCC/One-Stop Partners Workforce Innovation and Opportunity Act (WIOA) Monterey County Workforce Development Board

	ducation and Family Literacy Act ins Career Technical Education	WIOA Title II – Adult Educat (AEFLA) and Carl Perkins Ca Soledad Adult School		
Tatiana Roganova, Dire	ector	Jeff Lopez, Director/Principa	I	
Printed Name & Title		Printect Namey & Title	8/10/2017	
Signature	 Date	1947 1953 F5B94402		
Signature	bute	Signature	bute	
	amily Literacy Act (AEFLA) and	WIOA Title II – Adult Educat		
Carl Perkins Career Te Hartnell College	chnical Education	(AEFLA) and Carl Perkins Ca Monterey Peninsula College	reer Tecnnical Education	
Willard Clark Lewallen	, Superintendent/President	Walter Tribley, Superintende	ent/President	
Printed Name, & Title		DocuSigned by:		
Willard Clark Lew	allen 8/14/2017	Walter Tribley	8/16/2017	
Signature D41164C7	Date	Signature C4D6AB47A	Date	
Dr. Carmela G. Lacayo		Margarita Zarraga, Program		
0,00	8/17/2017	Marganita Earraga	8/10/2017	
Signature	Date	Signature	Date	
Housing & Urban Dev Housing Authority of t	elopment he County of Monterey	Job Corps Job Corps		
Jean Goebel, Executive Director		Leslie Gilroy, San Jose Job Corps Center Director		
Printed There & Title	8/15/2017	Prinobedshjamay& Title Uslic Gilroy	8/16/2017	
Signature	Date	2158011741F04FA Signature	Date	
Migrant Seasonal Far Center for Employmen				
Hermelinda Sapien, Pr	resident/CEO			
Printed Name & Title	0/45/2015			
Hermelinda Sapie	M 8/15/2017			

Date

ADDENDUM B

Memorandum of Understanding (MOU) Phase II with AJCC/One-Stop Partners Workforce Innovation and Opportunity Act (WIOA) Monterey County Workforce Development Board

Native American Program Not Applicable	าร	Second Chance Not Applicable	
Not Applicable		Not Applicable	
Printed Name & Title		Printed Name & Title	
Signature	Date	Signature	Date
Youth Build			
Not Applicable			
Not Applicable			
Printed Name & Title			
Signature	Date		