

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 California<sup>SM</sup> (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 Vision Statement, Mission, Statement, and Goals**

**A. Vision**

The Monterey County Workforce Development Board (MCWDB) vision is to improve the economy by promoting and supporting alignment of workforce and educational programs with priority industry sectors and local 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 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 economic growth and economic self-sufficiency. Collectively these stakeholders, will work together to ensure that local 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's local area 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. Principles and Goals of the AJCC Delivery System from a Local 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 the AJCC delivery system. The priority areas include:

### **1. Employer Engagement**

The Monterey County Workforce Development Board (MCWDB) prioritizes employer engagement to better align workforce efforts with the needs of local industries, particularly in high-priority sectors. The updated strategy includes:

- a) **Strengthening employer engagement initiatives** that connect job seekers with industry demands, with focused outreach to **small businesses** and **priority industry sectors**.
- b) **Implementing common performance measures** across partners to effectively track employer services and engagement activities.
- c) **Leveraging and expanding proven models**, including MCWDB's Sector Strategies, regional initiatives, and Labor Market Information (LMI) systems, to **minimize duplication** and enhance employer outreach.
- d) **Enhancing work-based learning opportunities**, such as internships, customized training, incumbent worker training, and registered apprenticeships, to improve workforce readiness and job placement outcomes.

### **2. Aligning Career Pathways and Sector Strategies**

MCWDB is committed to increasing the number of individuals who obtain **industry-recognized credentials and degrees** by aligning career pathways with sector strategies. Updated priorities include:

- a) **Developing stackable, industry-valued credentials and career pathways with multiple entry and exit points**, tailored to diverse populations including youth, adults, and dislocated workers.

- b) **Conveying employer input** through industry convenings to ensure training programs remain aligned with evolving workforce demands.
- c) **Collaborating with community colleges and other training providers** to design programs that align with sector strategies and support seamless career advancement.
- d) **Expanding services for out-of-school and disconnected youth**, including increased access to work experience and career opportunities in high-growth sectors.
- e) **Tracking progress toward self-sufficiency** using updated performance indicators, including livable wages, retention rates, credential attainment, job quality, and customer satisfaction.
- f) This approach advances **youth employment initiatives** and aligns directly with local strategies to **develop workforce skills** and ensure long-term economic sustainability.

### 3. System Alignment and Accountability

To build a responsive and effective workforce system, MCWDB is enhancing coordination, integration, and accountability among America's Job Center of California (AJCC) partners. The revised system alignment strategy includes:

- a) **Reducing duplication in services** and improving efficiency through enhanced **partner presence** at AJCC locations and expanded **virtual service delivery**.
- b) **Applying human-centered design principles** to refine the customer flow across all touchpoints—intake, assessment, referral, and job placement—focused on in-demand sectors.
- c) **Strengthening cross-agency partnerships** to better serve underrepresented and disadvantaged populations, including individuals with limited English proficiency, basic skills deficiencies, and other barriers to employment.
- d) **Implementing cost-sharing strategies** across the North Central Coast Regional Planning Unit to optimize investments in procurement, staff training, digital tools, and performance evaluation systems.
- e) **Offering cross-training for AJCC partner staff** to improve the effectiveness of services delivered to **priority populations**, including unemployed, underemployed, low-income individuals, veterans, individuals with disabilities, youth, and other vulnerable groups.

By aligning with the updated local and regional workforce development priorities, the MCWDB and its partners are committed to driving **continuous improvement, system integration, and equity in service delivery**. These efforts will ensure that Monterey County's workforce development system remains responsive, inclusive, and effective in meeting the needs of both job seekers and employers in a dynamic economy.

### 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**
- **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**
- **Monterey County Department of Child Support Services**
- **Second Chance (Not available in the Area)**
- **Temporary Assistance for Needy Families/CalWORKs**

#### **IV. One-Stop System Services**

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

1. Align goals with the State of California plan(s) applicable to AJCC and partners:
  - a. Foster demand-driven skills attainment
  - b. Enable upward mobility for all people of Monterey County
  - c. Align, coordinate, and integrate programs and services
2. The AJCC and Partner physical locations and facilities enhance the Customer Experience
3. The AJCC and Partners ensure Universal Access, with an emphasis on Individuals with Barriers to Employment
4. The AJCC and Partners actively support the One-Stop System through effective partnerships
5. The AJCC and Partners provide Integrated, Customer-Centered Services
6. 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 sectors and pathways.
7. The AJCC and Partners actively engage industry and labor and support local sector strategies through an integrated business service strategy that focuses on quality jobs
8. The AJCC and Partners have High-Quality, Well-Informed, Cross-Trained Staffing.
9. 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:

1. The AJCC and partners agree to participate in joint planning, plan development, and modification of activities to accomplish the following:
  - a. Continuous partnership building.
  - b. Continuous planning in response to state and federal requirements.
  - c. Responsiveness to local and economic conditions, including employer needs.
  - d. Adherence to common data collection and reporting needs.
2. Make service(s) applicable to the partner program available to customers through the one-stop delivery system.
3. Participate in the operation of the one-stop system, consistent with the terms of the MOU and requirements of authorized laws.
4. Participate in capacity building and staff development activities 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 to be completed no later than July 1, 2025.

**(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:

1. Ensure that intake and referral processes are customer-centered and provided by staff trained in customer service.
2. Ensure that general information regarding AJCC programs, services, activities and resources shall be made available to all customers as appropriate.
3. Customer referrals are:

- a. made through a paper system with a copy provided to the referred individual,
  - b. tracked by the One Stop Operator and, when possible,
  - c. emailed to the designated contact person at the partner agency, along with a phone call to ensure that the referral has been received. Tracking information is available upon request.
4. Each AJCC and partner provides a direct link or access to other AJCC partner staff that provides meaningful information or service, through colocation, 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, though 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:

1. 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 determines to have barriers to employment.
2. Commitment to offer priority of services for Veterans 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. MCWDB's WIOA Adult program is statutorily required to provide priority to individuals described below in section (i. through iii.) MCWDB's policy requires that individuals described in (i. through iv.) are served 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 WIOA Dislocated Worker program.

3. 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.

1. 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:

- a. Comply with the applicable provisions of WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other relevant statutes or requirements.
- b. The principles of common reporting and shared information through electronic mechanisms, including shared technology.
- c. Commit to share information to the greatest extent allowable under their governing legislation and confidentiality requirements.
- d. 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.
- e. Develop technological enhancements that allow interfaces of common information needs, as appropriate.
- f. Understand that system security provisions shall be agreed upon by all partners.

## **X. Confidentiality**

1. The AJCC One-Stop System Partner agrees to comply with the provisions of WIOA as well as the applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and any other relevant statute or requirement to assure the following:
  - a. 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.
  - b. 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.
  - c. 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.
  - d. 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.
  - e. 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**

1. 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.
2. 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**

1. 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 to receive 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.
2. All AJCC / One-Stop partners shall comply with the Monterey County Workforce Development Board's Policy #2019-01 – the Grievance and Complaint Policy and attachments located online at: [Accessibility | Monterey County Workforce Development Board \(montereycountywdb.org\)](https://montereycountywdb.org).

## **XIII. Americans with Disabilities Act and Amendments Compliance**

All AJCC / One-Stop partners agree 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**

1. This MOU shall be effective on July 1, 2025. The term of this MOU shall be three years, from July 1, 2025, through June 30, 2028.

2. 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**

1. 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.
2. 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:

- I. The requesting party's name
  - II. The reason(s) for the amendment request
  - III. Each section of this MOU that will require revision
  - IV. The desired date for the amendment to be effective
  - V. The signature of the requesting party's authorized representative.
3. 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.
  4. 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.
  5. 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.
  6. 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.
  7. 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.

8. 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.
9. 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**

1. This MOU will remain in effect until the end date specified in Section XIV.
2. 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**

1. 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 out lined herein.
2. Supervision/Day to Day Operations –
  - a. 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.
  - b. 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.
  - c. 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.
3. 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. 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 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 coverages, 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.
- e. 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.
- f. 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.

- g. Hold Harmless/Indemnification/Liability – *In accordance with provisions of Section 895.4 of*


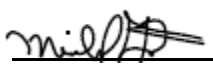
*the California Government Code, each party hereby agrees to indemnify, defend and hold harmless all other parties identified in this MOU from and against any and all claims, demands, damages and costs arising out of or resulting from any acts or omissions which arise from the performance of the obligations 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. Signature Pages**

All partners, regardless of collocation status, must sign the MOU. By signing below, all parties agree to the terms prescribed in this MOU, including the attached IFA and other system costs budget.

#### **Authority and Signature Page**

*By signing below, each party agreed 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.*

<i>Monterey County Board of Supervisors, Chief Elected Official</i>  Chris Lopez, Supervisor District 3		<i>Monterey County Workforce Development Board (WDB) Chairperson</i>  Erik Cushman, Publisher, Monterey County Weekly	
Printed Name & Title		Printed Name & Title	
Signature _____ Date _____		 6/12/25 Signature _____ Date _____	
<b>WIOA Title II</b> <i>Adult Education and Family Literacy Act {AEFLA} and Carl Perkins Career Technical Education Monterey Peninsula College</i>  John Skellenger, Dean of Instruction		<b>WIOA Title II</b> <i>Adult Education and Family Literacy Act {AEFLA} and Carl Perkins Career Technical Education Hartnell College</i>  Michael Gutierrez, Superintendent/President	
Printed Name & Title		Printed Name & Title	
Signature _____ Date _____		 6/14/2025 Signature _____ Date _____	

<p><b>WIOA Title II</b>  <i>Adult Education and Family Literacy Act {AEFLA} and Carl Perkins Career Technical Education</i> <b>Pacific Grove Adult Education</b></p> <p><u>Barbara Martinez Director, Principal</u></p> <p>Printed Name &amp; Title</p> <p><u>Barbara Martinez</u> 06/17/2025</p> <p>Signature Date</p>	<p><b>WIOA Title II</b>  <i>Adult Education and Family Literacy Act {AEFLA} and Carl Perkins Career Technical Education</i> <b>Monterey Adult School</b></p> <p><u>Beth Wodecki, Principal</u></p> <p>Printed Name &amp; Title</p> <p><u>Beth A Wodecki</u> 06/17/2025</p> <p>Signature Date</p>
<p><b>WIOA Title II</b>  <i>Adult Education and Family Literacy Act {AEFLA} and Carl Perkins Career Technical Education</i> <b>Mission Trails Regional Occupational Program</b></p> <p><u>Rob Appel, Director</u></p> <p>Printed Name and Title</p> <p>Signature Date</p>	<p><b>WIOA Title II</b>  <i>Adult Education and Family Literacy Act {AEFLA} and Carl Perkins Career Technical Education</i> <b>Salinas Adult School</b></p> <p><u>Guillermo Arenas, Vice Principal/Director</u></p> <p>Printed Name and Title</p> <p><u>Guillermo Arenas</u> 06/16/2025</p> <p>Signature Date</p>
<p><b>WIOA Title II</b>  <i>Adult Education and Family Literacy Act {AEFLA} and Carl Perkins Career Technical Education</i> <b>Soledad Adult School</b></p> <p><u>Shann Chu, Principal</u></p> <p>Printed Name and Title</p> <p>Signature Date</p>	<p><b>WIOA Title II</b>  <i>Adult Education and Family Literacy Act {AEFLA} and Carl Perkins Career Technical Education</i> <b>Gonzales Adult School</b></p> <p><u>Candice McFarland Camacho, Director/Principal</u></p> <p>Printed Name and Title</p> <p>Signature Date</p>
<p><b>WIOA Title III</b>  <i>Wagner-Peyser, Veterans, Trade Adjustment Assistance Act and Unemployment Compensation</i> <b>Employment Development Department (EDD)</b></p> <p><u>Cesar A. Valladares, Deputy Division Chief</u></p> <p>Printed Name and Title</p> <p><u>Cesar Valladares</u> 06/26/2025</p> <p>Signature Date</p>	<p><b>WIOA Title V</b>  <i>Older American Act Senior Community Service Employment Program</i> <b>National Association for Hispanic Elderly</b></p> <p><u>Helen Hernandez, President/CEO</u></p> <p>Printed Name and Title</p> <p>Signature Date</p>

<b>WIOA Title IV</b> <i>Vocational Rehabilitation</i> <i>Department of Vocation Rehabilitation (DOR)</i>	<b>Community Services Block Grant</b> <i>Monterey County Community Action Partnership</i>
<u>Brian Winic, Regional Director</u> Printed Name and Title	<u>John J. Gil, CAP Director</u> Printed Name and Title
<u>Brian Winic</u> <u>06/26/25</u> Signature Date	Signature Date
<b>CalWORKS / Employment Services</b> <i>Monterey County Department of Social Services</i>	<b>Housing &amp; Urban Development</b> <i>Monterey County Housing Authority</i>
<u>Diana Jimenez, Deputy Director</u> Printed Name and Title	<u>Zulieka Boykin, Executive Director/President/CEO</u> Printed Name and Title
Signature Date	Signature Date
<b>Monterey County Department of Child Support Services</b>	<b>Migrant Seasonal Farmworkers</b> <i>Center for Employment Training</i>
<u>Darrel McGowan, Director</u> Printed Name and Title	<u>Rocio Gonzalez, Director</u> Printed Name and Title
<u>Darrell McGowan</u> <u>06/17/2025</u> Signature Date	Signature Date
<b>Native American Programs</b> <i>Southern California American Indian Resource Center (SCAIR), Inc.</i>	
<u>Wanda Michaelis, Executive Director</u> Printed Name and Title	Printed Name and Title
<u>Wanda Michaelis</u> <u>06/16/2025</u> Signature Date	Signature Date

**XIX. Attachments**

Attachments A1 and A2: 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

Attachments B1 and B2: Universal Referral Form

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

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

**ATTACHMENT A1****WIOA Partner MOU****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	Equus Workforce Solutions	Core	X	X	X	X	X	X	X
Title I Youth	Turning Point	Core	X	X	X	X	X	X	X
Title II Adult Education and Literacy	North Monterey County Adult Ed.	Core				X		X	
Title II Adult Education and Literacy	Monterey County Office of Education (MCOE) Adult Ed.	Core				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	
Title IV Vocational Rehabilitation	Department of Rehabilitation	Core				X		X	X

ATTACHMENT A2  WIOA	Provider	Type	Basic Career - Self Service	Basic Career - Staff- Assisted	Individual Career Services	Career Service	Follow- up	Training	Supportive Services
Title V Older Americans Act	National Association for Hispanic Elderly (NAHE)	Mandated			X	X			
Job Corps	Job Corps San Jose	Mandated			X	X		X	X
Native American Programs (Section 166)	Southern California American Indian Resource Center, Inc.	Partner							
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	X		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

**ATTACHMENT B1**



REV 05/21/2025

# WIOA PARTNER REFERRAL FORM

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

CUSTOMER INFORMATION:		REFERRED BY: Organization Name 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: \_\_\_\_\_

**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.**

<div>ATTACHMENT B2</div> <div>  </div>		
<input type="checkbox"/> <b>Adult School – Gonzales</b>	<input type="checkbox"/> <b>Adult School – Monterey</b>	<input type="checkbox"/> <b>Adult School – Pacific Grove</b>
650 Elko Street, Gonzales (831) 675-1081 <a href="https://ae.gonzalesusd.net/">https://ae.gonzalesusd.net/</a>	1295 La Salle Ave, Seaside (831) 392-3565 <a href="https://mas.mpusd.net/">https://mas.mpusd.net/</a>	1025 Lighthouse Ave, Pacific Grove (831) 646-6580 <a href="https://pgadulthood.pgusd.org/">https://pgadulthood.pgusd.org/</a>
<input type="checkbox"/> <b>Adult School – Salinas</b>	<input type="checkbox"/> <b>Adult School – Soledad</b>	<input type="checkbox"/> <b>Southern California American Indian Resource Center (SCAIR), Inc.</b>
20 Sherwood Pl, Salinas (831) 287-9511 <a href="https://www.salinasuhd.org/sas">https://www.salinasuhd.org/sas</a>	690 Main Street, Soledad (831) 678-6300 <a href="https://svaec.org">https://svaec.org</a>	Phone: (805) 765-6243 <a href="https://www.scairinc.org/">https://www.scairinc.org/</a>
<input type="checkbox"/> <b>AJCC Marina – Adult, DW</b>	<input type="checkbox"/> <b>AJCC Salinas – Adult &amp; Dislocated Worker Programs / Youth</b>	<input type="checkbox"/> <b>AJCC Seaside – Youth North - Equus</b>
289 12 <sup>th</sup> Street Room 402, Marina (831) 796-3335	344 Salinas Street STE#201, Salinas (831) 796-3335	1295 La Salle Ave., #7 Seaside (831) 769-3335
<input type="checkbox"/> <b>Center for Employment Training, Salinas/Soledad (CET) Farm Worker Programs</b>	<input type="checkbox"/> <b>Monterey County Workforce Development Board (Business Services and Grants) (MCWDB)</b>	<input type="checkbox"/> <b>Youth Services South – Turning Point</b>
24 E. Alvin Drive, Salinas (831) 424-0665 930 Los Coches Drive, Soledad (831) 678-0448	344 Salinas Street STE #101, Salinas (831) 796-3387 <a href="http://montereycountywdb.org">montereycountywdb.org</a>	344 Salinas Street Ste #208, Salinas, CA 93901 Salinas (831)796-3303
<input type="checkbox"/> <b>Community College – Hartnell</b>	<input type="checkbox"/> <b>Community College – MPC</b>	<input type="checkbox"/> <b>Dept. of Rehabilitation (DOR)</b>
411 Central Avenue, Salinas 1752 E. Alisal Street, Salinas CTE - (831) 755-6700 Adult Ed X 6727 Non-Credit/ESL (831) 759-6051	980 Fremont Street, Monterey 289 12 <sup>th</sup> Street, Marina Admissions & Records (831) 646-4002 <a href="https://www.mpc.edu/">https://www.mpc.edu/</a>	928 E. Blanco Rd. Ste. #280, Salinas, CA 93901 (831) 769-8066
<input type="checkbox"/> <b>Dept. of Social Services (DSS) CWES CalWORKS Employment Services</b>	<input type="checkbox"/> <b>Employment Development Department (EDD)</b>	<input type="checkbox"/> <b>Child Support Services</b>
730 La Guardia Street, Salinas 1281 Broadway Ave. Seaside 200 Broadway #62, King City <b>1-800-870-4750</b>	928 E. Blanco Road, Suite 280 Salinas, CA 93901 (831) 464-6286 <a href="http://edd.ca.gov/">http://edd.ca.gov/</a>	1441 Shillings Place, Salinas, CA 93901 (866)901-3212 <a href="http://www.mcdcss.org">www.mcdcss.org</a> or <a href="http://www.countyofmonterey.gov/government/departments-a-h/child-support-services">www.countyofmonterey.gov/government/departments-a-h/child-support-services</a>
<input type="checkbox"/> <b>Housing Authority of Monterey CO</b>	<input type="checkbox"/> <b>Community Action Partnership</b>	<input type="checkbox"/> <b>Senior Community Service</b>
123 Rico Street, Salinas (831) 775-5000 TDD (831) 754-2951 <a href="https://hamonterey.org/">https://hamonterey.org/</a>	1000 South Main St #301, Salinas (831) 796-1553 <a href="http://services/community-action-">services/community-action-</a>	<b>Employment Program – (ANPPM)</b> 1325 N. Main St., Salinas (831) 287-2350 x 8358
<input type="checkbox"/> <b>Monterey County Office of Education</b>	<input type="checkbox"/>	<input type="checkbox"/>
901 Blanco Cir, Salinas, CA 93901 (831) 783-5285 – Jocelyn Rios <a href="https://www.montereycoe.org/programs-services/alternative-education/schools/">https://www.montereycoe.org/programs-services/alternative-education/schools/</a>		

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

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**ATTACHMENT C**

WIOA PARTNER MOU

ONE STOP SYSTEM MAP: AJCC LOCATIONS

Type of AJCC	AJCC Location	Phone Number	Hours	Notes
<b>Comprehensive</b>	344 Salinas Street, Suite #203 Salinas, CA 93901	(831) 796-3335	Monday - Thursday 8:00 AM -6:00 PM Friday 8:00 AM– 5:00 PM	Appointments available for weekends and/or extended hours upon request.
<b>Affiliate</b>	MPC Marina Campus 289 12 <sup>th</sup> Street, Room #402 Marina, CA 93933	(831) 597-2858	Monday - Thursday 8:00 AM -5:00 PM	Appointments available for weekends and/or extended hours upon request.
<b>Affiliate</b>	Monterey Adult School 1295 La Salle Ave. #7 Seaside, CA 93955	(831) 708-6484	Monday – Thursday 10:00 AM -7:00 PM Friday 8:00 AM – 5:00 PM	Appointments available for weekends and/or extended hours upon request.

**Attachment D**

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

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Signature Page: Non-co-located Partners Sharing AJCC Infrastructure Costs When Benefits Data are Available	Page 18

### **Sharing Other One-Stop System Costs**

When sufficient data is available from all non-co-located partners, it is anticipated that, as part of the MOU Phase II process, a determination will be made during the negotiation of the IFA regarding each partner's proportionate share of other one-stop system costs, and a complete and updated list of career services provided by AJCC partners and a Consolidated Budget for the delivery of applicable career services will be developed.

## **Process and Development**

*Local Workforce Development Area:* Monterey County Workforce Development Board (MCWDB) or Monterey County WDB.

1. The period of time this agreement is effective:

The Infrastructure Funding Agreement shall be effective on July 1, 2025. The term of this IFA shall be three years, from July 1, 2025, through June 30, 2028.

2. Identification of all AJCC partners, Chief Elected Officials (CEO), and Local Boards participating in the infrastructure and other system costs funding agreements.
  - a. Chief Elected Official: Monterey County Board of Supervisors, as the Chief Elected Official body for the Workforce Innovation and Opportunity Act (WIOA) Title I.
  - b. Local Board: Monterey County Workforce Development Board; and
  - c. 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 / Equus Workforce Solutions

- d. 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 - Equus Workforce Solutions
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	North Monterey County Adult Education
Partner 5	WIOA Title Adult Ed & Literacy	Monterey County Office of Education (MCOE) Adult Education
Partner 6	WIOA Title Adult Ed & Literacy	Gonzales Adult School
Partner 7	WIOA Title Adult Ed & Literacy	Monterey Adult School
Partner 8	WIOA Title Adult Ed & Literacy	Pacific Grove Adult School
Partner 9	WIOA Title Adult Ed & Literacy	Salinas Adult School
Partner 10	WIOA Title Adult Ed & Literacy	Soledad Adult School

Partner 11	WIOA Title Adult Ed & Literacy/ Carl Perkins CTE	Hartnell College
Partner 12	WIOA Title II Adult Ed & Literacy/ Carl Perkins CTE	Monterey Peninsula College
Partner 13	WIOA Title V Older Americans Act - Senior Community Service Employment Program	National Association for Hispanic Elderly (NAHE)
Partner 14	Community Services Block Grant	Monterey County Community Action Partnership
Partner 15	Housing & Urban Development	Housing Authority of the County of Monterey
Partner 16	Migrant & Seasonal Farmworkers	Center for Employment Training (CET)
Partner 17	TANF / CalWORKs	County of Monterey Social Services

- e. 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 December 31, 2025.*

- f. 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.*

- g. 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 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 30), 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.*

- h. 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 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:*

- i. Data provided by the State for this purpose.*
- ii. Regulations and directives regarding this requirement issued by the partner's funding source.*
- iii. Locally agreed upon methodology for allocating costs to determine proportionate benefit.*
- iv. Locally agreed upon definition of benefit; and*
- v. 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 – Comprehensive Site**

Salinas AJCC  
344 Salinas Street  
Salinas, CA 93901

#### **Partners Co-located at This AJCC:**

- Monterey County Workforce Development Board
- Equus Workforce Solutions, WIOA Title 1 Adult / Dislocated Worker
- Turning Point of Central California, WIOA Title 1 Youth
- WIOA Title II – Salinas Adult School
- WIOA Title IV - Department of Rehabilitation

### **AJCC #2 – Affiliate Site**

Monterey Peninsula College Marina Campus  
289 Twelfth Street, Room 402  
Marina, CA 93933  
Affiliate Site

#### **Partners Co-located at This AJCC:**

Equus Workforce Solutions, WIOA  
Title 1 Adult / Dislocated Worker /  
Youth

### **AJCC #3 – Affiliate Site**

1295 La Salle Ave. Room  
#7  
Seaside, CA 93955

#### **Partners Co-located at This AJCC:**

- Equus Workforce Solutions, WIOA Title  
1 Adult / Dislocated Worker / Youth
- Monterey Adult School District

**AJCC Infrastructure Budget  
Comprehensive AJCC – Salinas  
344 Salinas Street, Salinas, CA 93901 Cost based on Program Year  
through**

<b>Cost Category/Line Item</b>	<b>Line-Item Cost Detail</b>	<b>Cost</b>
<b>Rent</b>		
Rental of Facilities	\$13,697.50 Per Month	\$164,370 Annual
<b>Rental Costs Subtotal:</b>		<b>\$164,370</b>
<b>Utilities and Maintenance</b>		
Electric	Included in Lease	
Gas	Included in Lease	
Water	Included in Lease	
Sewer Connections	Included in Lease	
First Alarm	Included in Lease	
High-Speed Internet	Included in Lease	
Telephones (Landlines)	\$1,706.48 Monthly	\$20,478 Annual
Facility Maintenance Contract	Included in Lease	
<b>Utilities and Maintenance Costs Subtotal:</b>		<b>\$20,478 Annual</b>
<b>Equipment</b>		
Assessment-related products		0
Assistive technologies for individuals with disabilities (Access and Accommodation)		0
Copiers	\$219.28	\$2,631

Fax Machines	\$23.00 Monthly	\$276.00 Annual
Computers & Support Includes Website	\$2,400 Monthly	\$28,800 Annual
Other tangible equipment used to serve all center customers (not specific to an individual program partner)		
Specify Other Tangible Equipment IT Charge	\$11,600 Monthly	\$139,200 Annual
<b>Equipment Costs Subtotal:</b>		<b>\$170,907 Annual</b>
<b>Technology to Facilitate Access to the AJCC</b>		
Technology used for the center's planning and outreach activities		
Specify the Technology		0
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: montereycountywdb.org  (Does not include data systems or case management systems specific to individual program partners.)	Included in Computer Support	
<b>Technology to Facilitate Access Costs Subtotal:</b>		<b>0</b>

Fax Machines	\$23.00 Monthly	\$276.00 Annual
Computers & Support Includes Website	\$2,400 Monthly	\$28,800 Annual
Other tangible equipment used to serve all center customers (not specific to an individual program partner)		
Specify Other Tangible Equipment IT Charge	\$11,600 Monthly	\$139,200 Annual
<b>Equipment Costs Subtotal:</b>		<b>\$170,907 Annual</b>
<b>Technology to Facilitate Access to the AJCC</b>		
Technology used for the center's planning and outreach activities		
Specify the Technology		0
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: montereycountywdb.org  (Does not include data systems or case management systems specific to individual program partners.)	Included in Computer Support	
<b>Technology to Facilitate Access Costs Subtotal:</b>		<b>0</b>

<b>Common Identifier Costs (Local Option, If Agreed to By All Co-located Partners)</b>		
Creating New AJCC Signage		0
<b>Common Identifier Subtotal:</b>		0

<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY CO-LOCATED PARTNERS</b>	
<b>Cost Category</b>	<b>Total Cost</b>
<b>Subtotal: Rental Costs</b>	\$164,370
<b>Subtotal: Utilities and Maintenance Costs</b>	\$20,478
<b>Subtotal: Equipment Costs</b>	\$170,907
<b>Subtotal: Technology to Facilitate Access Costs</b>	
<b>Subtotal: Common Identifier Costs</b>	
<b>TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:</b>	<b>\$355,755</b>

### **Cost Allocation Methodology to Share Agreed Upon Infrastructure Costs**

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

- Monterey County Workforce Development Board - infrastructure costs shall be calculated based on a specific program's occupancy percentage of the AJCC/One-Stop (square footage).

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.

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

The initial proportionate share of infrastructure costs allocated to each partner is 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**

<b>Cost Categories</b>	<b>Total Cost</b>	<b>Contributor/s</b>	<b>Value</b>	<b>Balance to Allocate</b>
Rent		None		
Utilities/Maintenance		None		
Equipment		None		
Access Technology		None		
Common Identifier		None		
<b>Total Infrastructure Balance to Be Allocated to Co-located Partners:</b>				

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 partner program's occupancy percentage of the AJCC (square footage) and benefit use.			None
Partner 2:	Rental costs, including utilities and facility maintenance.	Proportion of partner program's occupancy percentage of the AJCC (square footage) and benefit use.			None; IFA to be negotiated prior to December 31, 2025

**Signature Page: Co-located Partners Sharing AJCC Infrastructure Costs**

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

By signing below, all parties agree to the terms prescribed in the IFA.

\_\_\_\_\_  
(CEO)

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
(Local Board Chairperson)

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
(Co-located AJCC Partner Entity)

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
(Co-located AJCC Partner Entity)

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

**Signature Page: Partners Sharing Infrastructure Costs When Proportionate Share Data Is Available**

MOU Content Requirement:

The State is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-co-located partners who are receiving benefit from the AJCCs will also be required to contribute their proportionate share towards infrastructure costs. Consequently, the MOU must include an 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.

By signing below, all parties agree that when data are available to determine the AJCC benefit to non-co-located partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.

\_\_\_\_\_  
(Non-co-located AJCC Partner Entity)

\_\_\_\_\_  
(Non-co-located AJCC Partner Entity)

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
(non-co-located AJCC Partner Entity)

\_\_\_\_\_  
(non-co-located AJCC Partner Entity)

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date