

**D. IDENTIFICATION OF SHARED COSTS**

The costs identified as shared are reflected below. The costs consist of operational expenses of the Riverside County One Stop System that are incurred by partners in the provision of integrated customer services within the Workforce Development Centers. The following are considered pooled or shared costs attributable to the operations of the centers:

- **Salaries and Benefits:** Costs contributed toward staff salaries and benefits.

Budgeted Costs	Expected Contribution
\$9690	n/a

- **Universal Access Services Space:** The space utilized by more than one partner in the delivery of integrated services to common customers. Costs are comprised of; reception, Career Resource Area, Skills Lab, Business Resources, staff meeting areas, break areas, customer service areas, storage areas, staff work areas, and restrooms. Rates paid for these areas also include utilities (gas and electric), security, janitorial and Day porter.

Budgeted Costs	Expected Contribution
n/a	n/a

- **Telecommunication Services:** Telephone, data lines, Information Technology, and internet access services.

Budgeted Costs	Expected Contribution
n/a	n/a

- **Universal Access Costs:** Costs of providing information in the Career Resource Areas of the WDCs, information on available employer services and on available training providers, marketing materials, subscriptions and labor market information.

Budgeted Costs	Expected Contribution
n/a	n/a

- **Supplies and Equipment:** Costs of computers, fax machines, copiers, printers, and toner, equipment maintenance, and paper.

Budgeted Costs	Expected Contribution
n/a	n/a

**E. RESOURCE SHARING PLAN**

Each Partner organization hereby agrees to provide the resources necessary to fund their proportionate share of the shared costs as contained in the Cost Allocation spreadsheet. In no event, except as may be provided in a subsequent agreement, shall any partner be obligated to reimburse any expenses incurred by another partner under this plan. The Partners agree to provide additional resources as required to fulfill their proportionate share of. Partners are not required to pay costs equal to amounts under each category so long as the total amount of proportionate share is satisfied. Costs will be reviewed annually to determine if modifications to the resource sharing plan are necessary.

**F. MODIFICATION AND RECONCILIATION PROCESS**

This RSA may be modified, revised or amended at any time by mutual written agreement of the Partners. **Riverside County Office on Aging** staff will maintain information from each Partner related to *(insert partner name)* the resources provided. This information will be submitted at least annually by each partner organization that provided resources during the previous year. Reconciliation of budget to actual expenditures will occur at least annually.

**Attachment B**

**Mandatory One-Stop Programs and Partners**

<b>REQUIRED PROGRAM</b>	<b>PARTNER</b>	<b>On-site Full time</b>	<b>On-site Part time</b>	<b>Services By Referral</b>
Formula Adult	Riverside County	X		
Formula DW	Riverside County	X		
Youth	Riverside County	Provided at Youth Opportunity Centers		
Job Corps	Cornerstone		X	
Native American	NICOA			X
Migrant & Seasonal Farm Workers	EDD	X		
Veterans Program	EDD	X		
Wagner Peyser	EDD	X		
Adult Education and Literacy	DUSD,RUSD	X (R)	X(I)	
Rehabilitation Act Parts A and B	Department of Rehabilitation		X	
WtW403(a)(5) SSA Title V Social Security	DPSS			X
Senior Community Service Employment	RC Office On Aging			X
Carl Perkins-Voc and Applied Tech Ed Act	RCC,MSJC,COD			X
Trade Adjustment Assistance Act NAFTA	EDD	X		
Transitional Adjustment Assistance Title II Trade Act 1974	EDD	X		
LVER/DVOP (Vets Services)	EDD	X		
Community Services Block Grant-Employment and Training Activities	No Funding in Riverside County			
HUD Employment and Training Activities	No Funding in Riverside County			
State Unemployment Programs	EDD	X		
Small Business (SB 293)				X

**Attachment C**  
**Additional Partner Assurances**

Additional Partner Assurances shall only apply and be included for civil service partner agencies (i.e. state, federal, county).



September 3, 2009

Randella Bluehouse, Executive Director  
National Indian Council on Aging  
10501 Montgomery Blvd.  
NE, Suite 210  
Albuquerque, NM 87111

Subject: County of Riverside Workforce Investment Board MOU

Dear Ms. Bluehouse:

Enclosed, please find one original Memorandum of Understanding pursuant to the Workforce Investment Act of 1998 (WIA) and Senate Bill (SB) 293. The Agreement is fully executed by the Workforce Investment Board Chairman, Ricardo Olalde.

If you have any questions, please call me at (951) 955-3079, or e-mail at [hreeves@rivcoeda.org](mailto:hreeves@rivcoeda.org).

Sincerely,



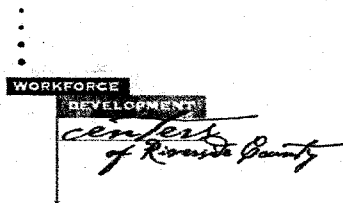
Holly Reeves  
Planning Analyst

hr/ts  
Enclosure

*Providing business with their greatest resource...*

WDC Partners: Culinary Academy·Economic Development Agency·Employment Development Department·Department of Veteran's Services  
Department of Rehabilitation·Dynamic Educational Systems, Inc.·Hacienda La Puente Adult Education·DPSS/GAIN·Riverside Unified School  
District·Riverside Community College District·Community Connection·Southern California Indian Center

1451 Spruce Street, Riverside, CA 92507 Telephone: 951.955.3100 Fax: 951.955.3131 www.rivcojobs.com



**COUNTY OF RIVERSIDE  
WORKFORCE DEVELOPMENT BOARD**

**MEMORANDUM OF UNDERSTANDING WITH PARTNERS  
PURSUANT TO THE  
WORKFORCE INVESTMENT ACT OF 1998 (WIA)  
And Senate Bill (SB) 293**

**MEMORANDUM OF UNDERSTANDING  
PURSUANT TO THE  
WORKFORCE INVESTMENT ACT OF 1998 (WIA)**

**PREAMBLE**

This Memorandum of Understanding (MOU), made on the 30 day of June, 20 09 is an operational agreement entered into by the Riverside County Workforce Development Board (WDB) and NICOA (Partner) to create a partnership to provide comprehensive, integrated workforce development services to businesses and jobseekers in the Local Workforce Investment Area (LWIA) in accordance with WIA, its implementing regulations and California Senate Bill 293.

**WITNESSETH:**

WHEREAS, the United States Congress has established the Workforce Investment Act of 1998 (WIA) (Public Law 105-220), which was signed into law July 7, 1998; and

WHEREAS, HR 1385 became law on August 7, 1998, establishing WIA as the national workforce investment system, and

WHEREAS, with the issuance of an Executive Order on October 10, 1999, the Governor enacted WIA in California, and

WHEREAS, California State Employment Development Department Directives, WIAD06-17 dated March 20, 2007, and WIAD06-21 dated June 29, 2007 provided guidance on implementation of the requirements of SB 293 whereby state and federally funded workforce programs will be fully integrated within the one-stop delivery system to achieve universal access to services;

NOW THEREFORE, it is mutually agreed as follows:

- I. **PARTNERSHIP PARTICIPATION:** To facilitate exchange of information and seamless operation, partners are expected to maintain a high level of communication. The following methods of participation will be required:
  - A. Attendance at monthly Partner Meetings. A designee with appropriate authority is to be present to act on behalf of the partner.
  - B. All partner staff will abide by the policies and procedures of the Workforce Development Center (WDC) related to general safety and behavior in the workplace.
  - C. Partners will use standardized WDC forms.
  - D. Partners will develop and use a collaborative marketing strategy informing job seekers, businesses, and the community at large about the services available through the Workforce Development Center. The following resources, as available, will be utilized to enhance coordinated marketing efforts:
    - Web Site Development
    - Public Information and Education
    - Speaker's Bureau
    - Brochures and Flyers
    - Commercial Air Time
    - Media Coverage
    - Public Television and Radio
  
- II. **SITE SUPERVISION.** WDB and Partners recognize that a number of practices and philosophies related to individual partners vary as a result of its unique organizational structure. These differences must be considered when unifying staff and services within the one-stop. Factors that must be considered are:
  - Differing pay scales for similar positions

- Functions for similar classifications among agencies, which may differ
- Off-site supervisors vs. site-based supervisors at the one-stop
- Union vs. Non-Union employees in similar classifications on site
- Hours of operation, including possible evening and weekend hours
- Varied legal holiday schedules
- Sharing of space, equipment, information, and materials

WDB and Partners agree to prior and specific agreements arrangements for supervision, addressing at a minimum the above issues, and modifying said practices over time in accordance with new or changing business or agency needs and requirements. Any such agreements will be attached and made part of this agreement by such attachment.

- III. ONE-STOP PARTNERS:** The Workforce Investment Act (WIA) identifies mandatory One-Stop Partners as organizations that carry out programs or activities under programs authorized as defined under Section 121(b)(1)(A) of the Act and 20CFR Part 662.200, further in Section 121(b)(1)(B) of the Act, and 20CFR Part 662.210. Senate Bill (SB) 293 clarifies and adds small business development centers as required partners in those Local Workforce Investment Areas in which they exist. SB 293 further mandates that these state and federally funded workforce education, training, and employment programs be integrated in the one-stop delivery system to achieve universal access.
- IV. ONE-STOP SYSTEM OVERSIGHT:** The Workforce Development Board, with the agreement of the chief elected official is authorized to designate or certify one-stop operators and to terminate for cause the eligibility of such operators. The Economic Development Agency is the One-Stop Operator in Riverside County. Multiple processes are in place to insure that the workforce system in Riverside County is providing quality services and fiscal accountability. Each year the State of California monitors program performance and fiscal processes. Each year the County Auditor controller performs an internal audit of fiscal processes. Every two years an independent audit firm performs the required OMB A-133 audit of the EDA financial records. The Workforce Development Agency monitors 8 Critical Measures on a monthly basis that include customer satisfaction, community involvement, and business engagement. In addition, an annual ADA compliance audit is completed and an annual self-assessment is completed using criteria based upon the Malcolm Baldrige standards.
- V. TERM AND TERMINATION:** This MOU shall remain in effect until terminated by the repeal of the Workforce Investment Act of 1998 (WIA), by action of law, or in accordance with this section. Any party may withdraw from this MOU by giving written notice of intent to withdraw at least 180 calendar days in advance of the effective withdrawal date to the contact persons listed in section XXI. Partner Services and Signatures of this MOU.
- VI. MODIFICATION:** This MOU may be modified, revised or amended at any time by mutual written agreement of the WDB and Partners.
- VII. CROSS REFERRAL AGREEMENT:** For those Partners not co-located within the WDC, the WDB and Partners agree to receive referrals from and make referrals to the other Partners within the WDC system. A referral may be carried out with a written form, telephone call or email and will include the following elements:
- The customer will be given information about a Partner or other organization and its services, eligibility information, name, address, and hours of operation;
  - To the extent possible, and as requested, staff will assist the customer to make an appointment;
  - Staff will follow up with the customer or Partner organization to become aware of the results of the referral and utilize the services of the Partner in managing services with the customer.
  - To the extent possible, and as requested, staff will assist the customer by providing information and referral to supportive service assistance where available from Partner or other organization.
    - i. Cross-train their respective staff;
    - ii. Consider co-enrollment options and practices;
    - iii. Consider the effect of cross-referrals on mutual performance expectations;

- iv. Constantly improve the joint delivery of services to customers.
- v. If applicable, the (Resource Sharing Agreement Attachment A) shall describe the process for the immediate referral of individuals to training who have been unable to obtain or retain employment through provision of Core and Intensive Services.

**VIII. ONE-STOP SYSTEM DESCRIPTION:** The vision of the County of Riverside WDC One-Stop is built upon four guiding principles, which are the essence of the One-Stop delivery system. These principles should be the goals of all One-Stop delivery systems, and be reflected in the planning and implementation of operations. They are the guiding principles in the development of MOUs, and cannot be accomplished without partnerships based on trust, cooperation and collaboration. The four principles that guide the One-Stop delivery system are:

- **Integrated:** offers as many employment, training and education services as possible for employers and individuals seeking jobs or wishing to enhance their skills.
- **Comprehensive:** a large array of useful information with wide and easy access to needed services.
- **Customer Focused:** the ability to support informed choice by providing a means for customers to judge the quality of these services.
- **Performance Based:** where clear outcomes to be achieved and methods for measuring the agreed-upon outcomes, including customer satisfaction, are identified.

**IX. FUNDING FOR OPERATION OF THE SYSTEM:** The One-Stop Operator(s) is/are responsible for costs associated with operation of the One-Stop WDC. The Resource Sharing Agreement (RSA) is included as Attachment A and outlines the partner's services provision and the anticipated revenue share. Annual reconciliation shall take place upon each anniversary of the MOU execution. Resource Sharing: The partners agree to share resources in accordance with the attached Resource Sharing Agreement. It is expressly understood that this MOU does not constitute a financial commitment, but rather an intent to commit specific resources in the future as the partners' allocations and budgets are known and the one-stop system evolves. The one stop system is a work in progress, and its costs and the partners' resource contributions will not remain static from month to month or from year to year. These funds may be generated by methods such as, but not limited to:

- Management Fees
- Lease Fees
- Separate Financial Agreements
- Separate Funding Opportunities

**X. DISPUTES:** The partners shall first attempt to resolve all disputes informally. Any party may call a meeting of all partners to discuss and resolve disputes. Should informal resolution efforts fail, the dispute shall be referred to the Chair of the Riverside County Workforce Development Board who shall place the dispute upon the agenda of a regular or special meeting of the WIB's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute.

**XI. ASSURANCES:**

- A. WDB and Partners agree to comply with the Americans With Disabilities Act (ADA) of 1990 (42 U.S.C. Section 12101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794), and California Government Code Section 11135 et seq., as well as the regulations which implement these statutes, which prohibit discrimination on the basis of disability.
- B. WDB and Partners agree that all goods and services pursuant to this agreement shall be available to all persons regardless of age, sex, race, political affiliation, religion, ethnic background, marital status, or condition of physical or mental handicap.
- C. WDB and Partners agree that they will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.



- D. WDB and Partners agree to honor confidentiality. Exchanged information shall remain private and confidential in accordance with the most restrictive confidentiality requirements of any of the partners collecting, receiving or sharing information. As a condition of providing services at the Workforce Development Center, the partners shall adhere to the following:
- All client information will be treated with the strictest degree of confidentiality during and after involvement with the WDC.
  - Each partner shall keep all information that is exchanged between them in the strictest confidence and make such information available to their own employees on a "need-to-know" basis only.
  - Each partner shall (where it is appropriate) store and process information in electronic format, in such a way that unauthorized persons cannot reasonably retrieve the information.
  - This information will only be used in working with programs at WDC.
- E. The WDB and Partner assures that it has established, in accordance with section 184 of the WIA, fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds provided to the local board through the allotments made under sections 127 and 132. [WIA, Section 112(b)(11)]
- F. The WDB and Partner assures that it has implemented the uniform administrative requirements referred to in WIA, Section 184 (a) (3).
- G. The WDB and Partner assures that no funds received under WIA will be used to assist, promote, or deter union organizing [WIA, Section 181(b)(7)]
- H. The WDB and Partner assure that it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of WIA, Section 188.
- I. The WDB and Partner will comply with future State Workforce Investment Board policies and guidelines, legislative mandates, or other provisions as may be required under federal law or policy, including the Workforce Investment Act of 1998 or state legislation.

**XII. ATTACHMENTS:** The following attachments are included in this MOU.

- A. Resource Sharing Agreement
- B. Mandatory One-Stop Program Partner Grid
- C. Additional Partner Assurances
- D. Memorandum of Operations (MOO) (The MOO only applies to fully integrated partners).

**XIII. PARTNER SERVICES AND SIGNATURES:** The individuals signing this MOU have the authority to commit the party they represent to the terms of this agreement, and do so by signing:

For the RIVERSIDE COUNTY WORKFORCE DEVELOPMENT BOARD:

1151 Spruce Street  
Riverside, CA 92507

**Ricardo Olalde, Workforce Development Board Chairman**

Contact person and title

*Ricardo Olalde*  
Signature

8-19-09  
Date

**(951) 955-3100 / (951) 955-3131**

Telephone number / Facsimile number

**rolalde@rivcoeda.org**

E-mail address

ONE-STOP PARTNER INFORMATION:

*National Indian Council on Aging, Inc.*  
Partner Name

*10501 Montgomery Blvd NE, Suite 210 Albuquerque, NM 87111*  
Address

*Randella J. Bluehouse, Executive Director*  
Contact person and Title

*Randella Bluehouse*  
Signature

6/29/09  
Date

*(505) 292-2001 (505) 292-1922*  
Telephone number / Facsimile number

*r.bluehouse@nicaa.org*  
E-mail address

**Attachment A**

**RIVERSIDE COUNTY WORKFORCE INVESTMENT AREA  
RESOURCE SHARING AGREEMENT (RSA)**

The \_\_\_\_\_ agrees to contribute to the  
*(Insert WDC partner name and acronym)*  
delivery of the following core services in the local one-stop system:

The above named partner shall provide the following services as appropriate (please check):

- WIA Title I Eligibility Determination
- Outreach, Intake (worker profiling), and Orientation
- Initial Assessment
- Job Search
- Placement Assistance
- Career Counseling
- Job Listings
- Skills Needed
- Occupational Demand
- Marketing
- Recruitment
- Employer Services
- Job Development
- Employer Advisory Councils
- Employer Outreach Coordination
- Information on Eligible Training Providers
- Performance Outcomes
- Filing Claims for Unemployment Insurance
- Supportive Services
- Help in establishing eligibility for Welfare-to-Work (WtW) and Financial Aid
- Follow-up services for at least 12 months
- Occupational Skills Training;
- On-the-Job Training;
- Workplace Training combined with related instruction;
- Training programs operated by the private sector;
- Skill upgrading and retraining;
- Entrepreneurial training;
- Job Readiness training;
- Adult Education and literacy activities; and
- Customized training.

A. The above named partner shall provide the following services as appropriate (please check):

1. Access to intensive and training services (including serving as the point of access to individual training accounts).
  - Occupational Skills Training;
  - On-the-Job Training;
  - Workplace Training combined with related instruction;
  - Training programs operated by the private sector;
  - Skill upgrading and retraining;

- Entrepreneurial training;
- Job Readiness training;
- Adult Education and literacy activities; and
- Customized training.

2. Access to One-Stop partner programs and activities. Briefly describe.

3. Access to Wagner-Peyser services including:

- Job search
- Placement
- Recruitment
- Other labor exchange services

4. The Partner MAY also provide the following services:

- Access to customized screening and referral of qualified participants in training services to employment.
- Customized employment-related services to employers on a fee-for-service basis.
- Supportive services.
- Needs related payments.

6. Cost of above services funded by:

B. The partner named above shall deliver the core services checked as appropriate, plus any intensive services, training, supportive services or other services listed and described below.

C. The partner named above expects to derive benefits from the one stop system as described below. The partners agree that the contributions and benefits set out in this Resource Sharing Agreement are in proportion to each other. To the extent that the resources contributed or benefits derived become disproportionate, the partners agree to revisit and revise this Resource Sharing Agreement as necessary.

This Agreement does not create a partnership as defined and governed by the Uniform Partnership Act, Corporations Code Section 15000 et seq. The terms "partner" and "partnership" in this Agreement are used generically and are not intended to create or describe the legal relationship between the parties to this Agreement.

The partners agree that the contributions and benefits set out in this Resource Sharing Agreement are in proportion to each other. To the extent that the resources contributed or benefits derived become disproportionate, the partners agree to revisit and revise this Resource Sharing Agreement as necessary.

**D. IDENTIFICATION OF SHARED COSTS**

The costs identified as shared are reflected below. The costs consist of operational expenses of the Riverside County One Stop System that are incurred by partners in the provision of integrated customer services within the Workforce Development Centers. The following are considered pooled or shared costs attributable to the operations of the centers:

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Budgeted Costs	Expected Contribution

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Budgeted Costs	Expected Contribution

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- **Universal Access Costs:** Costs of providing information in the Career Resource Areas of the WDCs, information on available employer services and on available training providers, marketing materials, subscriptions and labor market information.

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Budgeted Costs	Expected Contribution

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**F. MODIFICATION AND RECONCILIATION PROCESS**

This RSA may be modified, revised or amended at any time by mutual written agreement of the Partners. \_\_\_\_\_ staff will maintain information from each Partner related to

*(insert partner name)*

the resources provided. This information will be submitted at least annually by each partner organization that provided resources during the previous year. Reconciliation of budget to actual expenditures will occur at least annually.

**Attachment B**

**Mandatory One-Stop Programs and Partners**

<b>REQUIRED PROGRAM</b>	<b>PARTNER</b>	<b>On-site Full time</b>	<b>On-site Part time</b>	<b>Services By Referral</b>
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Formula DW	Riverside County	X		
Youth	Riverside County	Provided at Youth Opportunity Centers		
Job Corps	Cornerstone		X	
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Migrant & Seasonal Farm Workers	EDD	X		
Veterans Program	EDD	X		
Wagner Peyser	EDD	X		
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Rehabilitation Act Parts A and B	Department of Rehabilitation		X	
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Transitional Adjustment Assistance Title II Trade Act 1974	EDD	X		
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State Unemployment Programs	EDD	X		
Small Business (SB 293)				X

**Attachment C  
Additional Partner Assurances**

Additional Partner Assurances shall only apply and be included for civil service partner agencies (i.e. state, federal, county).



## National Indian Council on Aging

10501 Montgomery Blvd. NE, Suite 210, Albuquerque, NM 87111

Telephone 505-292-2001 ♦ Fax 505-292-1922

<http://www.nicoa.org>

July 10, 2009

Holly Reeves  
Planning Analyst  
Workforce Development Center  
1151 Spruce Street  
Riverside, CA 92507

Dear Ms. Holly Reeves,

RE: Executed Memorandum of Understanding

Enclosed is one executed original copy of the Riverside County Workforce Development Board's Memorandum of Understanding (MOU) with partners pursuant to the Workforce Investment Act of 1998 (WIA) and Senate Bill (SB) 293.

I apologize for the delay in the submission of this document on behalf of NICOA's California based Senior Community Services Employment Program. Thank you for coordinating services with Maryann Parades, California NICOA SCSEP Program Manger.

Should you have any questions please contact me at (505) 292-2001 or by email at [rbluehouse@NICOA.org](mailto:rbluehouse@NICOA.org).

Sincerely,

Randella Bluehouse  
Executive Director

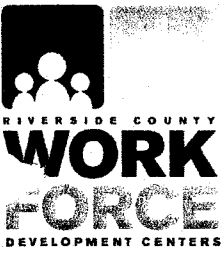
Cc: Maryann Paredes

*Received  
8/19/09  
by Olga*

*NICOA  
partner MOU*

*Thank  
you*





Riverside County Workforce Development Centers  
1000 Spring Street, Suite 400, Riverside, CA 92507

September 16, 2010

Dr. William E. Ermert, Assistant Superintendent  
Riverside Unified School District  
Riverside Adult School  
6735 Magnolia Ave.  
Riverside, CA 92506

Dear Dr. Ermert:

Re: County of Riverside Workforce Investment Board MOU

Enclosed, please find one copy of the Memorandum of Understanding pursuant to the Workforce Investment Act of 1998 (WIA) and Senate Bill (SB) 293. The Agreement is fully executed by the Workforce Investment Board Chairman, Ricardo Olalde.

If you have any questions, please call me at (951) 955-3079, or e-mail at [hreeves@rivcoeda.org](mailto:hreeves@rivcoeda.org).

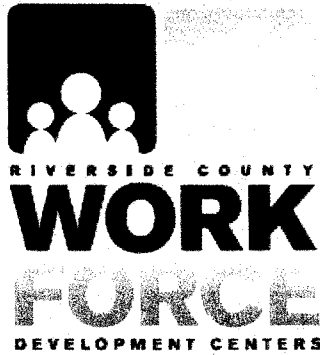
Sincerely,

A handwritten signature in black ink, appearing to read "Holly Reeves".

Holly Reeves  
Program Development Analyst

hr:ts  
Enclosure

■ web: www.rivcoeda.org  
■ phone: (951) 955-3079  
■ fax: (951) 955-3079



***COUNTY OF RIVERSIDE  
WORKFORCE INVESTMENT BOARD***

**MEMORANDUM OF UNDERSTANDING WITH PARTNERS  
PURSUANT TO THE  
WORKFORCE INVESTMENT ACT OF 1998 (WIA)  
And Senate Bill (SB) 293**

**MEMORANDUM OF UNDERSTANDING  
PURSUANT TO THE  
WORKFORCE INVESTMENT ACT OF 1998 (WIA)**

**PREAMBLE**

This Memorandum of Understanding (MOU), made on the **fifth** day of **August, 2010** is an operational agreement entered into by the **Riverside County Workforce Investment Board (WIB) and Riverside Unified School District/Riverside Adult School** to create a partnership to provide comprehensive, integrated workforce development services to businesses and jobseekers in the Local Workforce Investment Area (LWIA) in accordance with WIA, its implementing regulations and California Senate Bill 293.

**WITNESSETH:**

WHEREAS, the United States Congress has established the Workforce Investment Act of 1998 (WIA) (Public Law 105-220), which was signed into law July 7, 1998; and

WHEREAS, HR 1385 became law on August 7, 1998, establishing WIA as the national workforce investment system, and

WHEREAS, with the issuance of an Executive Order on October 10, 1999, the Governor enacted WIA in California, and

WHEREAS, California State Employment Development Department Directives, WIAD06-17 dated March 20, 2007, and WIAD06-21 dated June 29, 2007 provided guidance on implementation of the requirements of SB 293 whereby state and federally funded workforce programs will be fully integrated within the one-stop delivery system to achieve universal access to services;

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  - Differing pay scales for similar positions

- Functions for similar classifications among agencies, which may differ
- Off-site supervisors vs. site-based supervisors at the one-stop
- Union vs. Non-Union employees in similar classifications on site
- Hours of operation, including possible evening and weekend hours
- Varied legal holiday schedules
- Sharing of space, equipment, information, and materials

WIB and Partners agree to prior and specific agreements arrangements for supervision, addressing at a minimum the above issues, and modifying said practices over time in accordance with new or changing business or agency needs and requirements. Any such agreements will be attached and made part of this agreement by such attachment.

- III. **ONE-STOP PARTNERS:** The Workforce Investment Act (WIA) identifies mandatory One-Stop Partners as organizations that carry out programs or activities under programs authorized as defined under Section 121(b)(1)(A) of the Act and 20CFR Part 662.200, further in Section 121(b)(1)(B) of the Act, and 20CFR Part 662.210. Senate Bill (SB) 293 clarifies and adds small business development centers as required partners in those Local Workforce Investment Areas in which they exist. SB 293 further mandates that these state and federally funded workforce education, training, and employment programs be integrated in the one-stop delivery system to achieve universal access.
- IV. **ONE-STOP SYSTEM OVERSIGHT:** The Workforce Investment Board, with the agreement of the chief elected official is authorized to designate or certify one-stop operators and to terminate for cause the eligibility of such operators. The Economic Development Agency is the One-Stop Operator in Riverside County. Multiple processes are in place to insure that the workforce system in Riverside County is providing quality services and fiscal accountability. Each year the State of California monitors program performance and fiscal processes. Each year the County Auditor controller performs an internal audit of fiscal processes. Every two years an independent audit firm performs the required OMB A-133 audit of the EDA financial records. The Workforce Development Agency monitors 8 Critical Measures on a monthly basis that include customer satisfaction, community involvement, and business engagement. In addition, an annual ADA compliance audit is completed and an annual self-assessment is completed using criteria based upon the Malcolm Baldrige standards.
- V. **TERM AND TERMINATION:** This MOU shall remain in effect until terminated by the repeal of the Workforce Investment Act of 1998 (WIA), by action of law, or in accordance with this section. Any party may withdraw from this MOU by giving written notice of intent to withdraw at least 180 calendar days in advance of the effective withdrawal date to the contact persons listed in section XXI. Partner Services and Signatures of this MOU.
- VI. **MODIFICATION:** This MOU may be modified, revised or amended at any time by mutual written agreement of the WIB and Partners.
- VII. **CROSS REFERRAL AGREEMENT:** For those Partners not co-located within the WDC, the WIB and Partners agree to receive referrals from and make referrals to the other Partners within the WDC system. A referral may be carried out with a written form, telephone call or email and will include the following elements:
- The customer will be given information about a Partner or other organization and its services, eligibility information, name, address, and hours of operation;
  - To the extent possible, and as requested, staff will assist the customer to make an appointment;
  - Staff will follow up with the customer or Partner organization to become aware of the results of the referral and utilize the services of the Partner in managing services with the customer.
  - To the extent possible, and as requested, staff will assist the customer by providing information and referral to supportive service assistance where available from Partner or other organization.
    - i. Cross-train their respective staff;
    - ii. Consider co-enrollment options and practices;
    - iii. Consider the effect of cross-referrals on mutual performance expectations;

- iv. Constantly improve the joint delivery of services to customers.
- v. If applicable, the (Resource Sharing Agreement Attachment A) shall describe the process for the immediate referral of individuals to training who have been unable to obtain or retain employment through provision of Core and Intensive Services.

**VIII. ONE-STOP SYSTEM DESCRIPTION:** The vision of the County of Riverside WDC One-Stop is built upon four guiding principles, which are the essence of the One-Stop delivery system. These principles should be the goals of all One-Stop delivery systems, and be reflected in the planning and implementation of operations. They are the guiding principles in the development of MOUs, and cannot be accomplished without partnerships based on trust, cooperation and collaboration. The four principles that guide the One-Stop delivery system are:

- **Integrated:** offers as many employment, training and education services as possible for employers and individuals seeking jobs or wishing to enhance their skills.
- **Comprehensive:** a large array of useful information with wide and easy access to needed services.
- **Customer Focused:** the ability to support informed choice by providing a means for customers to judge the quality of these services.
- **Performance Based:** where clear outcomes to be achieved and methods for measuring the agreed-upon outcomes, including customer satisfaction, are identified.

**IX. FUNDING FOR OPERATION OF THE SYSTEM:** The One-Stop Operator(s) is/are responsible for costs associated with operation of the One-Stop WDC. The Resource Sharing Agreement (RSA) is included as Attachment A and outlines the partner's services provision and the anticipated revenue share. Annual reconciliation shall take place upon each anniversary of the MOU execution. Resource Sharing: The partners agree to share resources in accordance with the attached Resource Sharing Agreement. It is expressly understood that this MOU does not constitute a financial commitment, but rather an intent to commit specific resources in the future as the partners' allocations and budgets are known and the one-stop system evolves. The one stop system is a work in progress, and its costs and the partners' resource contributions will not remain static from month to month or from year to year. These funds may be generated by methods such as, but not limited to:

- Management Fees
- Lease Fees
- Separate Financial Agreements
- Separate Funding Opportunities

**X. DISPUTES:** The partners shall first attempt to resolve all disputes informally. Any party may call a meeting of all partners to discuss and resolve disputes. Should informal resolution efforts fail, the dispute shall be referred to the Chair of the Riverside County Workforce Investment Board who shall place the dispute upon the agenda of a regular or special meeting of the WIB's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute.

**XI. ASSURANCES:**

- A. WIB and Partners agree to comply with the Americans With Disabilities Act (ADA) of 1990 (42 U.S.C. Section 12101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794), and California Government Code Section 11135 et seq., as well as the regulations which implement these statutes, which prohibit discrimination on the basis of disability.
- B. WIB and Partners agree that all goods and services pursuant to this agreement shall be available to all persons regardless of age, sex, race, political affiliation, religion, ethnic background, marital status, or condition of physical or mental handicap.
- C. WIB and Partners agree that they will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.

- D. WIB and Partners agree to honor confidentiality. Exchanged information shall remain private and confidential in accordance with the most restrictive confidentiality requirements of any of the partners collecting, receiving or sharing information. As a condition of providing services at the Workforce Development Center, the partners shall adhere to the following:
- All client information will be treated with the strictest degree of confidentiality during and after involvement with the WDC.
  - Each partner shall keep all information that is exchanged between them in the strictest confidence and make such information available to their own employees on a "need-to-know" basis only.
  - Each partner shall (where it is appropriate) store and process information in electronic format, in such a way that unauthorized persons cannot reasonably retrieve the information.
  - This information will only be used in working with programs at WDC.
- E. The WIB and Partner assures that it has established, in accordance with section 184 of the WIA, fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds provided to the local board through the allotments made under sections 127 and 132. [WIA, Section 112(b)(11)]
- F. The WIB and Partner assures that it has implemented the uniform administrative requirements referred to in WIA, Section 184 (a) (3).
- G. The WIB and Partner assures that no funds received under WIA will be used to assist, promote, or deter union organizing [WIA, Section 181(b)(7)]
- H. The WIB and Partner assure that it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of WIA, Section 188.
- I. The WIB and Partner will comply with future State Workforce Investment Board policies and guidelines, legislative mandates, or other provisions as may be required under federal law or policy, including the Workforce Investment Act of 1998 or state legislation.

**XII. ATTACHMENTS:** The following attachments are included in this MOU.

- A. Resource Sharing Agreement
- B. Mandatory One-Stop Program Partner Grid
- C. Additional Partner Assurances
- D. Memorandum of Operations (MOO) (The MOO only applies to fully integrated partners).

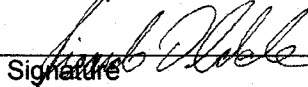
XIII. **PARTNER SERVICES AND SIGNATURES:** The individuals signing this MOU have the authority to commit the party they represent to the terms of this agreement, and do so by signing:

**For the RIVERSIDE COUNTY WORKFORCE INVESTMENT BOARD:**

1325 Spruce Street  
Riverside, CA 92507

**Ricardo Olalde, Workforce Investment Board Chairman**

Contact person and Title



Signature

September 14, 2010

Date

(951) 955-3100 / (951) 955-3131

Telephone number / Facsimile number

rolalde@rivcoeda.org

E-mail address

**ONE-STOP PARTNER INFORMATION:**

**Riverside Unified School District/Riverside Adult School**

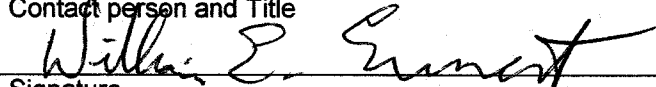
Partner Name

6735 Magnolia Ave. Riverside, CA 92506

Address

**Dr. William E. Ermert, Assistant Superintendent Instructional Services**

Contact person and Title



Signature

August 11, 2010

Date

(951) 788-7135, ext. 80480 / (951) 788-5668

Telephone number / Facsimile number

wernermt@rusd.k12.ca.us

E-mail address

**Attachment A**

**RIVERSIDE COUNTY WORKFORCE INVESTMENT AREA  
RESOURCE SHARING AGREEMENT (RSA)**

The **Riverside Unified School District/Riverside Adult School (RUSD/RAS)** agrees to contribute to the delivery of the following core services in the local one-stop system:

The above named partner shall provide the following services as appropriate (please check):

- WIA Title I Eligibility Determination
- Outreach, Intake (worker profiling), and Orientation
- Initial Assessment
- Job Search
- Placement Assistance
- Career Counseling
- Job Listings
- Skills Needed
- Occupational Demand
- Marketing
- Recruitment
- Employer Services
- Job Development
- Employer Advisory Councils
- Employer Outreach Coordination
- Information on Eligible Training Providers
- Performance Outcomes
- Filing Claims for Unemployment Insurance
- Supportive Services
- Help in establishing eligibility for Welfare-to-Work (WtW) and Financial Aid
- Follow-up services for at least 12 months
- Occupational Skills Training;
- On-the-Job Training;
- Workplace Training combined with related instruction;
- Training programs operated by the private sector;
- Skill upgrading and retraining;
- Entrepreneurial training;
- Job Readiness training;
- Adult Education and literacy activities; and
- Customized training.

A. The above named partner shall provide the following services as appropriate (please check):

1. Access to intensive and training services (including serving as the point of access to individual training accounts).
  - Occupational Skills Training;
  - On-the-Job Training;
  - Workplace Training combined with related instruction;
  - Training programs operated by the private sector;



- Skill upgrading and retraining;
- Entrepreneurial training;
- Job Readiness training;
- Adult Education and literacy activities; and
- Customized training.

2. Access to One-Stop partner programs and activities. Briefly describe.

N/A

3. Access to Wagner-Peyser services including: N/A

- Job search
- Placement
- Recruitment
- Other labor exchange services

4. The Partner MAY also provide the following services: N/A

- Access to customized screening and referral of qualified participants in training services to employment.
- Customized employment-related services to employers on a fee-for-service basis.
- Supportive services.
- Needs related payments.

5. Cost of above services funded by: **Federal WIA Title II Family Literacy, WIA Title II ARRA, Carl Perkins and CalWorks funding sources.**

B. The partner named above shall deliver the core services checked as appropriate, plus any intensive services, training, supportive services or other services listed and described below.

N/A

C. The partner named above expects to derive benefits from the one stop system as described below. The partners agree that the contributions and benefits set out in this Resource Sharing Agreement are in proportion to each other. To the extent that the resources contributed or benefits derived become disproportionate, the partners agree to revisit and revise this Resource Sharing Agreement as necessary.

This Agreement does not create a partnership as defined and governed by the Uniform Partnership Act, Corporations Code Section 15000 et seq. The terms "partner" and "partnership" in this Agreement are used generically and are not intended to create or describe the legal relationship between the parties to this Agreement.

The partners agree that the contributions and benefits set out in this Resource Sharing Agreement are in proportion to each other. To the extent that the resources contributed or benefits derived become disproportionate, the partners agree to revisit and revise this Resource Sharing Agreement as necessary.

**D. IDENTIFICATION OF SHARED COSTS**

The costs identified as shared are reflected below. The costs consist of operational expenses of the Riverside County One Stop System that are incurred by partners in the provision of integrated customer services within the Workforce Development Centers. The following are considered pooled or shared costs attributable to the operations of the centers: **N/A Services are provided at the Riverside Adult School.**

- **Salaries and Benefits:** Costs contributed toward staff salaries and benefits.

Budgeted Costs	Expected Contribution

- **Universal Access Services Space:** The space utilized by more than one partner in the delivery of integrated services to common customers. Costs are comprised of; reception, Career Resource Area, Skills Lab, Business Resources, staff meeting areas, break areas, customer service areas, storage areas, staff work areas, and restrooms. Rates paid for these areas also include utilities (gas and electric), security, janitorial and Day porter.

Budgeted Costs	Expected Contribution

- **Telecommunication Services:** Telephone, data lines, Information Technology, and internet access services.

Budgeted Costs	Expected Contribution

- **Universal Access Costs:** Costs of providing information in the Career Resource Areas of the WDCs, information on available employer services and on available training providers, marketing materials, subscriptions and labor market information.

Budgeted Costs	Expected Contribution

- **Supplies and Equipment:** Costs of computers, fax machines, copiers, printers, and toner, equipment maintenance, and paper.

Budgeted Costs	Expected Contribution

**E. RESOURCE SHARING PLAN**

Each Partner organization hereby agrees to provide the resources necessary to fund their proportionate share of the shared costs as contained in the Cost Allocation spreadsheet. In no event, except as may be provided in a subsequent agreement, shall any partner be obligated to reimburse any expenses incurred by another partner under this plan. The Partners agree to provide additional resources as required to fulfill their proportionate share of. Partners are not required to pay costs equal to amounts under each category so long as the total amount of proportionate share is satisfied. Costs will be reviewed annually to determine if modifications to the resource sharing plan are necessary.

**F. MODIFICATION AND RECONCILIATION PROCESS**

This RSA may be modified, revised or amended at any time by mutual written agreement of the Partners.

staff will maintain information from each Partner related to

*(insert partner name)*

the resources provided. This information will be submitted at least annually by each partner organization that provided resources during the previous year. Reconciliation of budget to actual expenditures will occur at least annually.

**Attachment B**

**Mandatory One-Stop Programs and Partners**

<b>REQUIRED PROGRAM</b>	<b>PARTNER</b>	<b>On-site Full time</b>	<b>On-site Part time</b>	<b>Services By Referral</b>
Formula Adult	Riverside County	X		
Formula DW	Riverside County	X		
Youth	Riverside County	Provided at Youth Opportunity Centers		
Job Corps	Cornerstone		X	
Native American	National Indian Council on Aging			X
Migrant & Seasonal Farm Workers	Employment Development Department (EDD)	X		
Veterans Program	EDD	X		
Wagner-Peyser	EDD	X		
Adult Education and Literacy	Coachella Unified School District (Coachella Adult School), Riverside Unified School District (Riverside Adult School)		X(I)	X (R)
Rehabilitation Act Parts A and B	Department of Rehabilitation		X	
WtW403(a)(5) SSA Title V Social Security	Department of Public Social Services			X
Senior Community Service Employment	Riverside County Office On Aging			X
Carl Perkins-Voc and Applied Tech Ed Act	Riverside Community College District, Mt. San Jacinto Community College District, College of the Desert			X
Trade Adjustment Assistance Act North American Free Trade Agreement (NAFTA)	EDD	X		
Transitional Adjustment Assistance Title II Trade Act 1974	EDD	X		
Community Services Block Grant- Employment and Training Activities	No Funding in Riverside County	N/A	N/A	N/A
HUD Employment and Training Activities	No Funding in Riverside County	N/A	N/A	N/A
State Unemployment Programs	EDD	X		
Small Business (SB 293)				X

**Legend**

R=Riverside Workforce Development Center  
 I=Indio Workforce Development Center  
 On-Site=Workforce Development Center  
 Services by referral=service provided off-site by partner agency

MEMORANDUM OF UNDERSTANDING  
PURSUANT TO THE  
WORKFORCE INVESTMENT ACT OF 1998 (WIA)

PARTIES: The parties to this Memorandum of Understanding (MOU) are:

**RIVERSIDE COUNTY WORKFORCE INVESTMENT BOARD**  
1151 Spruce Street  
Riverside, CA 92507

Jamil Dada, Workforce Investment Board Chairman  
Contact person and Title

909-955-3133 / 909-955-3131  
Telephone number / Facsimile number

eda2.idada@co.riverside.ca.us  
E-mail address

Riverside Unified School District  
Insert One-Stop Partner name

3380 14th St., Riverside, CA 92501  
Address

Dr. Karen Daniel, Director of Curriculum Instruction - 712  
~~Marsha Locke, Instructional Services Specialist~~  
Contact person and Title

788-7150, 784-1109  
Telephone number / Facsimile number

Kdaniel@rusd.k12.ca.us  
E-mail address

**AUTHORITY AND SIGNATURES:** The individuals signing below have the authority to commit the party they represent to the terms of this MOU, and do so commit by signing.

**ONE-STOP PARTNER**

Susan J. Rainey  
Signature

Susan J. Rainey  
Name

March 28, 2000  
Date

Superintendent  
Title

**RIVERSIDE COUNTY WORKFORCE INVESTMENT BOARD**

[Signature]  
Signature

Jamil Dada  
Name

3.29.00  
Date

Workforce Investment Board Chairman  
Title

The aforementioned information may be updated from time to time by giving written notice to all parties. Only those individuals named above should be contacted regarding contents of this MOU, related financial agreements, or WIA reporting or planning as relates to this MOU.

**RESOURCE SHARING AGREEMENT**

The Riverside Unified School District/Adult School agrees to contribute to the  
*(Insert WDC partner name and acronym)*  
 delivery of the following core services in the local one-stop system:

A. The above named partner shall provide the following services as appropriate (please check):

1. Core Services:

- |   |   |
|---|---|
| <input type="checkbox"/> WIA Title I Eligibility Determination                | <input type="checkbox"/> Employer Services  |
| <input type="checkbox"/> Outreach, Intake (worker profiling), and Orientation | <input type="checkbox"/> Job Development  |
| <input type="checkbox"/> Initial Assessment                                   | <input type="checkbox"/> Employer Advisory Councils   |
| <input type="checkbox"/> Job Search   | <input type="checkbox"/> Employer Outreach Coordination   |
| <input type="checkbox"/> Placement Assistance                                 | <input type="checkbox"/> Information on Eligible Training Providers                                   |
| <input type="checkbox"/> Career Counseling                                    | <input type="checkbox"/> Performance Outcomes   |
| <input type="checkbox"/> Job Listings   | <input type="checkbox"/> Filing Claims for Unemployment Insurance                                     |
| <input type="checkbox"/> Skills Needed  | <input type="checkbox"/> Supportive Services  |
| <input type="checkbox"/> Occupational Demand                                  | <input type="checkbox"/> Help in establishing eligibility for Welfare-to-Work (WtW) and Financial Aid |
| <input type="checkbox"/> Marketing  | <input type="checkbox"/> Follow-up services for at least 12 months                                    |
| <input type="checkbox"/> Recruitment  |   |

Cost of above services funded by:

2. Access to intensive and training services (including serving as the point of access to individual training accounts).

- Occupational Skills Training;
- On-the-Job Training;
- Workplace Training combined with related instruction;
- Training programs operated by the private sector;
- Skill upgrading and retraining;
- Entrepreneurial training;
- Job Readiness training;
- Adult Education and literacy activities; and
- Customized training.

3. Access to One-Stop partner programs and activities. Briefly describe.

4. Access to Wagner-Peyser services including:

- Job search
- Placement
- Recruitment
- Other labor exchange services

5. The Partner MAY also provide the following services:

- Access to customized screening and referral of qualified participants in training services to employment.
- Customized employment-related services to employers on a fee-for-service basis.
- Supportive services.
- Needs related payments.

Cost of above services funded by:

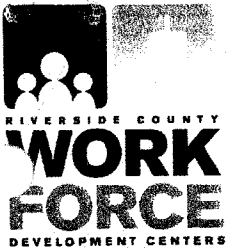
B. The \_\_\_\_\_ shall deliver the core services checked as appropriate, plus any intensive services, training, supportive services or other services listed and described below.  
*(Insert WDC partner name and acronym)*

C. The Riverside Unified School Dist/Adult School expects to derive benefits from the one-stop system as described below.  
*(Insert WDC partner name and acronym)*

Will collect state apportionment for providing adult literacy services.

The partners agree that the contributions and benefits set out in this Resource Sharing Agreement are in proportion to each other. To the extent that the resources contributed or benefits derived become disproportionate, the partners agree to revisit and revise this Resource Sharing Agreement as necessary.

This Agreement does not create a partnership as defined and governed by the Uniform Partnership Act, Corporations Code Section 15000 et seq. The term's "partner" and "partnership" in this Agreement are used generically and are not intended to create or describe the legal relationship between the parties to this Agreement.



Riverside County Workforce Development Centers  
1325 Spruce Street, Suite 400, Riverside, CA 92507

Mailed out 2/23

February 14, 2011

Teri Kelsall, Vice President  
Workforce Development Center  
Goodwill Industries of Southern California  
342 San Fernando Road  
Los Angeles, CA 90031

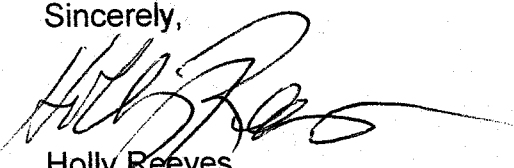
Dear Ms. Kelsall:

Re: County of Riverside Workforce Investment Board MOU

Enclosed, please find one copy of the Memorandum of Understanding pursuant to the Workforce Investment Act of 1998 (WIA) and Senate Bill (SB) 293. The Agreement is fully executed by the Workforce Investment Board Chairman, Ricardo Olalde.

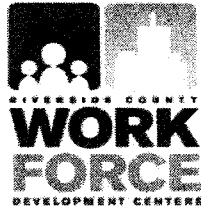
If you have any questions, please call me at (951) 955-3079, or e-mail at [hreeves@rivcoeda.org](mailto:hreeves@rivcoeda.org).

Sincerely,



Holly Reeves  
Program Development Analyst

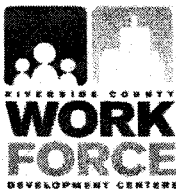
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Enclosure



***COUNTY OF RIVERSIDE  
WORKFORCE INVESTMENT BOARD***

**MEMORANDUM OF UNDERSTANDING WITH PARTNERS  
PURSUANT TO THE  
WORKFORCE INVESTMENT ACT OF 1998 (WIA)  
And Senate Bill (SB) 293**





## MEMORANDUM OF UNDERSTANDING

### PREAMBLE

This Non-Financial Memorandum of Understanding (MOU) made on the 1st day of January, 2011 is an agreement entered into by the Riverside County Workforce Investment Board (WIB) and Goodwill Industries Southern California (GISC), (Partner) to create a partnership to provide comprehensive Workforce Development Services to job seekers in the Local Workforce Investment Area (LWIA) in accordance with WIA, its implementing regulations and California Senate Bill 293. This agreement will continue in effect unless it is modified, terminated or extended.

#### WITNESSETH:

WHEREAS, the United States Congress has established the Workforce Investment Act of 1998 (WIA) (Public Law 105-220), which was signed into law July 7, 1998; and

WHEREAS, HR 1385 became law on August 7, 1998, establishing WIA as the national workforce investment system, and

WHEREAS, with the issuance of an Executive Order on October 10, 1999, the Governor enacted WIA in California, and

WHEREAS, California State Employment Development Department Directives, WIAD06-17 dated March 20, 2007, and WIAD06-21 dated June 29, 2007 provided guidance on implementation of the requirements of SB 293 whereby state and federally funded workforce programs will be fully integrated within the one-stop delivery system to achieve universal access to services;

NOW THEREFORE, it is mutually agreed as follows:

- I. **PARTNERSHIP PARTICIPATION:** To facilitate exchange of information and seamless operation, partners are expected to maintain a high level of communication. The following methods of participation may be required:
  - A. Attendance at monthly Partner Meetings. A designee with appropriate authority is to be present to act on behalf of the partner.
  - B. All partner staff will abide by the policies and procedures of the Workforce Development Center (WDC) related to general safety and behavior in the workplace.
  - C. Partners will use standardized WDC forms, if a required program element for the partner.
  - D. Partners will develop and use a collaborative marketing strategy informing job seekers, about the services available through the Workforce Development Center. The following resources, as available, will be utilized to enhance coordinated marketing efforts:
    1. Web Site Development
    2. Public Information and Education
    3. Speaker's Bureau
    4. Brochures and Flyers
    5. Commercial Air Time
    6. Media Coverage
    7. Public Television and Radio

**II. SITE SUPERVISION:** WIB and Partners recognize that a number of practices and philosophies related to individual partners vary as a result of its unique organizational structure. These differences must be considered when unifying staff and services within the one-stop. Factors that must be considered are:

- A. Differing pay scales for similar positions
- B. Functions for similar classifications among agencies, which may differ
- C. Off-site supervisors vs. site-based supervisors at the one-stop
- D. Union vs. Non-Union employees in similar classifications on site
- E. Hours of operation
- F. Varied legal holiday schedules
- G. Sharing of space, equipment, information, and materials

WIB and Partners agree to prior and specific agreements arrangements for supervision, addressing at a minimum the above issues, and modifying said practices over time in accordance with new or changing business or agency needs and requirements. Any such agreements will be attached and made part of this agreement by such attachment.

**III. ONE-STOP PARTNERS:** The Workforce Investment Act (WIA) identifies mandatory One-Stop Partners as organizations that carry out programs or activities under programs authorized as defined under Section 121(b)(1)(A) of the Act and 20CFR Part 662.200, further in Section 121(b)(1)(B) of the Act, and 20CFR Part 662.210. Senate Bill (SB) 293 clarifies and adds small business development centers as required partners in those Local Workforce Investment Areas in which they exist. SB 293 further mandates that these state and federally funded workforce education, training, and employment programs be integrated in the one-stop delivery system to achieve universal access.

**IV. ONE-STOP SYSTEM OVERSIGHT:** The Workforce Investment Board, with the agreement of the chief elected official is authorized to designate or certify one-stop operators and to terminate for cause the eligibility of such operators. The Economic Development Agency is the One-Stop Operator in Riverside County. Multiple processes are in place to insure that the workforce system in Riverside County is providing quality services and fiscal accountability. Each year the State of California monitors program performance and fiscal processes. Each year the County Auditor controller performs an internal audit of fiscal processes. Every two years an independent audit firm performs the required OMB A-133 audit of the EDA financial records. The Workforce Development Agency monitors 8 Critical Measures on a monthly basis that include customer satisfaction, community involvement, and business engagement. In addition, an annual ADA compliance audit is completed and an annual self-assessment is completed using criteria based upon the Malcolm Baldrige standards.

**V. TERM AND TERMINATION:** This MOU shall remain in effect until terminated by the repeal of the Workforce Investment Act of 1998 (WIA), by action of law, or in accordance with this section. Any party may withdraw from this MOU by giving written notice of intent to withdraw at least 30 calendar days in advance of the effective withdrawal date to the contact persons listed in section XIV. Partner Services and Signatures of this MOU.

**VI. MODIFICATION:** This MOU may be modified, revised or amended with the approval of both parties, and at any time by mutual 30 day written agreement of the WIB and Partners.

**VII. CROSS REFERRAL AGREEMENT:** For those Partners not co-located within the WDC, the WIB and Partners agree to receive referrals from and make referrals to the other Partners within the WDC system. A referral may be carried out with a written form or email, and will include the following elements:

- A. The customer will be given information about a Partner or other organization and its services, eligibility information, name, address, and hours of operation;
- B. To the extent possible, and as requested, staff will assist the customer to make an appointment;

- C. Staff will follow up with the customer or Partner organization to become aware of the results of the referral and utilize the services of the Partner in managing services with the customer.
- D. To the extent possible, and as requested, staff will assist the customer by providing information and referral to supportive service assistance where available from Partner or other organization.
  - 1. Cross-train their respective staff;
  - 2. Consider co-enrollment options and practices;
  - 3. Consider the effect of cross-referrals on mutual performance expectations;
  - 4. Constantly improve the joint delivery of services to customers;
  - 5. If applicable, the (Resource Sharing Agreement Attachment A) shall describe the process for the immediate referral of individuals to training who have been unable to obtain or retain employment through provision of Core and Intensive Services.

**VIII. ONE STOP SYSTEM DESCRIPTION:** The vision of the County of Riverside WDC One-Stop is built upon four guiding principles, which are the essence of the One-Stop delivery system. These principles should be the goals of all One-Stop delivery systems, and be reflected in the planning and implementation of operations. They are the guiding principles in the development of MOUs, and cannot be accomplished without partnerships based on trust, cooperation and collaboration. The four principles that guide the One-Stop delivery system are:

- A. **Integrated:** offers as many employment, training and education services as possible for employers and individuals seeking jobs or wishing to enhance their skills.
- B. **Comprehensive:** a large array of useful information with wide and easy access to needed services.
- C. **Customer Focused:** the ability to support informed choice by providing a means for customers to judge the quality of these services.
- D. **Performance Based:** where clear outcomes to be achieved and methods for measuring the agreed-upon outcomes, including customer satisfaction, are identified.

**IX. FUNDING FOR OPERATION OF THE SYSTEM:** The One-Stop Operator(s) is/are responsible for costs associated with operation of the One-Stop WDC. The Resource Sharing Agreement (RSA) is included as Attachment A and outlines the partner's services provision and the anticipated revenue share. Annual reconciliation shall take place upon each anniversary of the MOU execution. Resource Sharing: The partners agree to share resources in accordance with the attached Resource Sharing Agreement. It is expressly understood that this MOU does not constitute a financial commitment, but rather an intent to commit specific resources in the future as the partners' allocations and budgets are known and the one-stop system evolves. The one stop system is a work in progress, and its costs and the partners' resource contributions will not remain static from month to month or from year to year. These funds may be generated by methods such as, but not limited to:

- A. Management Fees
- B. Lease Fees
- C. Separate Financial Agreements
- D. Separate Funding Opportunities

**X. DISPUTES:** The partners shall first attempt to resolve all disputes informally. Any party may call a meeting of all partners to discuss and resolve disputes. Should informal resolution efforts fail, the dispute shall be referred to the Chair of the Riverside County Workforce Development Board who shall place the dispute upon the agenda of a regular or special meeting of the WIB's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute.

**XI. INDEMNIFICATION:** Both partners shall indemnify and hold each other harmless, its officers agents and employee from all liability which arise out of, or are in anyway related to Partner's acts, errors, omissions or those of its employees or agents under this agreement.

## **XII. ASSURANCES:**

- A. WIB and Partners agree to comply with the Americans With Disabilities Act (ADA) of 1990 (42 U.S.C. Section 12101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794), and California Government Code Section 11135 et seq., as well as the regulations which implement these statutes, which prohibit discrimination on the basis of disability.
- B. WIB and Partners agree that all goods and services pursuant to this agreement shall be available to all persons regardless of age, sex, race, political affiliation, religion, ethnic background, marital status, or condition of physical or mental handicap.
- C. WIB and Partners agree that they will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.
- D. WIB and Partners agree to honor confidentiality. Exchanged information shall remain private and confidential in accordance with the most restrictive confidentiality requirements of any of the partners collecting, receiving or sharing information. As a condition of providing services at the Workforce Development Center, the partners shall adhere to the following:
  - 1. All client information will be treated with the strictest degree of confidentiality during and after involvement with the WDC.
  - 2. Each partner shall keep all information that is exchanged between them in the strictest confidence and make such information available to their own employees on a "need-to-know" basis only.
  - 3. Each partner shall (where it is appropriate) store and process information in electronic format, in such a way that unauthorized persons cannot reasonably retrieve the information.
  - 4. This information will only be used in working with programs at WDC.
- E. The WIB and Partner assures that it has established, in accordance with section 184 of the WIA, fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds provided to the local board through the allotments made under sections 127 and 132. [WIA, Section 112(b)(11)]
- F. The WIB and Partner assures that it has implemented the uniform administrative requirements referred to in WIA, Section 184 (a) (3).
- G. The WIB and Partner assures that no funds received under WIA will be used to assist, promote, or deter union organizing [WIA, Section 181(b)(7)]
- H. The WIB and Partner assure that it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of WIA, Section 188.
- I. The WIB and Partner will comply with future State Workforce Investment Board policies and guidelines, legislative mandates, or other provisions as may be required under federal law or policy, including the Workforce Investment Act of 1998 or state legislation.

## **XIII. ATTACHMENTS:** The following attachments are included in this MOU:

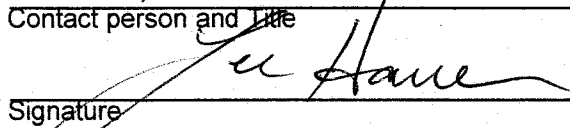
- A. Resource Sharing Agreement
- B. Mandatory One-Stop Program Partner Grid
- C. Additional Partner Assurances
- D. Memorandum of Operations (MOO) (The MOO only applies to fully integrated partners).

XIV. **PARTNER SERVICES AND SIGNATURES:** The individuals signing this MOU have the authority to commit the party they represent to the terms of this agreement, and do so by signing:

**RIVERSIDE COUNTY WORKFORCE INVESTMENT BOARD:**

1325 Spruce Street, Suite 110, Riverside, CA 92507

**Lee Haven, Workforce Investment Board Chairman**  
Contact person and Title

  
Signature

(951) 955-3100  
Telephone Number

2/16/2011  
Date

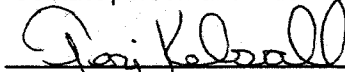
(951) 955-3131  
Facsimile Number

**ONE-STOP PARTNER INFORMATION:**

Goodwill Industries Southern California  
Partner Name

342 San Fernando Road, Los Angeles, CA 90031  
Address

Teri Kelsall, Vice President of Workforce and Career Development  
Contact person and Title

  
Signature

(323) 223-1211  
Telephone Number

1-24-11  
Date

Facsimile Number

**ATTACHMENT A**

**RIVERSIDE COUNTY WORKFORCE INVESTMENT AREA  
RESOURCE SHARING AGREEMENT (RSA)**

The Goodwill Industries of Southern California (GISC) agrees to contribute to the delivery of the following core services *(Insert WDC partner name and acronym)* in the local one-stop system:

A. The above named partner shall provide the following services as appropriate (please check):

- WIA Title I Eligibility Determination
- Outreach, Intake (worker profiling), and Orientation
- Initial Assessment
- Job Search
- Placement Assistance
- Career Counseling
- Job Listings
- Skills Needed
- Occupational Demand
- Marketing
- Recruitment
- Employer Services
- Job Development
- Employer Advisory Councils
- Employer Outreach Coordination
- Information on Eligible Training Providers
- Performance Outcomes
- Filing Claims for Unemployment Insurance
- Supportive Services
- Help in establishing eligibility for Welfare-to-Work (WtW) and Financial Aid
- Follow-up services for at least 12 months
- Occupational Skills Training;
- On-the-Job Training;
- Workplace Training combined with related instruction;
- Training programs operated by the private sector;
- Skill upgrading and retraining;
- Entrepreneurial training;
- Job Readiness training;
- Adult Education and literacy activities; and
- Customized training.

B. The above named partner shall provide the following services as appropriate (please check):

1. Access to intensive and training services (including serving as the point of access to individual training accounts).

- Occupational Skills Training;
- On-the-Job Training;
- Workplace Training combined with related instruction;
- Training programs operated by the private sector;
- Skill upgrading and retraining;

- Entrepreneurial training;
  - Job Readiness training;
  - Adult Education and literacy activities; and
  - Customized training.
2. Access to One-Stop partner programs and activities. Briefly describe.
3. Access to Wagner-Peyser services including:
- Job search
  - Placement
  - Recruitment
  - Other labor exchange services
4. The Partner MAY also provide the following services:
- Access to customized screening and referral of qualified participants in training services to employment.
  - Customized employment-related services to employers on a fee-for-service basis.
  - Supportive services.
  - Needs related payments.
5. Cost of above services funded by: Goodwill Industries of Southern California
- a) **Purpose**  
 The Purpose of this Memorandum of Understanding (MOU) serves in the partnership of GISC (Partner) and Workforce Investment Board (WIB) in providing job seeker services at no cost in exchange of workspace. Partner will provide one (1) part time Placement Services Representative (PSR) within each Workforce Development Center (WDC) in the Eastern, Southwest County and Western regions, from one (1) to four (4) days week, providing the salaries, benefits, Workers Compensation Insurance to each PSR including a lap-top and cell phone.
- b) **Term**  
 The term of the MOU shall be from January 1, 2011 and will continue in effect unless it is modified, terminated or extended in which a 30-day written notice will be required from either party, and contains the following:
- 1) A statement of intent to continue the provisions of the MOU;
  - 2) Revised the effectives and termination dates, and;
  - 3) Dated signature of the signatory's designee.
- c) **The WIB will:**
- 1) provide workspace for each Partner staff at no charge;
  - 2) provide each Partner staff, access to job placement resources;
  - 3) provide each Partner staff, access and training of the jobseeker database system(s) for the purpose of monitoring jobseeker placement status;
  - 4) provide each Partner staff printing capability PSR;
  - 5) provide each Partner staff a personal login to www.rivcojobs.com;
  - 6) provide each Partner staff information on current job openings, employer recruitments;
  - 7) provide an e-mail address to Partner staff;
  - 8) provide each Partner staff a locked area for confidential and personal effects.

**d) Commitment**

The Partners agree that the job seeker service delivery at the Riverside County WDCs will be developed and implemented with success to accomplish common goals. Both parties will share information and services necessary to best serve job seekers toward attainment of their goals and share accountability towards reaching those goals.

C. The Partner named above shall deliver the core services checked as appropriate, plus any intensive services, training, supportive services or other services listed and described below.

**1. Partner will:**

- a) provide placement assistance to any WDC job seeker;
- b) work within each of the WDCs communities in developing and maintaining business relationships that will lead to placements;
- c) assist with WDCs Job Fairs and recruitments;
- d) provide the WIB staff a monthly placement report, as well as a 90-day placement follow-up report;
- e) maintain Partner's required database for those served by their staff;
- f) provide one (1) part time PSR for the WDCs located in Eastern, Southwest County and Western regions;
- g) provide salaries, benefits, Workers Compensation Insurance Coverage, cell phone and lap top of each of their staff.

**2. OPERATIONAL PROVISIONS**

**Partner** and the **WIB** agree to:

- a) provide and attend training services offered by each other and creating a seamless service;
- b) be committed to health and safety requirements and providing equal access to services by persons with disabilities;
- c) have mutual accountability toward performance goals and support of each other's Mission, Vision and Values. (It is understood that both partnering organizations have specific performance goals);
- d) maintain appropriate levels of Liability and Workers' Compensation Insurance Coverage, and will submit copies of the certificates of insurance annually;
- e) share information regarding job seekers served;
- f) respect the confidentiality of participants and staff;
- g) agree to adhere to legal requirements set forth by the Welfare & Institutions code, the Rehabilitation Act, Health Insurance Portability and Accountability Act (HIPAA) and other legal statutes or requirements to ensure the protection and privacy of persons served;
- h) demonstrate a commitment to Continuous Quality Improvement by participating in staff and committee meetings and other activities conducted for the purpose of operation of GISC Placement Services within the WDCs;
- i) take an active role in promoting job seeker services, and provide current marketing materials for programs and services which indicate the nature of services offered, cost (if any), schedule, contact information, eligibility for services and other pertinent information

D. This Agreement does not create a partnership as defined and governed by the Uniform Partnership Act, Corporations Code Section 15000 et seq. The terms "partner" and "partnership" in this Agreement are used generically and are not intended to create or describe the legal relationship between the parties to this Agreement.

The partners agree that the contributions and benefits set out in this Resource Sharing Agreement are in proportion to each other. To the extent that the resources contributed or benefits derived become disproportionate, the partners agree to revisit and revise this Resource Sharing Agreement as necessary.



**E. IDENTIFICATION OF SHARED COSTS**

The costs identified as shared are reflected below. The costs consist of operational expenses of the Riverside County One Stop System that are incurred by partners in the provision of integrated customer services within the Workforce Development Centers. The following are considered pooled or shared costs attributable to the operations of the centers:

**Expected Contribution**

In exchange of workspace within each Riverside County WDC, the Partner will provide staff valued at:

Section A – Staff Cost						
Staff Position	FTE	Hourly	Hours Per Week	Weeks of Service	% Spent on WIA	Total WIA Cost per Year
PSR – Hemet	40%	\$19.23	16	52	100%	\$15,999
PSR – Indio	80%	\$19.23	32	52	100%	\$31,999
PSR – Southwest	60%	\$19.23	24	52	100%	\$23,999
PSR – Riverside*	40%	\$19.23	16	52	100%	\$15,999
PSR – Moreno Valley*	40%	\$19.23	16	52	100%	\$15,999
<b>SUBTOTAL: STAFF SALARIES</b>						<b>\$103,995</b>
Section B – Benefit Cost						
Staff Position					%	Total Benefit Cost
PSR – Hemet					11%	\$1,760
PSR – Indio					11%	\$3,520
PSR – Southwest					11%	\$2,640
PSR – Riverside and Moreno Valley*					11%	\$3,520
<b>SUBTOTAL: STAFF BENEFITS</b>						<b>\$11,440</b>
<b>TOTAL COSTS</b>						<b>\$115,435</b>

**Note:** \*Depending on the greater need of service, flexibility of days will given in the Riverside and Moreno Valley sites. However, no more than four (4) days of services is to be given in one (1) consecutive week. The PSR for the Riverside and Moreno Valley is same individual.

- Salaries and Benefits:** Costs contributed toward staff salaries and benefits as reflect above.

Budgeted Costs	Expected Contribution
N/A	\$115,435

- Universal Access Services Space:** The space utilized by more than one partner in the delivery of integrated services to common customers. Costs are comprised of; reception, Career Resource Area, Skills Lab, Business Resources, staff meeting areas, break areas, customer service areas, storage areas, staff work areas, and restrooms. Rates paid for these areas also include utilities (gas and electric), security, janitorial and Day porter.

Budgeted Costs	Expected Contribution
N/A	N/A

- Telecommunication Services:** Telephone, data lines, Information Technology, and internet access services.

Budgeted Costs	Expected Contribution
N/A	N/A

- Universal Access Costs:** Costs of providing information in the Career Resource Areas of the WDCs, information on available employer services and on available training providers, marketing materials, subscriptions and labor market information.

Budgeted Costs	Expected Contribution
N/A	N/A

5. **Supplies and Equipment:** Costs of computers, fax machines, copiers, printers, and toner, equipment maintenance, and paper.

Budgeted Costs	Expected Contribution
N/A	N/A

**F. RESOURCE SHARING PLAN**

Each Partner organization hereby agrees to provide the resources necessary to fund their proportionate share of the shared costs as contained in the Cost Allocation spreadsheet. In no event, except as may be provided in a subsequent agreement, shall any partner be obligated to reimburse any expenses incurred by another partner under this plan. The Partners agree to provide additional resources as required to fulfill their proportionate share of. Partners are not required to pay costs equal to amounts under each category so long as the total amount of proportionate share is satisfied. Costs will be reviewed annually to determine if modifications to the resource sharing plan are necessary.

**G. MODIFICATION AND RECONCILIATION PROCESS**

This Resource Sharing Agreement (RSA) may be modified, revised or amended at any time by mutual written agreement of the Partners.

Riverside County Workforce Investment Board staff will maintain information from each Partner related to the resources provided. This information will be submitted at least annually by each partner organization that provided resources during the previous year. Reconciliation of budget to actual expenditures will occur at least annually.

**Attachment B**

**Mandatory One-Stop Programs and Partners**

REQUIRED PROGRAM	PARTNER	On-site Full time	On-site Part time	Services By Referral
Formula Adult	Riverside County	X		
Formula DW	Riverside County	X		
Youth	Riverside County	Provided at Youth Opportunity Centers		
Job Corps	Cornerstone		X	
Native American	NICOA			X
Migrant & Seasonal Farm Workers	EDD	X		
Veterans Program	EDD	X		
Wagner Peyser	EDD	X		
Adult Education and Literacy	DUSD,RUSD	X (R)	X(I)	
Rehabilitation Act Parts A and B	Department of Rehabilitation		X	
WtW403(a)(5) SSA Title V Social Security	DPSS			X
Senior Community Service Employment	RC Office On Aging			X
Carl Perkins-Voc and Applied Tech Ed Act	RCC,MSJC,COD			X
Trade Adjustment Assistance Act NAFTA	EDD	X		
Transitional Adjustment Assistance Title II Trade Act 1974	EDD	X		
LVER/DVOP (Vets Services)	EDD	X		
Community Services Block Grant-Employment and Training Activities	No Funding in Riverside County			
HUD Employment and Training Activities	No Funding in Riverside County			
State Unemployment Programs	EDD	X		
Small Business (SB 293)				X



January 20, 2010

Donna Dahl, Assistant Director  
Riverside County Department of Mental Health  
4095 County Circle Drive  
Riverside, CA 92503

Dear Ms. Dahl:

Re: County of Riverside Workforce Investment Board MOU

Enclosed, please find one original Memorandum of Understanding pursuant to the Workforce Investment Act of 1998 (WIA) and Senate Bill (SB) 293. The Agreement is fully executed by the Workforce Investment Board Chairman, Ricardo Olalde.

If you have any questions, please call me at (951) 955-3079, or e-mail at [hreeves@rivcoeda.org](mailto:hreeves@rivcoeda.org).

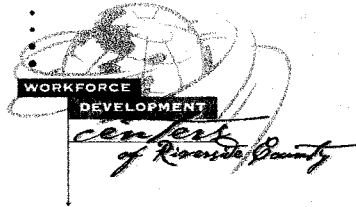
Sincerely,



Holly Reeves  
Planning Analyst

hr/ts  
Enclosure

*Providing business with their greatest resource...*



**COUNTY OF RIVERSIDE  
WORKFORCE DEVELOPMENT BOARD**

**MEMORANDUM OF UNDERSTANDING WITH PARTNERS  
PURSUANT TO THE  
WORKFORCE INVESTMENT ACT OF 1998 (WIA)  
And Senate Bill (SB) 293**

**MEMORANDUM OF UNDERSTANDING  
PURSUANT TO THE  
WORKFORCE INVESTMENT ACT OF 1998 (WIA)**

**PREAMBLE**

This Memorandum of Understanding (MOU), made on the 1<sup>st</sup> day of July, 2009 is an operational agreement entered into by the Riverside County Workforce Development Board (WDB) and Riverside County Department of Mental Health (Non-Mandatory Partner) to create a partnership to provide comprehensive, integrated workforce development services to businesses and jobseekers in the Local Workforce Investment Area (LWIA) in accordance with WIA, its implementing regulations and California Senate Bill 293.

**WITNESSETH:**

WHEREAS, the United States Congress has established the Workforce Investment Act of 1998 (WIA) (Public Law 105-220), which was signed into law July 7, 1998; and

WHEREAS, HR 1385 became law on August 7, 1998, establishing WIA as the national workforce investment system, and

WHEREAS, with the issuance of an Executive Order on October 10, 1999, the Governor enacted WIA in California, and

WHEREAS, California State Employment Development Department Directives, WIAD06-17 dated March 20, 2007, and WIAD06-21 dated June 29, 2007 provided guidance on implementation of the requirements of SB 293 whereby state and federally funded workforce programs will be fully integrated within the one-stop delivery system to achieve universal access to services;

NOW THEREFORE, it is mutually agreed as follows:

- I. **PARTNERSHIP PARTICIPATION:** To facilitate exchange of information and seamless operation, partners are expected to maintain a high level of communication. The following methods of participation will be required:
  - A. Attendance at monthly Partner Meetings. A designee with appropriate authority is to be present to act on behalf of the partner.
  - B. All partner staff will abide by the policies and procedures of the Workforce Development Center (WDC) related to general safety and behavior in the workplace.
  - C. Partners will use standardized WDC forms.
  - D. Partners will develop and use a collaborative marketing strategy informing job seekers, businesses, and the community at large about the services available through the Workforce Development Center. The following resources, as available, will be utilized to enhance coordinated marketing efforts:
    - Web Site Development
    - Public Information and Education
    - Speaker's Bureau
    - Brochures and Flyers
    - Commercial Air Time
    - Media Coverage
    - Public Television and Radio
  
- II. **SITE SUPERVISION.** WDB and Partners recognize that a number of practices and philosophies related to individual partners vary as a result of its unique organizational structure. These differences must be considered when unifying staff and services within the one-stop. Factors that must be considered are:

- Differing pay scales for similar positions
- Functions for similar classifications among agencies, which may differ
- Off-site supervisors vs. site-based supervisors at the one-stop
- Union vs. Non-Union employees in similar classifications on site
- Hours of operation, including possible evening and weekend hours
- Varied legal holiday schedules
- Sharing of space, equipment, information, and materials

WDB and Partners agree to prior and specific agreements arrangements for supervision, addressing at a minimum the above issues, and modifying said practices over time in accordance with new or changing business or agency needs and requirements. Any such agreements will be attached and made part of this agreement by such attachment.

- III. **ONE-STOP PARTNERS:** The Workforce Investment Act (WIA) identifies mandatory One-Stop Partners as organizations that carry out programs or activities under programs authorized as defined under Section 121(b)(1)(A) of the Act and 20CFR Part 662.200, further in Section 121(b)(1)(B) of the Act, and 20CFR Part 662.210. Senate Bill (SB) 293 clarifies and adds small business development centers as required partners in those Local Workforce Investment Areas in which they exist. SB 293 further mandates that these state and federally funded workforce education, training, and employment programs be integrated in the one-stop delivery system to achieve universal access.
- IV. **ONE-STOP SYSTEM OVERSIGHT:** The Workforce Development Board, with the agreement of the chief elected official is authorized to designate or certify one-stop operators and to terminate for cause the eligibility of such operators. The Economic Development Agency is the One-Stop Operator in Riverside County. Multiple processes are in place to insure that the workforce system in Riverside County is providing quality services and fiscal accountability. Each year the State of California monitors program performance and fiscal processes. Each year the County Auditor controller performs an internal audit of fiscal processes. Every two years an independent audit firm performs the required OMB A-133 audit of the EDA financial records. The Workforce Development Agency monitors 8 Critical Measures on a monthly basis that include customer satisfaction, community involvement, and business engagement. In addition, an annual ADA compliance audit is completed and an annual self-assessment is completed using criteria based upon the Malcolm Baldrige standards.
- V. **TERM AND TERMINATION:** This MOU shall remain in effect until terminated by the repeal of the Workforce Investment Act of 1998 (WIA), by action of law, or in accordance with this section. Any party may withdraw from this MOU by giving written notice of intent to withdraw at least 180 calendar days in advance of the effective withdrawal date to the contact persons listed in section XXI. Partner Services and Signatures of this MOU.
- VI. **MODIFICATION:** This MOU may be modified, revised or amended at any time by mutual written agreement of the WDB and Partners.
- VII. **CROSS REFERRAL AGREEMENT:** For those Partners not co-located within the WDC, the WDB and Partners agree to receive referrals from and make referrals to the other Partners within the WDC system. A referral may be carried out with a written form, telephone call or email and will include the following elements:
- The customer will be given information about a Partner or other organization and its services, eligibility information, name, address, and hours of operation;
  - To the extent possible, and as requested, staff will assist the customer to make an appointment;
  - Staff will follow up with the customer or Partner organization to become aware of the results of the referral and utilize the services of the Partner in managing services with the customer.
  - To the extent possible, and as requested, staff will assist the customer by providing information and referral to supportive service assistance where available from Partner or other organization.
    - i. Cross-train their respective staff;
    - ii. Consider co-enrollment options and practices;

- iii. Consider the effect of cross-referrals on mutual performance expectations;
- iv. Constantly improve the joint delivery of services to customers.
- v. If applicable, the (Resource Sharing Agreement Attachment A) shall describe the process for the immediate referral of individuals to training who have been unable to obtain or retain employment through provision of Core and Intensive Services.

**VIII. ONE-STOP SYSTEM DESCRIPTION:** The vision of the County of Riverside WDC One-Stop is built upon four guiding principles, which are the essence of the One-Stop delivery system. These principles should be the goals of all One-Stop delivery systems, and be reflected in the planning and implementation of operations. They are the guiding principles in the development of MOUs, and cannot be accomplished without partnerships based on trust, cooperation and collaboration. The four principles that guide the One-Stop delivery system are:

- **Integrated:** offers as many employment, training and education services as possible for employers and individuals seeking jobs or wishing to enhance their skills.
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**XI. ASSURANCES:**

- A. WDB and Partners agree to comply with the Americans With Disabilities Act (ADA) of 1990 (42 U.S.C. Section 12101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794), and California Government Code Section 11135 et seq., as well as the regulations which implement these statutes, which prohibit discrimination on the basis of disability.
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- C. WDB and Partners agree that they will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.



- D. WDB and Partners agree to honor confidentiality. Exchanged information shall remain private and confidential in accordance with the most restrictive confidentiality requirements of any of the partners collecting, receiving or sharing information. As a condition of providing services at the Workforce Development Center, the partners shall adhere to the following:
- All client information will be treated with the strictest degree of confidentiality during and after involvement with the WDC.
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- D. Memorandum of Operations (MOO) (The MOO only applies to fully integrated partners).

XIII. **PARTNER SERVICES AND SIGNATURES:** The individuals signing this MOU have the authority to commit the party they represent to the terms of this agreement, and do so by signing:

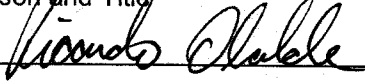
**For the RIVERSIDE COUNTY WORKFORCE DEVELOPMENT BOARD:**

1151 Spruce Street  
Riverside, CA 92507

**Ricardo Olalde, Workforce Development Board Chairman**

Contact person and Title

Signature



Date

January 19, 2010

(951) 955-3100 / (951) 955-3131

Telephone number / Facsimile number

[rolalde@rivcoeda.org](mailto:rolalde@rivcoeda.org)

E-mail address

**ONE-STOP PARTNER INFORMATION:**

**Riverside County Department of Mental Health**

Partner Name

**4095 County Circle Drive, Riverside, CA 92503**

Address

**Donna Dahl, Assistant Director**

Contact person and Title

Signature



Date

12-9-09

(951) 358-4511 / (951) 358-4513

Telephone number / Facsimile number

[dmdahl@rcmhd.org](mailto:dmdahl@rcmhd.org)

E-mail address

Attachment A

RIVERSIDE COUNTY WORKFORCE INVESTMENT AREA  
RESOURCE SHARING AGREEMENT (RSA)

The Riverside County Department of Mental Health agrees to contribute to the  
*(Insert WDC partner name and acronym)*  
delivery of the following core services in the local one-stop system:

The above named partner shall provide the following services as appropriate (please check):

- WIA Title I Eligibility Determination
- Outreach, Intake (worker profiling), and Orientation
- Initial Assessment
- Job Search
- Placement Assistance
- Career Counseling
- Job Listings
- Skills Needed
- Occupational Demand
- Marketing
- Recruitment
- Employer Services
- Job Development
- Employer Advisory Councils
- Employer Outreach Coordination
- Information on Eligible Training Providers
- Performance Outcomes
- Filing Claims for Unemployment Insurance
- Supportive Services
- Help in establishing eligibility for Welfare-to-Work (WtW) and Financial Aid
- Follow-up services for at least 12 months
- Occupational Skills Training;
- On-the-Job Training;
- Workplace Training combined with related instruction;
- Training programs operated by the private sector;
- Skill upgrading and retraining;
- Entrepreneurial training;
- Job Readiness training;
- Adult Education and literacy activities; and
- Customized training.

\* Note: The Riverside County Department of Mental Health will provide the checked services above to mental health clients being served by county clinics.

A. The above named partner shall provide the following services as appropriate (please check):

1. Access to intensive and training services (including serving as the point of access to individual training accounts).
  - Occupational Skills Training;
  - On-the-Job Training;
  - Workplace Training combined with related instruction;
  - Training programs operated by the private sector;
  - Skill upgrading and retraining;
  - Entrepreneurial training;

- Job Readiness training;
- Adult Education and literacy activities; and
- Customized training.

2. Access to One-Stop partner programs and activities. Briefly describe.

None.

3. Access to Wagner-Peyser services including: None.

- Job search
- Placement
- Recruitment
- Other labor exchange services

4. The Partner MAY also provide the following services:

- Access to customized screening and referral of qualified participants in training services to employment.
- Customized employment-related services to employers on a fee-for-service basis.
- Supportive services.
- Needs related payments.

5. Cost of above services funded by:

Proposition 63 and Department of Rehabilitation.

B. The partner named above shall deliver the core services checked as appropriate, plus any intensive services, training, supportive services or other services listed and described below.

Clinical and Vocational services provided in Hemet, Palm Springs and Riverside where they perform vocational evaluations; psychological testing; support groups; pre-vocational training skill groups (e.g., Personal Vocational Social Adjustment); general employment services involving job searches, and long term support. This service has a total of five (5) staff members devoted to employment services.

\* Note: The Riverside County Department of Mental Health will provide the checked services above to mental health clients being served by county clinics.

C. The partner named above expects to derive benefits from the one stop system as described below.

Assist Mental Health consumers to obtain work.

The partners agree that the contributions and benefits set out in this Resource Sharing Agreement are in proportion to each other. To the extent that the resources contributed or benefits derived become disproportionate, the partners agree to revisit and revise this Resource Sharing Agreement as necessary.

This Agreement does not create a partnership as defined and governed by the Uniform Partnership Act, Corporations Code Section 15000 et seq. The terms "partner" and "partnership" in this Agreement are used generically and are not intended to create or describe the legal relationship between the parties to this Agreement.

The partners agree that the contributions and benefits set out in this Resource Sharing Agreement are in proportion to each other. To the extent that the resources contributed or benefits derived become disproportionate, the partners agree to revisit and revise this Resource Sharing Agreement as necessary.

**D. IDENTIFICATION OF SHARED COSTS**

The costs identified as shared are reflected below. The costs consist of operational expenses of the Riverside County One Stop System that are incurred by partners in the provision of integrated customer services within the Workforce Development Centers. The following are considered pooled or shared costs attributable to the operations of the centers:

- **Salaries and Benefits:** Costs contributed toward staff salaries and benefits.

Budgeted Costs	Expected Contribution
\$362,795	\$18,140 annually

- **Universal Access Services Space:** The space utilized by more than one partner in the delivery of integrated services to common customers. Costs are comprised of; reception, Career Resource Area, Skills Lab, Business Resources, staff meeting areas, break areas, customer service areas, storage areas, staff work areas, and restrooms. Rates paid for these areas also include utilities (gas and electric), security, janitorial and Day porter.

Budgeted Costs	Expected Contribution
N/A	N/A

- **Telecommunication Services:** Telephone, data lines, Information Technology, and internet access services.

Budgeted Costs	Expected Contribution
N/A	N/A

- **Universal Access Costs:** Costs of providing information in the Career Resource Areas of the WDCs, information on available employer services and on available training providers, marketing materials, subscriptions and labor market information.

Budgeted Costs	Expected Contribution
\$33,366.50	\$1,668.33 annually

- **Supplies and Equipment:** Costs of computers, fax machines, copiers, printers, and toner, equipment maintenance, and paper.

Budgeted Costs	Expected Contribution
\$38,761.50	\$1,938.08 annually

**E. RESOURCE SHARING PLAN**

Each Partner organization hereby agrees to provide the resources necessary to fund their proportionate share of the shared costs as contained in the Cost Allocation spreadsheet. In no event, except as may be provided in a subsequent agreement, shall any partner be obligated to reimburse any expenses incurred by another partner under this plan. The Partners agree to provide additional resources as required to fulfill their proportionate share of. Partners are not required to pay costs equal to amounts under each category so long as the total amount of proportionate share is satisfied. Costs will be reviewed annually to determine if modifications to the resource sharing plan are necessary.

**F. MODIFICATION AND RECONCILIATION PROCESS**

This RSA may be modified, revised or amended at any time by mutual written agreement of the Partners. Riverside County Department of Mental Health staff will maintain information from each Partner related to *(insert partner name)* the resources provided. This information will be submitted at least annually by each partner organization that provided resources during the previous year. Reconciliation of budget to actual expenditures will occur at least annually.

**Attachment B**

**Mandatory One-Stop Programs and Partners**

<b>REQUIRED PROGRAM</b>	<b>PARTNER</b>	<b>On-site Full time</b>	<b>On-site Part time</b>	<b>Services By Referral</b>
Formula Adult	Riverside County	X		
Formula DW	Riverside County	X		
Youth	Riverside County	Provided at Youth Opportunity Centers		
Job Corps	Cornerstone		X	
Native American	NICOA			X
Migrant & Seasonal Farm Workers	EDD	X		
Veterans Program	EDD	X		
Wagner Peyser	EDD	X		
Adult Education and Literacy	DUSD,RUSD	X (R)	X(I)	
Rehabilitation Act Parts A and B	Department of Rehabilitation		X	
WtW403(a)(5) SSA Title V Social Security	DPSS			X
Senior Community Service Employment	RC Office On Aging			X
Carl Perkins-Voc and Applied Tech Ed Act	RCC,MSJC,COD			X
Trade Adjustment Assistance Act NAFTA	EDD	X		
Transitional Adjustment Assistance Title II Trade Act 1974	EDD	X		
LVER/DVOP (Vets Services)	EDD	X		
Community Services Block Grant-Employment and Training Activities	No Funding in Riverside County			
HUD Employment and Training Activities	No Funding in Riverside County			
State Unemployment Programs	EDD	X		
Small Business (SB 293)				X

**Attachment C**  
**Additional Partner Assurances**

Additional Partner Assurances shall only apply and be included for civil service partner agencies (i.e. state, federal, county).

- A. The Local Workforce Investment Board assures that when work-related issues arise at One-Stop Centers between State employees and operators or supervisors of other partners, the operator or other supervisor shall refer such issues to the State employee's civil service supervisor. The One-Stop Career Center operators and partners shall cooperate in the investigation of the following matters: discrimination under the California Fair Employment and Housing Act [Part 2.8 (commencing with Section 12900) of Division 3, of Title 2 of the Government Code], threats and/or violence concerning State employees, and State employee misconduct.
- B. The WDB and Partner certifies that its one-stop centers will recognize and comply with applicable labor agreements affecting represented employees (if applicable) located at the centers. The WDB assures that civil service employees who are located at the one-stop centers shall remain under the supervision of their employing department for the purposes of performance evaluations and other matters concerning civil service rights and responsibilities. Civil service employees performing services at one-stop centers shall retain existing civil service and collective bargaining protections on matters relating to employment, including but not limited to hiring, promotion, discipline and grievance procedures



January 20, 2010

Harry Munoz, Principal, Alternative Education  
Desert Sands Adult School  
43-330 Palm Royale  
La Quinta, CA 92253

Dear Mr. Munoz:

Re: County of Riverside Workforce Investment Board MOU

Enclosed, please find one original Memorandum of Understanding pursuant to the Workforce Investment Act of 1998 (WIA) and Senate Bill (SB) 293. The Agreement is fully executed by the Workforce Investment Board Chairman, Ricardo Olalde.

If you have any questions, please call me at (951) 955-3079, or e-mail at [hreeves@rivcoeda.org](mailto:hreeves@rivcoeda.org).

Sincerely,

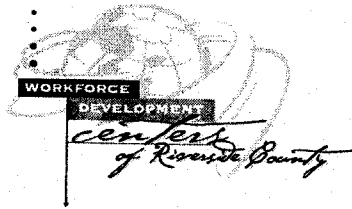


Holly Reeves  
Planning Analyst

hr/ts  
Enclosure

*Providing business with their greatest resource...*





**COUNTY OF RIVERSIDE  
WORKFORCE INVESTMENT BOARD**

**MEMORANDUM OF UNDERSTANDING WITH PARTNERS  
PURSUANT TO THE  
WORKFORCE INVESTMENT ACT OF 1998 (WIA)  
And Senate Bill (SB) 293**

**MEMORANDUM OF UNDERSTANDING  
PURSUANT TO THE  
WORKFORCE INVESTMENT ACT OF 1998 (WIA)**

**PREAMBLE**

This Memorandum of Understanding (MOU), made on the 5<sup>th</sup> day of January, 2010 is an operational agreement entered into by the Riverside County Workforce Investment Board (WIB) and Desert Sands Adult School to create a partnership to provide comprehensive, integrated workforce development services to businesses and jobseekers in the Local Workforce Investment Area (LWIA) in accordance with WIA, its implementing regulations and California Senate Bill 293.

**WITNESSETH:**

WHEREAS, the United States Congress has established the Workforce Investment Act of 1998 (WIA) (Public Law 105-220), which was signed into law July 7, 1998; and

WHEREAS, HR 1385 became law on August 7, 1998, establishing WIA as the national workforce investment system, and

WHEREAS, with the issuance of an Executive Order on October 10, 1999, the Governor enacted WIA in California, and

WHEREAS, California State Employment Development Department Directives, WIAD06-17 dated March 20, 2007, and WIAD06-21 dated June 29, 2007 provided guidance on implementation of the requirements of SB 293 whereby state and federally funded workforce programs will be fully integrated within the one-stop delivery system to achieve universal access to services;

NOW THEREFORE, it is mutually agreed as follows:

- I. **PARTNERSHIP PARTICIPATION:** To facilitate exchange of information and seamless operation, partners are expected to maintain a high level of communication. The following methods of participation will be required:
  - A. Attendance at monthly Partner Meetings. A designee with appropriate authority is to be present to act on behalf of the partner.
  - B. All partner staff will abide by the policies and procedures of the Workforce Development Center (WDC) related to general safety and behavior in the workplace.
  - C. Partners will use standardized WDC forms.
  - D. Partners will develop and use a collaborative marketing strategy informing job seekers, businesses, and the community at large about the services available through the Workforce Development Center. The following resources, as available, will be utilized to enhance coordinated marketing efforts:
    - Web Site Development
    - Public Information and Education
    - Speaker's Bureau
    - Brochures and Flyers
    - Commercial Air Time
    - Media Coverage
    - Public Television and Radio
  
- II. **SITE SUPERVISION.** WIB and Partners recognize that a number of practices and philosophies related to individual partners vary as a result of its unique organizational structure. These differences must be considered when unifying staff and services within the one-stop. Factors that must be considered are:
  - Differing pay scales for similar positions

- Functions for similar classifications among agencies, which may differ
- Off-site supervisors vs. site-based supervisors at the one-stop
- Union vs. Non-Union employees in similar classifications on site
- Hours of operation, including possible evening and weekend hours
- Varied legal holiday schedules
- Sharing of space, equipment, information, and materials

WIB and Partners agree to prior and specific agreements arrangements for supervision, addressing at a minimum the above issues, and modifying said practices over time in accordance with new or changing business or agency needs and requirements. Any such agreements will be attached and made part of this agreement by such attachment.

- III. **ONE-STOP PARTNERS:** The Workforce Investment Act (WIA) identifies mandatory One-Stop Partners as organizations that carry out programs or activities under programs authorized as defined under Section 121(b)(1)(A) of the Act and 20CFR Part 662.200, further in Section 121(b)(1)(B) of the Act, and 20CFR Part 662.210. Senate Bill (SB) 293 clarifies and adds small business development centers as required partners in those Local Workforce Investment Areas in which they exist. SB 293 further mandates that these state and federally funded workforce education, training, and employment programs be integrated in the one-stop delivery system to achieve universal access.
- IV. **ONE-STOP SYSTEM OVERSIGHT:** The Workforce Investment Board, with the agreement of the chief elected official is authorized to designate or certify one-stop operators and to terminate for cause the eligibility of such operators. The Economic Development Agency is the One-Stop Operator in Riverside County. Multiple processes are in place to insure that the workforce system in Riverside County is providing quality services and fiscal accountability. Each year the State of California monitors program performance and fiscal processes. Each year the County Auditor controller performs an internal audit of fiscal processes. Every two years an independent audit firm performs the required OMB A-133 audit of the EDA financial records. The Workforce Development Agency monitors 8 Critical Measures on a monthly basis that include customer satisfaction, community involvement, and business engagement. In addition, an annual ADA compliance audit is completed and an annual self-assessment is completed using criteria based upon the Malcolm Baldrige standards.
- V. **TERM AND TERMINATION:** This MOU shall remain in effect until terminated by the repeal of the Workforce Investment Act of 1998 (WIA), by action of law, or in accordance with this section. Any party may withdraw from this MOU by giving written notice of intent to withdraw at least 180 calendar days in advance of the effective withdrawal date to the contact persons listed in section XXI. Partner Services and Signatures of this MOU.
- VI. **MODIFICATION:** This MOU may be modified, revised or amended at any time by mutual written agreement of the WIB and Partners.
- VII. **CROSS REFERRAL AGREEMENT:** For those Partners not co-located within the WDC, the WIB and Partners agree to receive referrals from and make referrals to the other Partners within the WDC system. A referral may be carried out with a written form, telephone call or email and will include the following elements:
- The customer will be given information about a Partner or other organization and its services, eligibility information, name, address, and hours of operation;
  - To the extent possible, and as requested, staff will assist the customer to make an appointment;
  - Staff will follow up with the customer or Partner organization to become aware of the results of the referral and utilize the services of the Partner in managing services with the customer.
  - To the extent possible, and as requested, staff will assist the customer by providing information and referral to supportive service assistance where available from Partner or other organization.
    - i. Cross-train their respective staff;
    - ii. Consider co-enrollment options and practices;
    - iii. Consider the effect of cross-referrals on mutual performance expectations;

- iv. Constantly improve the joint delivery of services to customers.
- v. If applicable, the (Resource Sharing Agreement Attachment A) shall describe the process for the immediate referral of individuals to training who have been unable to obtain or retain employment through provision of Core and Intensive Services.

**VIII. ONE-STOP SYSTEM DESCRIPTION:** The vision of the County of Riverside WDC One-Stop is built upon four guiding principles, which are the essence of the One-Stop delivery system. These principles should be the goals of all One-Stop delivery systems, and be reflected in the planning and implementation of operations. They are the guiding principles in the development of MOUs, and cannot be accomplished without partnerships based on trust, cooperation and collaboration. The four principles that guide the One-Stop delivery system are:

- **Integrated:** offers as many employment, training and education services as possible for employers and individuals seeking jobs or wishing to enhance their skills.
- **Comprehensive:** a large array of useful information with wide and easy access to needed services.
- **Customer Focused:** the ability to support informed choice by providing a means for customers to judge the quality of these services.
- **Performance Based:** where clear outcomes to be achieved and methods for measuring the agreed-upon outcomes, including customer satisfaction, are identified.

**IX. FUNDING FOR OPERATION OF THE SYSTEM:** The One-Stop Operator(s) is/are responsible for costs associated with operation of the One-Stop WDC. The Resource Sharing Agreement (RSA) is included as Attachment A and outlines the partner's services provision and the anticipated revenue share. Annual reconciliation shall take place upon each anniversary of the MOU execution. Resource Sharing: The partners agree to share resources in accordance with the attached Resource Sharing Agreement. It is expressly understood that this MOU does not constitute a financial commitment, but rather an intent to commit specific resources in the future as the partners' allocations and budgets are known and the one-stop system evolves. The one stop system is a work in progress, and its costs and the partners' resource contributions will not remain static from month to month or from year to year. These funds may be generated by methods such as, but not limited to:

- Management Fees
- Lease Fees
- Separate Financial Agreements
- Separate Funding Opportunities

**X. DISPUTES:** The partners shall first attempt to resolve all disputes informally. Any party may call a meeting of all partners to discuss and resolve disputes. Should informal resolution efforts fail, the dispute shall be referred to the Chair of the Riverside County Workforce Investment Board who shall place the dispute upon the agenda of a regular or special meeting of the WIB's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute.

**XI. ASSURANCES:**

- A. WIB and Partners agree to comply with the Americans With Disabilities Act (ADA) of 1990 (42 U.S.C. Section 12101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794), and California Government Code Section 11135 et seq., as well as the regulations which implement these statutes, which prohibit discrimination on the basis of disability.
- B. WIB and Partners agree that all goods and services pursuant to this agreement shall be available to all persons regardless of age, sex, race, political affiliation, religion, ethnic background, marital status, or condition of physical or mental handicap.
- C. WIB and Partners agree that they will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.

- D. WIB and Partners agree to honor confidentiality. Exchanged information shall remain private and confidential in accordance with the most restrictive confidentiality requirements of any of the partners collecting, receiving or sharing information. As a condition of providing services at the Workforce Development Center, the partners shall adhere to the following:
- All client information will be treated with the strictest degree of confidentiality during and after involvement with the WDC.
  - Each partner shall keep all information that is exchanged between them in the strictest confidence and make such information available to their own employees on a "need-to-know" basis only.
  - Each partner shall (where it is appropriate) store and process information in electronic format, in such a way that unauthorized persons cannot reasonably retrieve the information.
  - This information will only be used in working with programs at WDC.
- E. The WIB and Partner assures that it has established, in accordance with section 184 of the WIA, fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds provided to the local board through the allotments made under sections 127 and 132. [WIA, Section 112(b)(11)]
- F. The WIB and Partner assures that it has implemented the uniform administrative requirements referred to in WIA, Section 184 (a) (3).
- G. The WIB and Partner assures that no funds received under WIA will be used to assist, promote, or deter union organizing [WIA, Section 181(b)(7)]
- H. The WIB and Partner assure that it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of WIA, Section 188.
- I. The WIB and Partner will comply with future State Workforce Investment Board policies and guidelines, legislative mandates, or other provisions as may be required under federal law or policy, including the Workforce Investment Act of 1998 or state legislation.

**XII. ATTACHMENTS:** The following attachments are included in this MOU.

- A. Resource Sharing Agreement
- B. Mandatory One-Stop Program Partner Grid
- C. Additional Partner Assurances
- D. Memorandum of Operations (MOO) (The MOO only applies to fully integrated partners).

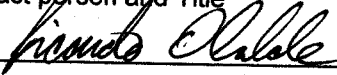
**XIII. PARTNER SERVICES AND SIGNATURES:** The individuals signing this MOU have the authority to commit the party they represent to the terms of this agreement, and do so by signing:

**For the RIVERSIDE COUNTY WORKFORCE INVESTMENT BOARD:**

1151 Spruce Street  
Riverside, CA 92507

**Ricardo Olalde, Workforce Investment Board Chairman**

Contact person and Title



Signature

January 19, 2010

Date

**(951) 955-3100 / (951) 955-3131**

Telephone number / Facsimile number

**rolalde@rivcoeda.org**

E-mail address

**ONE-STOP PARTNER INFORMATION:**

**Desert Sands Adult School**

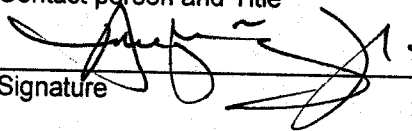
Partner Name

**43-330 Palm Royale, La Quinta, CA 92253**

Address

**Harry Muñoz, Principal, Alternative Education**

Contact person and Title



Signature

January 5<sup>th</sup>, 2010

Date

**(760) 863-3693 Fax (760) 200-0583**

Telephone number / Facsimile number

**harry.munoz@dsusd.us**

E-mail address

Attachment A

RIVERSIDE COUNTY WORKFORCE INVESTMENT AREA  
RESOURCE SHARING AGREEMENT (RSA)

The Desert Sands Adult School (DSAS) agrees to contribute to the  
*(Insert WDC partner name and acronym)*  
delivery of the following core services in the local one-stop system:

The above named partner shall provide the following services as appropriate (please check):

- WIA Title I Eligibility Determination
- Outreach, Intake (worker profiling), and Orientation
- Initial Assessment
- Job Search
- Placement Assistance
- Career Counseling
- Job Listings
- Skills Needed
- Occupational Demand
- Marketing
- Recruitment
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- Job Development
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- Information on Eligible Training Providers
- Performance Outcomes
- Filing Claims for Unemployment Insurance
- Supportive Services
- Help in establishing eligibility for Welfare-to-Work (WtW) and Financial Aid
- Follow-up services for at least 12 months
- Occupational Skills Training;
- On-the-Job Training;
- Workplace Training combined with related instruction;
- Training programs operated by the private sector;
- Skill upgrading and retraining;
- Entrepreneurial training;
- Job Readiness training;
- Adult Education and literacy activities; and
- Customized training.

A. The above named partner shall provide the following services as appropriate (please check):

1. Access to intensive and training services (including serving as the point of access to individual training accounts).
  - Occupational Skills Training;
  - On-the-Job Training;
  - Workplace Training combined with related instruction;
  - Training programs operated by the private sector;

- Skill upgrading and retraining;
- Entrepreneurial training;
- Job Readiness training;
- Adult Education and literacy activities; and
- Customized training.

2. Access to One-Stop partner programs and activities. Briefly describe.

3. Access to Wagner-Peyser services including:

- Job search
- Placement
- Recruitment
- Other labor exchange services

4. The Partner MAY also provide the following services:

- Access to customized screening and referral of qualified participants in training services to employment.
- Customized employment-related services to employers on a fee-for-service basis.
- Supportive services.
- Needs related payments.

5. Cost of above services funded by:

WIA Grant

B. The partner named above shall deliver the core services checked as appropriate, plus any intensive services, training, supportive services or other services listed and described below.

C. The partner named above expects to derive benefits from the one stop system as described below.

The partners agree that the contributions and benefits set out in this Resource Sharing Agreement are in proportion to each other. To the extent that the resources contributed or benefits derived become disproportionate, the partners agree to revisit and revise this Resource Sharing Agreement as necessary.

This Agreement does not create a partnership as defined and governed by the Uniform Partnership Act, Corporations Code Section 15000 et seq. The terms "partner" and "partnership" in this Agreement are used generically and are not intended to create or describe the legal relationship between the parties to this Agreement.



The partners agree that the contributions and benefits set out in this Resource Sharing Agreement are in proportion to each other. To the extent that the resources contributed or benefits derived become disproportionate, the partners agree to revisit and revise this Resource Sharing Agreement as necessary.

**D. IDENTIFICATION OF SHARED COSTS**

The costs identified as shared are reflected below. The costs consist of operational expenses of the Riverside County One Stop System that are incurred by partners in the provision of integrated customer services within the Workforce Development Centers. The following are considered pooled or shared costs attributable to the operations of the centers:

- **Salaries and Benefits:** Costs contributed toward staff salaries and benefits.

Budgeted Costs	Expected Contribution
Teacher cost = \$3500.00	Her only assignment = 100%

- **Universal Access Services Space:** The space utilized by more than one partner in the delivery of integrated services to common customers. Costs are comprised of, reception, Career Resource Area, Skills Lab, Business Resources, staff meeting areas, break areas, customer service areas, storage areas, staff work areas, and restrooms. Rates paid for these areas also include utilities (gas and electric), security, janitorial and Day porter.

Budgeted Costs	Expected Contribution

- **Telecommunication Services:** Telephone, data lines, Information Technology, and internet access services.

Budgeted Costs	Expected Contribution

- **Universal Access Costs:** Costs of providing information in the Career Resource Areas of the WDCs, information on available employer services and on available training providers, marketing materials, subscriptions and labor market information.

Budgeted Costs	Expected Contribution

- **Supplies and Equipment:** Costs of computers, fax machines, copiers, printers, and toner, equipment maintenance, and paper.

Budgeted Costs	Expected Contribution

**E. RESOURCE SHARING PLAN**

Each Partner organization hereby agrees to provide the resources necessary to fund their proportionate share of the shared costs as contained in the Cost Allocation spreadsheet. In no event, except as may be provided in a subsequent agreement, shall any partner be obligated to reimburse any expenses incurred by another partner under this plan. The Partners agree to provide additional resources as required to fulfill their proportionate share of. Partners are not required to pay costs equal to amounts under each category so long as the total amount of proportionate share is satisfied. Costs will be reviewed annually to determine if modifications to the resource sharing plan are necessary.

**F. MODIFICATION AND RECONCILIATION PROCESS**

This RSA may be modified, revised or amended at any time by mutual written agreement of the Partners. Desert Sands Adult School staff will maintain information from each Partner related to *(insert partner name)* the resources provided. This information will be submitted at least annually by each partner organization that provided resources during the previous year. Reconciliation of budget to actual expenditures will occur at least annually.

**Attachment B**

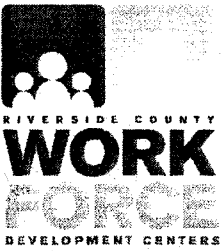
**Mandatory One-Stop Programs and Partners**

<b>REQUIRED PROGRAM</b>	<b>PARTNER</b>	<b>On-site Full time</b>	<b>On-site Part time</b>	<b>Services By Referral</b>
Formula Adult	Riverside County	X		
Formula DW	Riverside County	X		
Youth	Riverside County	Provided at Youth Opportunity Centers		
Job Corps	Cornerstone		X	
Native American	NICOA			X
Migrant & Seasonal Farm Workers	EDD	X		
Veterans Program	EDD	X		
Wagner Peyser	EDD	X		
Adult Education and Literacy	DSAS,RUSD	X (R)	X(I)	
Rehabilitation Act Parts A and B	Department of Rehabilitation		X	
WtW403(a)(5) SSA Title V Social Security	DPSS			X
Senior Community Service Employment	RC Office On Aging			X
Carl Perkins-Voc and Applied Tech Ed Act	RCC,MSJC,COD			X
Trade Adjustment Assistance Act NAFTA	EDD	X		
Transitional Adjustment Assistance Title II Trade Act 1974	EDD	X		
LVER/DVOP (Vets Services)	EDD	X		
Community Services Block Grant-Employment and Training Activities	No Funding in Riverside County			
HUD Employment and Training Activities	No Funding in Riverside County			
State Unemployment Programs	EDD	X		
Small Business (SB 293)				X

**Attachment C**  
**Additional Partner Assurances**

Additional Partner Assurances shall only apply and be included for civil service partner agencies (i.e. state, federal, county).

- A. The Local Workforce Investment Board assures that when work-related issues arise at One-Stop Centers between State employees and operators or supervisors of other partners, the operator or other supervisor shall refer such issues to the State employee's civil service supervisor. The One-Stop Career Center operators and partners shall cooperate in the investigation of the following matters: discrimination under the California Fair Employment and Housing Act [Part 2.8 (commencing with Section 12900) of Division 3, of Title 2 of the Government Code], threats and/or violence concerning State employees, and State employee misconduct.
- B. The WIB and Partner certifies that its one-stop centers will recognize and comply with applicable labor agreements affecting represented employees (if applicable) located at the centers. The WIB assures that civil service employees who are located at the one-stop centers shall remain under the supervision of their employing department for the purposes of performance evaluations and other matters concerning civil service rights and responsibilities. Civil service employees performing services at one-stop centers shall retain existing civil service and collective bargaining protections on matters relating to employment, including but not limited to hiring, promotion, discipline and grievance procedures



Riverside County Workforce Development Centers  
1325 Spruce Street, Suite 400, Riverside, CA 92507

May 10, 2010

Dee Gavaldon, Program Manager  
Crossroads Employment Services  
7011 Sylvan Road, Suite A  
Citrus Heights, CA 95610

Dear Ms. Gavaldon:

Re: Memorandum of Understanding – Crossroads Employment Services

Enclosed, please find two (2) copies of the above referenced MOU Agreement between your agency and the Riverside County Economic Development Agency (EDA). Please sign all copies and return as soon as possible to:

Workforce Development Center-Riverside  
1325 Spruce Street, Suite 110  
Riverside, CA 92507  
ATTN: Program Development Unit – Jason Farin

Your copy of this agreement will be sent to you following execution. If you have any questions, please contact me at (951) 955-8052.

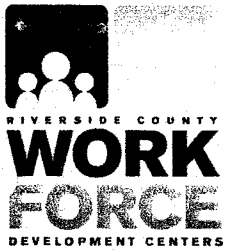
Sincerely,

A handwritten signature in black ink, appearing to read "Jason Farin".

Jason Farin  
Program Development Specialist

jf  
Enclosures

11/11/12 01/24/12 13



Riverside County Workforce Development Centers  
1325 Spruce Street, Suite 110, Riverside, CA 92507

March 22, 2012

Maria Y. Juarez, Executive Director  
Community Action Partnership of  
Riverside County  
2035 Iowa Avenue, Suite B  
Riverside, CA 92507

Dear Ms. Juarez:

RE: Memorandum of Understanding with Partners

Enclosed please find two (2) copies of Riverside County Workforce Investment Board's Memorandum of Understanding (MOU) with Partners pursuant to the Workforce Investment Act of 1998 (WIA) and Senate Bill (SB) 293.

Please submit two (2) original executed MOU's to Riverside County Economic Development Agency (EDA) to:

Workforce Development Center  
1325 Spruce Street, Suite 110  
Riverside, CA 92507  
ATTN: Holly Reeves  
Program Development Department

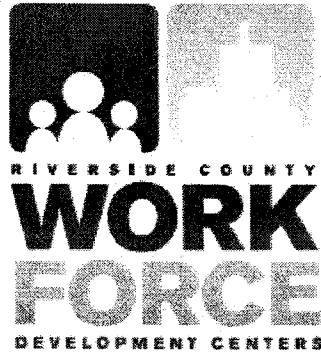
Thank you for your cooperation in this matter. Should you have any questions or require additional information, please contact me at (951) 955-3079, or e-mail at [hreeves@rivcoeda.org](mailto:hreeves@rivcoeda.org).

Sincerely,

Holly Reeves  
Program Development Analyst

hr:ts  
Enclosures: 2

■ [illegible]  
■ [illegible]  
■ [illegible]



***COUNTY OF RIVERSIDE  
WORKFORCE INVESTMENT BOARD***

**MEMORANDUM OF UNDERSTANDING WITH PARTNERS  
PURSUANT TO THE  
WORKFORCE INVESTMENT ACT OF 1998 (WIA)  
And Senate Bill (SB) 293**

**MEMORANDUM OF UNDERSTANDING  
PURSUANT TO THE  
WORKFORCE INVESTMENT ACT OF 1998 (WIA)**

**PREAMBLE**

This Memorandum of Understanding (MOU), made on the 1st day of July, 2011 is an operational agreement entered into by the **Riverside County Workforce Investment Board (WIB) and Community Action Partnership of Riverside County** to create a partnership to provide comprehensive, integrated workforce development services to businesses and jobseekers in the Local Workforce Investment Area (LWIA) in accordance with WIA, its implementing regulations and California Senate Bill 293.

WITNESSETH:

WHEREAS, the United States Congress has established the Workforce Investment Act of 1998 (WIA) (Public Law 105-220), which was signed into law July 7, 1998; and

WHEREAS, HR 1385 became law on August 7, 1998, establishing WIA as the national workforce investment system, and

WHEREAS, with the issuance of an Executive Order on October 10, 1999, the Governor enacted WIA in California, and

WHEREAS, California State Employment Development Department Directives, WIAD06-17 dated March 20, 2007, and WIAD06-21 dated June 29, 2007 provided guidance on implementation of the requirements of SB 293 whereby state and federally funded workforce programs will be fully integrated within the one-stop delivery system to achieve universal access to services;

NOW THEREFORE, it is mutually agreed as follows:

- I. **PARTNERSHIP PARTICIPATION:** To facilitate exchange of information and seamless operation, partners are expected to maintain a high level of communication. The following methods of participation will be required:
  - A. Attendance at monthly Partner Meetings. A designee with appropriate authority is to be present to act on behalf of the partner.
  - B. All partner staff will abide by the policies and procedures of the Workforce Development Center (WDC) related to general safety and behavior in the workplace.
  - C. Partners will use standardized WDC forms.
  - D. Partners will develop and use a collaborative marketing strategy informing job seekers, businesses, and the community at large about the services available through the Workforce Development Center. The following resources, as available, will be utilized to enhance coordinated marketing efforts:
    - Web Site Development
    - Public Information and Education
    - Speaker's Bureau
    - Brochures and Flyers
    - Commercial Air Time
    - Media Coverage
    - Public Television and Radio
  
- II. **SITE SUPERVISION.** WIB and Partners recognize that a number of practices and philosophies related to individual partners vary as a result of its unique organizational structure. These differences must be considered when unifying staff and services within the one-stop. Factors that must be considered are:
  - Differing pay scales for similar positions

- Functions for similar classifications among agencies, which may differ
- Off-site supervisors vs. site-based supervisors at the one-stop
- Union vs. Non-Union employees in similar classifications on site
- Hours of operation, including possible evening and weekend hours
- Varied legal holiday schedules
- Sharing of space, equipment, information, and materials

WIB and Partners agree to prior and specific agreements arrangements for supervision, addressing at a minimum the above issues, and modifying said practices over time in accordance with new or changing business or agency needs and requirements. Any such agreements will be attached and made part of this agreement by such attachment.

- III. ONE-STOP PARTNERS:** The Workforce Investment Act (WIA) identifies mandatory One-Stop Partners as organizations that carry out programs or activities under programs authorized as defined under Section 121(b)(1)(A) of the Act and 20CFR Part 662.200, further in Section 121(b)(1)(B) of the Act, and 20CFR Part 662.210. Senate Bill (SB) 293 clarifies and adds small business development centers as required partners in those Local Workforce Investment Areas in which they exist. SB 293 further mandates that these state and federally funded workforce education, training, and employment programs be integrated in the one-stop delivery system to achieve universal access.
- IV. ONE-STOP SYSTEM OVERSIGHT:** The Workforce Investment Board, with the agreement of the chief elected official is authorized to designate or certify one-stop operators and to terminate for cause the eligibility of such operators. The Economic Development Agency is the One-Stop Operator in Riverside County. Multiple processes are in place to insure that the workforce system in Riverside County is providing quality services and fiscal accountability. Each year the State of California monitors program performance and fiscal processes. Each year the County Auditor controller performs an internal audit of fiscal processes. Every two years an independent audit firm performs the required OMB A-133 audit of the EDA financial records. The Workforce Development Agency monitors 8 Critical Measures on a monthly basis that include customer satisfaction, community involvement, and business engagement. In addition, an annual ADA compliance audit is completed and an annual self-assessment is completed using criteria based upon the Malcolm Baldrige standards.
- V. TERM AND TERMINATION:** This MOU shall remain in effect until terminated by the repeal of the Workforce Investment Act of 1998 (WIA), by action of law, or in accordance with this section. Any party may withdraw from this MOU by giving written notice of intent to withdraw at least 180 calendar days in advance of the effective withdrawal date to the contact persons listed in section XXI. Partner Services and Signatures of this MOU.
- VI. MODIFICATION:** This MOU may be modified, revised or amended at any time by mutual written agreement of the WIB and Partners.
- VII. CROSS REFERRAL AGREEMENT:** For those Partners not co-located within the WDC, the WIB and Partners agree to receive referrals from and make referrals to the other Partners within the WDC system. A referral may be carried out with a written form, telephone call or email and will include the following elements:
- The customer will be given information about a Partner or other organization and its services, eligibility information, name, address, and hours of operation;
  - To the extent possible, and as requested, staff will assist the customer to make an appointment;
  - Staff will follow up with the customer or Partner organization to become aware of the results of the referral and utilize the services of the Partner in managing services with the customer.
  - To the extent possible, and as requested, staff will assist the customer by providing information and referral to supportive service assistance where available from Partner or other organization.
    - i. Cross-train their respective staff;
    - ii. Consider co-enrollment options and practices;
    - iii. Consider the effect of cross-referrals on mutual performance expectations;



- iv. Constantly improve the joint delivery of services to customers.
- v. If applicable, the (Resource Sharing Agreement Attachment A) shall describe the process for the immediate referral of individuals to training who have been unable to obtain or retain employment through provision of Core and Intensive Services.

**VIII. ONE-STOP SYSTEM DESCRIPTION:** The vision of the County of Riverside WDC One-Stop is built upon four guiding principles, which are the essence of the One-Stop delivery system. These principles should be the goals of all One-Stop delivery systems, and be reflected in the planning and implementation of operations. They are the guiding principles in the development of MOUs, and cannot be accomplished without partnerships based on trust, cooperation and collaboration. The four principles that guide the One-Stop delivery system are:

- **Integrated:** offers as many employment, training and education services as possible for employers and individuals seeking jobs or wishing to enhance their skills.
- **Comprehensive:** a large array of useful information with wide and easy access to needed services.
- **Customer Focused:** the ability to support informed choice by providing a means for customers to judge the quality of these services.
- **Performance Based:** where clear outcomes to be achieved and methods for measuring the agreed-upon outcomes, including customer satisfaction, are identified.

**IX. FUNDING FOR OPERATION OF THE SYSTEM:** The One-Stop Operator(s) is/are responsible for costs associated with operation of the One-Stop WDC. The Resource Sharing Agreement (RSA) is included as Attachment A and outlines the partner's services provision and the anticipated revenue share. Annual reconciliation shall take place upon each anniversary of the MOU execution. Resource Sharing: The partners agree to share resources in accordance with the attached Resource Sharing Agreement. It is expressly understood that this MOU does not constitute a financial commitment, but rather an intent to commit specific resources in the future as the partners' allocations and budgets are known and the one-stop system evolves. The one stop system is a work in progress, and its costs and the partners' resource contributions will not remain static from month to month or from year to year. These funds may be generated by methods such as, but not limited to:

- Management Fees
- Lease Fees
- Separate Financial Agreements
- Separate Funding Opportunities

**X. DISPUTES:** The partners shall first attempt to resolve all disputes informally. Any party may call a meeting of all partners to discuss and resolve disputes. Should informal resolution efforts fail, the dispute shall be referred to the Chair of the Riverside County Workforce Investment Board who shall place the dispute upon the agenda of a regular or special meeting of the WIB's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute.

**XI. ASSURANCES:**

- A. WIB and Partners agree to comply with the Americans With Disabilities Act (ADA) of 1990 (42 U.S.C. Section 12101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794), and California Government Code Section 11135 et seq., as well as the regulations which implement these statutes, which prohibit discrimination on the basis of disability.
- B. WIB and Partners agree that all goods and services pursuant to this agreement shall be available to all persons regardless of age, sex, race, political affiliation, religion, ethnic background, marital status, or condition of physical or mental handicap.
- C. WIB and Partners agree that they will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.

- D. WIB and Partners agree to honor confidentiality. Exchanged information shall remain private and confidential in accordance with the most restrictive confidentiality requirements of any of the partners collecting, receiving or sharing information. As a condition of providing services at the Workforce Development Center, the partners shall adhere to the following:
- All client information will be treated with the strictest degree of confidentiality during and after involvement with the WDC.
  - Each partner shall keep all information that is exchanged between them in the strictest confidence and make such information available to their own employees on a "need-to-know" basis only.
  - Each partner shall (where it is appropriate) store and process information in electronic format, in such a way that unauthorized persons cannot reasonably retrieve the information.
  - This information will only be used in working with programs at WDC.
- E. The WIB and Partner assures that it has established, in accordance with section 184 of the WIA, fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds provided to the local board through the allotments made under sections 127 and 132. [WIA, Section 112(b)(11)]
- F. The WIB and Partner assures that it has implemented the uniform administrative requirements referred to in WIA, Section 184 (a) (3).
- G. The WIB and Partner assures that no funds received under WIA will be used to assist, promote, or deter union organizing [WIA, Section 181(b)(7)]
- H. The WIB and Partner assure that it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of WIA, Section 188.
- I. The WIB and Partner will comply with future State Workforce Investment Board policies and guidelines, legislative mandates, or other provisions as may be required under federal law or policy, including the Workforce Investment Act of 1998 or state legislation.

**XII. ATTACHMENTS:** The following attachments are included in this MOU.

- A. Resource Sharing Agreement
- B. Mandatory One-Stop Program Partner Grid
- C. Additional Partner Assurances
- D. Memorandum of Operations (MOO) (The MOO only applies to fully integrated partners).

**XIII. PARTNER SERVICES AND SIGNATURES:** The individuals signing this MOU have the authority to commit the party they represent to the terms of this agreement, and do so by signing:

**For the RIVERSIDE COUNTY WORKFORCE INVESTMENT BOARD:**

1325 Spruce Street  
Riverside, CA 92507

**Jamil Dada, Workforce Investment Board Chair**

\_\_\_\_\_  
Contact person and Title

\_\_\_\_\_  
Signature

(951) 955-3100 / (951) 955-3131

\_\_\_\_\_  
Telephone number / Facsimile number

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail address

**ONE-STOP PARTNER INFORMATION:**

Community Action Partnership of Riverside County

\_\_\_\_\_  
Partner Name

2035 Iowa Avenue, Suite B-102, Riverside, CA 92507

\_\_\_\_\_  
Address

Maria Y. Juarez, CCAP Executive Director

\_\_\_\_\_  
Contact person and Title

\_\_\_\_\_  
Signature

(951) 955-4900 (951) 955-6506

\_\_\_\_\_  
Telephone number / Facsimile number

\_\_\_\_\_  
Date

mailto:info@capriverside.org

\_\_\_\_\_  
E-mail address

**Attachment A**

**RIVERSIDE COUNTY WORKFORCE INVESTMENT AREA  
RESOURCE SHARING AGREEMENT (RSA)**

The \_\_\_\_\_ (*Insert WDC partner name and acronym*) agrees to contribute to the delivery of the following core services in the local one-stop system:

The above named partner shall provide the following services as appropriate (please check):

- WIA Title I Eligibility Determination
- Outreach, Intake (worker profiling), and Orientation
- Initial Assessment
- Job Search
- Placement Assistance
- Career Counseling
- Job Listings
- Skills Needed
- Occupational Demand
- Marketing
- Recruitment
- Employer Services
- Job Development
- Employer Advisory Councils
- Employer Outreach Coordination
- Information on Eligible Training Providers
- Performance Outcomes
- Filing Claims for Unemployment Insurance
- Supportive Services
- Help in establishing eligibility for Temporary Assistance to Needy Families (TANF) and Financial Aid
- Follow-up services for at least 12 months
- Occupational Skills Training;
- On-the-Job Training;
- Workplace Training combined with related instruction;
- Training programs operated by the private sector;
- Skill upgrading and retraining;
- Entrepreneurial training;
- Job Readiness training;
- Adult Education and literacy activities; and
- Customized training.

A. The above named partner shall provide the following services as appropriate (please check):

1. Access to intensive and training services (including serving as the point of access to individual training accounts).
  - Occupational Skills Training;
  - On-the-Job Training;
  - Workplace Training combined with related instruction;
  - Training programs operated by the private sector;

- Skill upgrading and retraining;
- Entrepreneurial training;
- Job Readiness training;
- Adult Education and literacy activities; and
- Customized training.

2. Access to One-Stop partner programs and activities. Briefly describe.

3. Access to Wagner-Peyser services including:

- Job search
- Placement
- Recruitment
- Other labor exchange services

4. The Partner MAY also provide the following services:

- Access to customized screening and referral of qualified participants in training services to employment.
- Customized employment-related services to employers on a fee-for-service basis.
- Supportive services.
- Needs related payments.

5. Cost of above services funded by:

B. The partner named above shall deliver the core services checked as appropriate, plus any intensive services, training, supportive services or other services listed and described below.

C. The partner named above expects to derive benefits from the one stop system as described below. The partners agree that the contributions and benefits set out in this Resource Sharing Agreement are in proportion to each other. To the extent that the resources contributed or benefits derived become disproportionate, the partners agree to revisit and revise this Resource Sharing Agreement as necessary.

This Agreement does not create a partnership as defined and governed by the Uniform Partnership Act, Corporations Code Section 15000 et seq. The terms "partner" and "partnership" in this Agreement are used generically and are not intended to create or describe the legal relationship between the parties to this Agreement.

The partners agree that the contributions and benefits set out in this Resource Sharing Agreement are in proportion to each other. To the extent that the resources contributed or benefits derived become disproportionate, the partners agree to revisit and revise this Resource Sharing Agreement as necessary.

**D. IDENTIFICATION OF SHARED COSTS**

The costs identified as shared are reflected below. The costs consist of operational expenses of the Riverside County One Stop System that are incurred by partners in the provision of integrated customer services within the Workforce Development Centers. The following are considered pooled or shared costs attributable to the operations of the centers:

- **Salaries and Benefits:** Costs contributed toward staff salaries and benefits.

Budgeted Costs	Expected Contribution

- **Universal Access Services Space:** The space utilized by more than one partner in the delivery of integrated services to common customers. Costs are comprised of; reception, Career Resource Area, Skills Lab, Business Resources, staff meeting areas, break areas, customer service areas, storage areas, staff work areas, and restrooms. Rates paid for these areas also include utilities (gas and electric), security, janitorial and Day porter.

Budgeted Costs	Expected Contribution

- **Telecommunication Services:** Telephone, data lines, Information Technology, and internet access services.

Budgeted Costs	Expected Contribution

- **Universal Access Costs:** Costs of providing information in the Career Resource Areas of the WDCs, information on available employer services and on available training providers, marketing materials, subscriptions and labor market information.

Budgeted Costs	Expected Contribution

- **Supplies and Equipment:** Costs of computers, fax machines, copiers, printers, and toner, equipment maintenance, and paper.

Budgeted Costs	Expected Contribution

**E. RESOURCE SHARING PLAN**

Each Partner organization hereby agrees to provide the resources necessary to fund their proportionate share of the shared costs as contained in the Cost Allocation spreadsheet. In no event, except as may be provided in a subsequent agreement, shall any partner be obligated to reimburse any expenses incurred by another partner under this plan. The Partners agree to provide additional resources as required to fulfill their proportionate share of. Partners are not required to pay costs equal to amounts under each category so long as the total amount of proportionate share is satisfied. Costs will be reviewed annually to determine if modifications to the resource sharing plan are necessary.

**F. MODIFICATION AND RECONCILIATION PROCESS**

This RSA may be modified, revised or amended at any time by mutual written agreement of the Partners. Riverside County Workforce Investment staff will maintain information from each Partner related to *(insert partner name)* the resources provided. This information will be submitted at least annually by each partner organization that provided resources during the previous year. Reconciliation of budget to actual expenditures will occur at least annually.

**Attachment B**

**Mandatory One-Stop Programs and Partners**

<b>REQUIRED PROGRAM</b>	<b>PARTNER</b>	<b>On-site Full time</b>	<b>On-site Part time</b>	<b>Services By Referral</b>
Formula Adult	Riverside County	X		
Formula DW	Riverside County	X		
Youth	Riverside County	Provided at Youth Opportunity Centers		
Job Corps	Cornerstone		X	
Native American	National Indian Council on Aging			X
Migrant & Seasonal Farm Workers	Employment Development Department (EDD)	X		
Veterans Program	EDD	X		
Wagner-Peyser	EDD	X		
Adult Education and Literacy	Coachella Unified School District (Coachella Adult School), Riverside Unified School District (Riverside Adult School)		X(I)	X (R)
Rehabilitation Act Parts A and B	Department of Rehabilitation		X	
WW403(a)(5) SSA Title V Social Security	Department of Public Social Services			X
Senior Community Service Employment	Riverside County Office On Aging			X
Carl Perkins-Voc and Applied Tech Ed Act	Riverside Community College District, Mt. San Jacinto Community College District, College of the Desert			X
Trade Adjustment Assistance Act North American Free Trade Agreement (NAFTA)	EDD	X		
Transitional Adjustment Assistance Title II Trade Act 1974	EDD	X		
Community Services Block Grant- Employment and Training Activities	Community Action Partnership			X
HUD Employment and Training Activities	No Funding in Riverside County	N/A	N/A	N/A
State Unemployment Programs	EDD	X		
Small Business (SB 293)				X
<b>Legend</b>				
R=Riverside Workforce Development Center I=Indio Workforce Development Center On-Site=Workforce Development Center Services by referral=service provided off-site by partner agency				

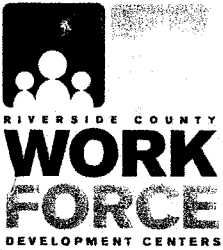
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**Additional Partner Assurances**

Additional Partner Assurances shall only apply and be included for civil service partner agencies (i.e. state, federal, county).

- A. The Local Workforce Investment Board assures that when work-related issues arise at One-Stop Centers between State employees and operators or supervisors of other partners, the operator or other supervisor shall refer such issues to the State employee's civil service supervisor. The One-Stop Career Center operators and partners shall cooperate in the investigation of the following matters: discrimination under the California Fair Employment and Housing Act [Part 2.8 (commencing with Section 12900) of Division 3, of Title 2 of the Government Code], threats and/or violence concerning State employees, and State employee misconduct.
  
- B. The WIB and Partner certify that its one-stop centers will recognize and comply with applicable labor agreements affecting represented employees (if applicable) located at the centers. The WIB assures that civil service employees who are located at the one-stop centers shall remain under the supervision of their employing department for the purposes of performance evaluations and other matters concerning civil service rights and responsibilities. Civil service employees performing services at one-stop centers shall retain existing civil service and collective bargaining protections on matters relating to employment, including but not limited to hiring, promotion, discipline and grievance procedures



Mailed 4/25



Riverside County Workforce Development Centers  
1825 Spruce Street, Suite 400, Riverside, CA 92507

April 23, 2012

Tonya Kennon, Library Director  
Riverside Public Library  
PO Box 468  
Riverside, CA 92502

Dear Ms. Kennon:

Re: County of Riverside Workforce Investment Board MOU

Enclosed, please find one copy of the Memorandum of Understanding pursuant to the Workforce Investment Act of 1998 (WIA) and Senate Bill (SB) 293. The Agreement is fully executed by the Workforce Investment Board Chairman, Lee Haven.

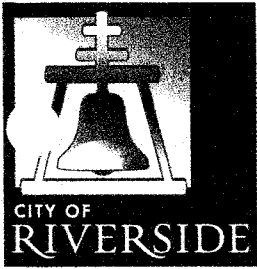
If you have any questions, please call me at (951) 955-9744, or e-mail at [mreid@rivcoeda.org](mailto:mreid@rivcoeda.org).

Sincerely,



Melissa Reid  
Program Development Manager

mr:ts  
Enclosure



Riverside  
Public Library

...sparking curiosity and providing tools for discovery

April 13, 2012

Antoinette Soria  
Workforce Development  
*Program Support Assistant*  
1325 Spruce Street, Suite 110  
Riverside, CA 92507

Dear Antoinette;

Enclosed are two copies of the County of Riverside Workforce Investment Board MOU.

Please sign both copies and return one of the copies back to:

Tonya Kennon  
Library Director  
Riverside Public Library  
PO Box 468  
Riverside CA 92502

Thank you,

Cindie Krueger  
Library Administration  
(951) 826-5213

**Downtown**  
3581 Mission Inn Ave.  
Riverside, CA 92501  
951.826.5201

**Arlanza**  
8267 Philbin Avenue  
Riverside, CA 92503  
951.689.0389

**Arlington**  
9556 Magnolia Ave.  
Riverside, CA 92503  
951.689.6612

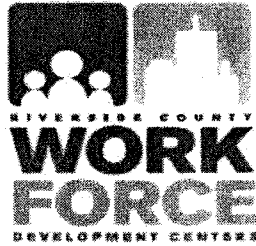
**Casa Blanca**  
2985 Madison St.  
Riverside, CA 92504  
951.826.2120

**Eastside**  
4033-C Chicago Ave.  
Riverside, CA 92507  
951.684.8347

**La Sierra**  
4600 La Sierra Ave.  
Riverside, CA 92505  
951.688.7740

**Marcy**  
6927 Magnolia Ave.  
Riverside, CA 92506  
951.826.2078

**Orange Terrace**  
20010-B Orange  
Terrace Pkwy.  
Riverside, CA 92508  
951.571.0281



***COUNTY OF RIVERSIDE  
WORKFORCE INVESTMENT BOARD***

**MEMORANDUM OF UNDERSTANDING WITH PARTNERS  
PURSUANT TO THE  
WORKFORCE INVESTMENT ACT OF 1998 (WIA)  
And Senate Bill (SB) 293**

MEMORANDUM OF UNDERSTANDING

PURSUANT TO THE  
WORKFORCE INVESTMENT ACT OF 1998 (WIA)

PREAMBLE

This Memorandum of Understanding (MOU), made on the 1<sup>st</sup> day of January, 2012 is an operational agreement entered into by the Riverside County Workforce Investment Board (WIB) through the City of Riverside Public Library (RPL) as the One-Stop Operator for Riverside County authorized by the Riverside County Board of Supervisors, and the Riverside County Economic Development Agency/Library Services (Partner), to create a partnership to provide comprehensive, integrated workforce development services to businesses and jobseekers in the Local Workforce Investment Area (LWIA) in accordance with WIA, its implementing regulations and California Senate Bill 293.

WITNESSETH:

WHEREAS, the United States Congress has established the Workforce Investment Act of 1998 (WIA) (Public Law 105-220), which was signed into law July 7, 1998; and

WHEREAS, HR 1385 became law on August 7, 1998, establishing WIA as the national workforce investment system, and

WHEREAS, with the issuance of an Executive Order on October 10, 1999, the Governor enacted WIA in California, and

WHEREAS, California State Employment Development Department Directives, WIAD06-17 dated March 20, 2007, and WIAD06-21 dated June 29, 2007 provided guidance on implementation of the requirements of SB 293 whereby state and federally funded workforce programs will be fully integrated within the one-stop delivery system to achieve universal access to services; and

WHEREAS, The Department of Labor, Employment and Training Agency is encouraging the collaboration of state and local workforce investment boards and regional library systems, and

WHEREAS, The Partner and the WIB have agreed that it is to the benefit of Riverside County residents to have options when seeking assistance with their job search activities;

NOW THEREFORE, it is mutually agreed as follows:

- I. **PARTNERSHIP PARTICIPATION:** To facilitate exchange of information and seamless operation, partners are expected to maintain a high level of communication. The following methods of participation will be required:
  - A. Attendance at partner meetings as scheduled from time to time. A designee with appropriate authority is to be present to act on behalf of the Partner.
  - B. All Partner staff will abide by the policies and procedures of the Workforce Development Center (WDC) related to general safety and behavior in the workplace.
  - C. Partner will use standardized WDC forms where necessary to fulfill its obligations under this MOU.
  - D. Partners will develop and use a collaborative marketing strategy informing job seekers, businesses, and the community at large about the services available through the Riverside County Workforce Investment System including those outlined in this MOU. The following resources, as available, will be utilized to enhance coordinated marketing efforts:
    - Web Site Development
    - Public Information and Education
    - Speaker's Bureau
    - Brochures and Flyers
    - Commercial Air Time
    - Media Coverage

- Public Television and Radio

II. **SUPERVISION.** The WIB and Partner who collaborate in providing WIA services recognize that a number of practices and philosophies related to individual partners vary as a result of its unique organizational structure. These differences must be considered when unifying staff and services within the one-stop system. Factors that may be considered are:

- Differing pay scales for similar positions
- Functions for similar classifications among agencies, which may differ
- Off-site supervisors vs. site-based supervisors at the one-stop
- Union vs. non-union employees in similar classifications on site
- Hours of operation, including possible evening and weekend hours
- Varied legal holiday schedules
- Sharing of space, equipment, information, and materials

WIB and Partner agree to prior and specific agreements for supervision, addressing at a minimum the above issues, and modifying said practices over time in accordance with new or changing business or agency needs and requirements. Any such agreements will be attached and made part of this agreement by such attachment.

III. **ONE-STOP PARTNERS:** The Workforce Investment Act (WIA) identifies mandatory One-Stop Partners as organizations that carry out programs or activities under programs authorized as defined under Section 121(b)(1)(A) of the Act and 20CFR Part 662.200, further in Section 121(b)(1)(B) of the Act, and 20CFR Part 662.210. Senate Bill (SB) 293 clarifies and adds small business development centers as required partners in those Local Workforce Investment Areas in which they exist. SB 293 further mandates that these state and federally funded workforce education, training, and employment programs be integrated in the one-stop delivery system to achieve universal access. In addition, WIA provides the opportunity for local areas to engage other partners as needed to carry out its duties and responsibilities. The library system in the City of Riverside is one such partner.

IV. **ONE-STOP SYSTEM OVERSIGHT:** The WIB, with the approval of the chief elected official is authorized to designate or certify one-stop operators and to terminate for cause the eligibility of such operators. The Economic Development Agency/Workforce Division is the One-Stop Operator in Riverside County. Multiple processes are in place to insure that the workforce system in Riverside County is providing quality services and fiscal accountability. Each year the State of California monitors program performance and fiscal processes. Each year the County Auditor controller performs an internal audit of fiscal processes. Every two years an independent audit firm performs the required OMB A-133 audit of the EDA financial records. The Workforce Development Division monitors 8 Critical Measures on a monthly basis that include customer satisfaction, community involvement, and business engagement. In addition, an annual American with Disabilities Act (ADA) compliance audit is completed and a biennial annual self-assessment is completed using criteria based upon the Malcolm Baldrige standards.

V. **TERM AND TERMINATION:** This MOU shall remain in effect until terminated by the repeal of the Workforce Investment Act of 1998 (WIA), by action of law, or in accordance with this section. Any party may withdraw from this MOU by giving written notice of intent to withdraw at least 180 calendar days in advance of the effective withdrawal date to the contact persons listed in section XIII, Partner Services and Signatures of this MOU.

VI. **MODIFICATION:** This MOU may be modified, revised or amended at any time by mutual written agreement of the WIB and Partner.

VII. **CROSS REFERRAL AGREEMENT:** The Partner is not co-located in the Workforce Development Centers and as such, the WIB and Partner agree to receive referrals from and make referrals to the other partners within the WDC system. A referral may be carried out with a written form, telephone call or email and will include the following elements:

- The customer will be given information about a partner or other organization and its services, eligibility information, name, address, and hours of operation;

- To the extent possible, and as requested, Partner staff will assist the customer to make an appointment;
- To the extent possible, and as requested, Partner staff will assist the customer by providing information and referral to the workforce investment system in Riverside County, and /or will provide assistance where available from Partner or other organization. To this end the Partner and WIB agree that the following steps should be contemplated and implemented as determined amongst the parties:
  - i. Cross-train their respective staff;
  - ii. Consider co-enrollment options and practices, if applicable;
  - iii. Consider the effect of cross-referrals on mutual performance expectations;
  - iv. Constantly improve the joint delivery of services to customers;
  - v. If applicable, the (Resource Sharing Agreement Attachment A) shall describe the process for the immediate referral of individuals to training who have been unable to obtain or retain employment through provision of Core and Intensive Services.

**VIII. ONE-STOP SYSTEM DESCRIPTION:** The vision of the County of Riverside Workforce Development Centers (WDC) or One-Stop is built upon four guiding principles, which are the essence of the One-Stop delivery system. These principles should be the goals of all One-Stop delivery systems, and be reflected in the planning and implementation of operations. They are the guiding principles in the development of MOUs, and cannot be accomplished without partnerships based on trust, cooperation and collaboration. The four principles that guide the One-Stop delivery system are:

- **Integrated:** offers as many employment, training and education services as possible for employers seeking a well-trained and qualified workforce, and individuals seeking jobs or wishing to enhance their skills.
- **Comprehensive:** a large array of useful information with wide and easy access to needed services.
- **Customer Focused:** the ability to support informed choice by providing a means for customers to judge the quality of these services.
- **Performance Based:** where clear outcomes to be achieved and methods for measuring the agreed-upon outcomes, including customer satisfaction, are identified.

**IX. FUNDING FOR OPERATION OF THE SYSTEM:** The One-Stop Operator(s) is/are responsible for costs associated with operation of the Workforce Development Centers. The Resource Sharing Agreement (RSA) is included as Attachment A outlines the partner's services provision and the anticipated revenue share. Annual reconciliation shall take place upon each anniversary of the MOU execution. Resource Sharing: The partners agree to share resources in accordance with the attached Resource Sharing Agreement. It is expressly understood that this MOU does not constitute a financial commitment, but rather intent to commit specific resources in the future as the partners' allocations and budgets are known and the One-Stop system evolves. The One Stop system is a work in progress, and its costs and the partners' resource contributions will not remain static from month to month or from year to year. These funds may be generated by methods such as, but not limited to:

- Management Fees
- Lease Fees
- Separate Financial Agreements
- Separate Funding Opportunities
- Matching Resources
- Other resources as agreed upon between the parties to this MOU

**X. DISPUTES:** The Partner shall first attempt to resolve all disputes informally. Any party may call a meeting of the parties to discuss and resolve disputes. Should informal resolution efforts fail, the dispute shall be referred to the Chair of the Riverside County WIB who shall place the dispute upon the agenda of a regular or special meeting of the WIB's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute.

**XI. ASSURANCES:**

- A. WIB and Partner agree to comply with the Americans With Disabilities Act (ADA) of 1990 (42 U.S.C. Section 12101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794), and California Government Code Section 11135 et seq., as well as the regulations which implement these statutes, which prohibit discrimination on the basis of disability.
- B. WIB and Partner agree that all goods and services pursuant to this agreement shall be available to all persons regardless of race, color, religion, sex, national origin, age, disability, political affiliation or belief.
- C. WIB and Partner agree that they will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.
- D. WIB and Partners agree to honor confidentiality. Exchanged information shall remain private and confidential in accordance with the most restrictive confidentiality requirements of any of the partners collecting, receiving or sharing information. As a condition of providing services at the Workforce Development Center, the partners shall adhere to the following:
  - All client information will be treated with the strictest degree of confidentiality during and after involvement with the WDC.
  - Each partner shall keep all information that is exchanged between them in the strictest confidence and make such information available to their own employees on a "need-to-know" basis only.
  - Each partner shall (where it is appropriate) store and process information in electronic format, in such a way that unauthorized persons cannot reasonably retrieve the information.
  - This information will only be used in working with programs at WDC.
- E. The WIB and Partner assure that it has established, in accordance with section 184 of the WIA, fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds provided to the local board through the allotments made under sections 127 and 132. [WIA, Section 112(b)(11)]
- F. The WIB and Partner assures that it has implemented the uniform administrative requirements referred to in WIA, Section 184 (a) (3).
- G. The WIB and Partner assure that no funds received under WIA will be used to assist, promote, or deter union organizing [WIA, Section 181(b)(7)]
- H. The WIB and Partner assure that it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of WIA, Section 188.
- I. The WIB and Partner will comply with future state Workforce Investment Board policies and guidelines, legislative mandates, or other provisions as may be required under federal law or policy, including the Workforce Investment Act of 1998 or state legislation.

**XII. ATTACHMENTS:** The following attachments are included in this MOU.

- A. Resource Sharing Agreement
- B. Mandatory One-Stop Program Partner Grid
- C. Additional Partner Assurances (not applicable)

XIII. PARTNER SERVICES AND SIGNATURES: The individuals signing this MOU have the authority to commit the party they represent to the terms of this agreement, and do so by signing:

For the RIVERSIDE COUNTY WORKFORCE INVESTMENT BOARD:

1325 Spruce Street  
Riverside, CA 92507

Jamil Dada, Workforce Investment Board Chair

Contact Person and Title

Signature

(951) 955-3100 / (951) 955-3131

Telephone number / Facsimile number

04/23/12

Date

jdada@rivcoeda.org

E-mail address

PARTNER INFORMATION:

City of Riverside Public Library

Partner Name

3581 Mission Inn Avenue, Riverside, CA 92501

Address

Scott Barber, City Manager

Contact Person and Title

Signature

(951) 826-5771 / (951) 826-5470

Telephone number / Facsimile number

April 10, 2012

Date

sbarber@riversideca.gov

E-mail address

Attest:

Sherry Morrison  
City Clerk

APPROVED AS TO FORM  
CITY ATTORNEY'S OFFICE

BY

[Signature]  
Deputy City Attorney



Attachment A

RIVERSIDE COUNTY WORKFORCE INVESTMENT AREA  
RESOURCE SHARING AGREEMENT (RSA)

The City of Riverside Public Library agrees to contribute to the delivery of the following core services in the local one-stop system:

A. The above named partner shall provide the following services as appropriate (please check):

1. "Career Transitions" Online Access
2. Live Online Homework Help
3. Job Search Assistance (website search and toolkit)
4. Literacy Activities (Adult ESL where available)
5. Web Site Coordination
6. Outreach and Orientation
7. Job Search
8. Job Listings
9. Skills Needed
10. Occupational Demand
11. Marketing
12. Information on Eligible Training Providers
13. Skill Upgrading and Retraining

B. Cost of above services funded by: Riverside Public Library; State Public Library Fund; State LSTA Grant

C. The Partner expects to derive benefits from the Workforce Development System as described in this MOU. The partners agree that the contributions and benefits set out in this Resource Sharing Agreement are in proportion to each other. To the extent that the resources contributed or benefits derived become disproportionate, the partners agree to revisit and revise this Resource Sharing Agreement as necessary.

This Agreement does not create a partnership as defined and governed by the Uniform Partnership Act, Corporations Code Section 15000 et seq. The terms "partner" and "partnership" in this Agreement are used generically and are not intended to create or describe the legal relationship between the parties to this Agreement.

D. IDENTIFICATION OF SHARED COSTS

The costs identified as shared are reflected below. The costs consist of operational expenses of the Riverside County Workforce Development System that are incurred by partners in the provision of customer services within the Workforce Development System. The following are considered pooled or shared costs attributable to the operations of the centers:

- **Salaries and Benefits:** Costs contributed toward staff salaries and benefits.

Budgeted Costs	Expected Contribution
\$196,000	\$27,000

- **Universal Access Services Space:** The space utilized by more than one partner in the delivery of integrated services to common customers. Costs are comprised of; reception, Career Resource Area, Skills Lab, Business Resources, staff meeting areas, break areas, customer service areas, storage areas, staff work areas, and restrooms. Rates paid for these areas also include utilities (gas and electric), security, and janitorial.

Budgeted Costs	Expected Contribution
\$10,000	\$5,000

- **Telecommunication Services:** Telephone, data lines, Information Technology, and internet access services.

Budgeted Costs	Expected Contribution
\$6,000	\$3,000

- **Universal Access Costs:** Costs of providing information in the Career Resource Areas of the WDCs, information on available employer services and on available training providers, marketing materials, subscriptions and labor market information.

Budgeted Costs	Expected Contribution
\$12,000	\$6,000

- **Supplies and Equipment:** Costs of computers, fax machines, copiers, printers, and toner, equipment maintenance, and paper.

Budgeted Costs	Expected Contribution
\$14,000	\$7,000

**E. RESOURCE SHARING PLAN**

Partner hereby agrees to provide the resources necessary to fund their proportionate share of the shared costs as contained in the Cost Allocation spreadsheet. In no event, except as may be provided in a subsequent agreement, shall any partner be obligated to reimburse any expenses incurred by another partner under this plan. The partners agree to provide additional resources as required to fulfill their proportionate share. Partners are not required to pay costs equal to amounts under each category so long as the total amount of proportionate share is satisfied. Costs will be reviewed annually to determine if modifications to the resource sharing plan are necessary.

**F. MODIFICATION AND RECONCILIATION PROCESS**

This RSA may be modified, revised or amended at any time by mutual written agreement of the partners. EDA staff will maintain information from Partner related to the resources provided. This information will be submitted at least annually by each partner organization that provided resources during the previous year. Reconciliation of budget to actual expenditures will occur at least annually.

Attachment B

Mandatory One-Stop Programs and Partners

REQUIRED PROGRAM	PARTNER	On-site Full time	On-site Part time	Services By Referral
Formula Adult	Riverside County	X		
Formula DW	Riverside County	X		
Youth	Riverside County	Provided at Youth Opportunity Centers		
Job Corps	Cornerstone		X	
Native American	NICOA			X
Migrant & Seasonal Farm Workers	EDD	X		
Veterans Program	EDD	X		
Wagner Peyser	EDD	X		
Adult Education and Literacy	DUSD,RUSD	X (R)	X(I)	
Rehabilitation Act Parts A and B	Department of Rehabilitation		X	
WtW403(a)(5) SSA Title V Social Security	DPSS			X
Senior Community Service Employment	RC Office On Aging			X
Carl Perkins-Voc and Applied Tech Ed Act	RCC,MSJC,COD			X
Trade Adjustment Assistance Act NAFTA	EDD	X		
Transitional Adjustment Assistance Title II Trade Act 1974	EDD	X		
LVER/DVOP (Vets Services)	EDD	X		
Community Services Block Grant-Employment and Training Activities	No Funding in Riverside County			
HUD Employment and Training Activities	No Funding in Riverside County			
State Unemployment Programs	EDD	X		
Small Business (SB 293)				X