

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM  
3.29  
(ID # 10177)

**MEETING DATE:**

Tuesday, July 23, 2019

**FROM:** ECONOMIC DEVELOPMENT AGENCY (EDA):

**SUBJECT:** ECONOMIC DEVELOPMENT AGENCY/WORKFORCE DEVELOPMENT  
DIVISION: Ratify and Approve Workforce Innovation and Opportunity Act Title I  
Subgrant Agreement for Program Year 2019/20 and accept the allocation of  
funds, All Districts, [\$6,118,732] - 100% Federal Workforce Innovation and  
Opportunity Act funds; CEQA Exempt

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Find that the project is exempt from California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061(b)(3);
2. Ratify and approve the attached Workforce Innovation and Opportunity Act (WIOA) Title I Subgrant Agreement between the State of California Employment Development Department (EDD) and the County of Riverside Economic Development Agency in the amount of \$6,118,732 for a two-year term from April 1, 2019 through June 30, 2021 (WIOA Subgrant Agreement);
3. Authorize the Chair of the Board to execute the attached WIOA Subgrant Agreement on behalf of the County of Riverside; and
4. Authorize the Assistant County Executive Officer/ECD, or designee, to take all steps necessary to implement the WIOA Subgrant Agreement including, but not limited to, signing subsequent necessary documents and any non-substantive amendments, subject to approval by County Counsel, and accept any additional WIOA Title I funds granted by EDD.

**ACTION:Policy**

Robert Field, Assistant County Executive Officer/ECD 7/1/2019

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Jeffries, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: July 23, 2019  
xc: EDA

Kecia R. Harper  
Clerk of the Board

By:   
Deputy

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STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b>			<b>Budget Adjustment:</b>	No
			<b>For Fiscal Year:</b>	19/20, 20/21, 21/22

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

In July of 2014, the United States Congress enacted the Workforce Innovation and Opportunity Act ("WIOA"). The purpose of WIOA is to strengthen the ability of the public workforce system to align investment in workforce, education, and economic development with regional in-demand jobs.

Under WIOA Section 121(c), the Riverside County Workforce Development Board ("WDB") was required to develop a Memorandum of Understanding ("WIOA MOU") between the WDB and its partners concerning the operation of an overarching, one-stop delivery system in the County to provide workforce development services. The State of California ("State"), in its Unified Strategic Workforce Development Plan ("Plan") implementing WIOA regulations, designed the State's one-stop delivery system, known as America's Job Center of California ("AJCC"), to serve as an all-inclusive access point for education and training programs that provide demand-driven skills attainment, especially for those with barriers to employment.

To implement the Plan, the State separated the MOU development process into two distinct phases, known as Phase I ("MOU Phase I") and Phase II ("MOU Phase II"). In MOU Phase I, the WDB identified and addressed service coordination and collaboration among AJCC partners to operate the AJCCs. MOU Phase I was approved by the Board of Supervisors ("Board") pursuant to Minute Order 3.32 on June 21, 2016. In Phase II, the partners addressed how to sustain the AJCCs described in Phase I through the use of resource sharing and joint infrastructure cost funding. MOU Phase II was approved by the Board pursuant to Minute Order 3.60 on August 29, 2017 and then amended twice thereafter. In the First Amendment to MOU Phase II, additional partners and an updated joint infrastructure budget were approved by the Board pursuant to Minute Order 3.18 on June 19, 2018. In the Second Amendment to MOU Phase II, a partner was added and an updated resource sharing and joint infrastructure budget was provided and approved by the Board pursuant to Minute Order 3.19 on December 11, 2018.

All partners to the attached WIOA MOU contribute by either providing in-kind costs (such as space) or paying a portion of the shared cost within the AJCC (e.g., rent, equipment, utilities, maintenance, and technology) to deliver workforce services. Through the partnership with

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AJCCs in Riverside County, WIOA MOU partners provide workforce services to jobseekers and businesses, veterans and their spouses, low income individuals, unemployed individuals applying for unemployment benefits, and individuals with disabilities. On April 30, 2019, the State Workforce Services Division issued a final Workforce Services Directive 18-12 ("WSD 18-12") and the WDB responded by updating the existing MOU for three consecutive years, commencing July 1, 2019 through June 30, 2022. The WIOA MOU is required to be reviewed and updated at least every three years. The MOU is reviewed annually to determine if any substantial changes have occurred to Infrastructure Funding Agreements and Other System Cost Budgets, and if necessary, amend the MOU.

The attached WIOA MOU is for a three-year term, July 1, 2019 through June 30, 2022, and complies with the State Workforce Services Division Directive (WSD 18-12) to update and synchronize all workforce area MOUs to the same term dates. County Counsel has reviewed the attached WIOA MOU and has approved it as to form.

The WIOA MOU was reviewed and determined to be exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061(b)(3), Common Sense, General Rule Exemption. The WIOA MOU relates to the provision of workforce services to jobseekers and businesses through a network of partners both on-site and externally through the AJCCs, and it can be seen with certainty that there is no possibility that the aforementioned services may have a significant effect on the environment, and will not lead to any direct or reasonable indirect physical environmental impacts, as they will have purely financial and administrative impacts.

**Impact on Residents and Businesses**

The proposed WIOA MOU will result in WDB and its partners in continuing serving more diverse populations with barriers to employment and will also result in the continuity and strengthening of workforce development services to individuals and businesses in the far-reaching regions of Riverside County.

**Additional Fiscal Information**

There are no costs associated with the update to the MOU and no County general fund costs have been expended [\$0].

**Contract History and Price Reasonableness**


The update to the MOU provides for ongoing service coordination and collaboration among AJCC partners to operate the AJCCs.

**ATTACHMENT:**

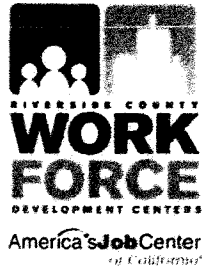
- WIOA MOU

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Rohini Dasika, Principal Management Analyst 7/15/2019

  
Gregory J. Priamos, Director County Counsel 7/12/2019

WHEN DOCUMENT IS FULLY EXECUTED RETURN  
**CLERK'S COPY**  
to Riverside County Clerk of the Board, Stop 1010  
Post Office Box 1147, Riverside, Ca 92502-1147  
Thank you.



**COUNTY OF RIVERSIDE  
WORKFORCE DEVELOPMENT BOARD**

**MEMORANDUM OF UNDERSTANDING WITH PARTNERS  
PURSUANT TO THE  
WORKFORCE INNOVATION AND OPPORTUNITY ACT OF 2014 (WIOA)**

JUL 23 2019 3.30

**MEMORANDUM OF UNDERSTANDING  
PURSUANT TO THE  
WORKFORCE INNOVATION AND OPPORTUNITY ACT**

**Local Workforce Development Area: Riverside County  
America's Job Center of California Operations**

**PREAMBLE**

This Memorandum of Understanding ("MOU"), made on the 1<sup>st</sup> day of July, 2019 is an operational agreement entered into by the Riverside County Workforce Development Board ("WDB") and the Required Partners and Additional Partners (individually, a "Partner", and collectively, the "Partners"), as identified in Attachment A, to create a partnership to provide comprehensive, integrated workforce development services to businesses and jobseekers in the Local Workforce Development Area ("LWDA") in accordance with the Workforce Innovation and Opportunity Act ("WIOA") and its implementing regulations. Any capitalized terms not defined herein shall have the meaning ascribed to such term in this MOU and WIOA and its implementing regulations.

**RECITALS**

WHEREAS, the purpose of this MOU is to define the continuing roles and responsibilities of each partner as mutually agreed by the Partners for the operation of the America's Job Center of California ("AJCC") One-Stop Delivery System in WIOA LWDA: Riverside County as required under WIOA; and

WHEREAS, the State of California previously separated the MOU development process into two distinct phases and now requires consolidation of the process. Phase I ("MOU Phase I") addressed service coordination and collaboration amongst Partners and Phase II ("MOU Phase II") addressed how to sustain the unified one-stop delivery system described in Phase I through the use of resource sharing and joint infrastructure costs funding; and

WHEREAS, MOU Phase I was approved by the Board of Supervisors pursuant to Minute Order 3.32 on June 21, 2016 and MOU Phase II was approved by the Board of Supervisors pursuant to Minute Order 3.60 on August 27, 2017; and

WHEREAS, MOU Phase I expired on June 30, 2019 and MOU Phase II expires on June 30, 2020. The Partners desire that in the event of a conflict, the terms of this MOU shall control over MOU Phase II;

WHEREAS, WIOA Section 121(c) requires that each Local Workforce Development Board ("LWDB"), with the agreement of the Area's Chief Elected Official ("CEO"), develop and enter into a Memorandum of Understanding between the LWDB and all the entities that serve as Partners in the Riverside County AJCC One-Stop Delivery System that operate in each LWDB's Local Area; and

WHEREAS, WIOA Section 121(b)(1)(A)(iii) mandates all entities that are Required Partners in a Local Area to enter into a Memorandum of Understanding with the LWDB in the respective area pursuant to WIOA Section 121(c); and

WHEREAS, WIOA Section 121(b)(1) identifies the federal programs and requires that the services and activities under each of those programs must be made available through each Local Area's AJCC One-Stop Delivery System. The entities that receive the federal funds for each of these programs and/or have the responsibility to administer the respective programs in the LWDA are Required Partners under WIOA Section 121(b)(1); and

WHEREAS, WIOA Section 121(b)(2) prescribes how entities that provide programs other than those required under WIOA Section 121(b)(1)(B) may participate in a Local Area's AJCC One-Stop Delivery System as "Additional Partners" and provide the services available under their programs through the AJCC One-Stop Delivery System; and

WHEREAS, per WIOA Section 121(b)(2)(A) both the Required and Additional Partners are included as parties to the MOU. Therefore, all entities that participate in a Local Area's AJCC One-Stop Delivery System as AJCC Partners, whether Required or Additional, must be parties to this MOU and must abide by the terms prescribed herein and by all applicable federal, state, and local rules, plans, and policies as applicable and authorized under the Partner's program and in keeping with federal guidelines; and

WHEREAS, WIOA Section 121(b)(1)(A)(iv) indicates that the requirements of each Partner's authorizing legislation continue to apply under the AJCC One-Stop Delivery System and that participation in said system is in addition to other requirements applicable to each Partner's program under each authorizing law; and

WHEREAS, the Department of Labor ("DOL") is the federal agency responsible for the administration of the workforce development programs— including WIOA; and

WHEREAS, the DOL recognizes the County of Riverside, through its Economic Development Agency/Workforce Division, as the Administrative Entity responsible for the administration and oversight of workforce development and employment-related programs in Riverside County — including WIOA.

#### **Agreement Period**

This MOU shall be in effect from July 1, 2019 through June 30, 2022, unless an extension is granted by all Partners to this MOU per **Article VI, Section A3**. The Partners further agree that in the event of a conflict between this MOU and MOU Phase II, the terms of this MOU shall control. The budgets outlining infrastructure cost for each AJCC in the Local Workforce Development Area, (Riverside County) and the other shared cost allocated to each Partner based on the agreed upon Cost Allocation methodology shall be reviewed on a yearly basis. The initial determination of the budgets for infrastructure costs for each AJCC and the shared cost allocated to each Partner shall be reconciled against actual costs incurred and adjusted accordingly.

The recitals set forth above are true and correct and incorporated herein by this reference.

#### **Co-located AJCC Partners Participating in Agreement to Share Infrastructure Cost**

**Comprehensive AJCC #1 Riverside  
1325 Spruce Street  
Riverside, California 92507**

Partners Co-located at this AJCC:

State of California Department of Rehabilitation  
Employment Development Department – Wagner-Peyser /TAA / Veterans  
Job Corps Outreach & Admissions – Chugach Government Solutions  
Lifelong Learning Administration Corporation (LLAC) – Learn4life Concept Charter Schools  
Goodwill Industries of Southern California  
Riverside County Economic Development Agency – Workforce Development Division

**Comprehensive AJCC #2 Indio**  
**44-199 Monroe Street**  
**Indio, California 92201**

Partners Co-located at this AJCC:

Employment Development Department – Wagner-Peyser / TAA / Veterans / Migrant /Seasonal  
Farm Workers  
State of California Department of Rehabilitation  
Riverside County Economic Development Agency – Workforce Development Division

**Affiliate AJCC #3 Hemet**  
**749 State Street**  
**Hemet, California 92543**

Partners Co-located at this AJCC:

Employment Development Department – Wagner-Peyser / TAA / Veterans  
State of California Department of Rehabilitation  
Lifelong Learning Administration Corporation (LLAC) – Learn4life Concept Charter Schools  
Riverside County Economic Development Agency – Workforce Development Division

**Affiliate AJCC #4 Blythe**  
**1 College Drive**  
**Blythe, CA 92225**

Partners Co-located at this AJCC

Employment Development Department – Wagner-Peyser  
State of California Department of Rehabilitation

**Vision of AJCC One-Stop Delivery System**

Building Bridges to Employment

**Mission of AJCC One-Stop Delivery System**

Collaborating to create infinite opportunities and lasting prosperity for individuals and employers of Riverside County through an all-inclusive access point to:

- Foster demand-driven skill attainment
- Promote upward mobility for all Californians



- Align, coordinate and integrate programs and services
- Connect customers to employment pathways

Required Partners in this MOU include local/regional representatives of the following programs:

- WIOA Title I Adult, Dislocated Worker, and Youth
- WIOA Title II Adult Education and Literacy
- WIOA Title III Wagner-Peyser
- WIOA Title IV Vocational Rehabilitation
- Carl D. Perkins Career Technical Education
- Title V Older Americans Act
- Job Corps
- Native American Programs (Section 166)
- Migrant Seasonal Farmworkers (Section 167)
- Veterans
- Youth Build
- Trade Adjustment Assistance Act
- Housing & Urban Development
- Unemployment Insurance
- Temporary Assistance for Needy Families/CalWORKs
- Community Services Block Grants

## **Article I: America's Job Center of California System Description- Programs, Services and Delivery**

### Overview & General Description

WIOA Section 121(b)(1)(B) identifies the programs, services and related activities that must be provided through the AJCC One-Stop Delivery System in each Local Area. WIOA Section 121(c)(2) requires this MOU to include a description of the services that will be provided through the Local Area's AJCC One-Stop Delivery System and to identify the service delivery method(s) each partner shall use to deliver the services. This MOU shall also identify the career services, training, and employer services that each Partner will provide to ensure that all parties' responsibilities are clearly identified herein.

All LWDBs are required to establish and operate local AJCC One-Stop Delivery Systems in accordance with WIOA Section 121, with the WIOA State Plan, and with the WIOA Local Plan for their respective local areas.

WIOA Section 134(c) lists the services and activities that must be provided through the AJCC One-Stop Delivery System. WIOA Section 107(d) gives the LWDBs the responsibility for oversight of the AJCC One-Stop Delivery System in each Local Area and requires the LWDBs to describe the activities and functions of the AJCC service delivery system and to prescribe the guidelines for carrying out these responsibilities in the WIOA Local Plan.

## **Article II: Partner Responsibilities**

- A. WIOA Section 121(b) lists the minimum responsibilities of all Required Partners under WIOA. For consistency, all Partners to this MOU shall assume the responsibilities identified below, unless inconsistent with the federal law and regulations that authorize the Partner program or as otherwise specified in this **Article II**.
1. Make career services provided under the Partner's program available to individuals through the Area's AJCC One Stop Delivery System in accordance and as defined in **Article XXIV** of this MOU.
  2. Remain as a party or Partner to this MOU throughout the MOU period identified above in the **Agreement Period Section** in order to participate as an AJCC Partner per WIOA Section 121(c).
  3. Participate in the operation of the AJCC One Stop Deliver System in accordance with the terms of this MOU and with the requirements of authorizing laws per WIOA Section 121(b)(1)(B).
  4. Required Partners shall provide representation on the WDB per WIOA Section 121(b)(1). Additional Partners may be recommended by the WDB and participate on the Area's WDB, subject to appointment by the Riverside County Board of Supervisors ("CEO").
  5. The Partners shall participate in joint planning, plan development, and modification of activities to accomplish the following:

- a. Continuous partnership building.
  - b. Continuous planning in response to state and federal requirements.
  - c. Responsiveness to local and economic conditions, including employer needs.
  - d. Adherence to common data collection and reporting needs.
6. Make the CalJOBS<sup>sm</sup> service(s) applicable to the Partner program available to customers through the AJCC One-Stop Delivery System.
  7. Participate in the operation of the AJCC One-Stop Delivery System, consistent with the terms of the MOU and requirements of authorized laws.
  8. Participate in capacity building and staff development activities in order to ensure that all Partners and staff are adequately cross-trained.
- B. In addition to the minimum responsibilities required under WIOA as identified in section A of this Article, Partner responsibilities shall include:
1. Provide priority of service to veterans and covered spouses for any qualified job training program pursuant to the Jobs for Veterans Act as prescribed in 38 U.S.C. Section 4215.
  2. Compliance with WIOA and all federal, state, and local laws, regulations, rules, policies and plans applicable to Partners in their respective roles under this MOU and as consistent with the rules that govern each Partner's respective program. Each Partner expressly agrees to notify LWDB of any changes to the rules governing its respective program that impact the Partner's performance under this MOU. LWDB shall communicate the changes to the AJCC One-Stop Operators and any other affected Partners.
  3. Each Partner shall ensure compliance by its staff members who work in the AJCC of AJCC policies and procedures. If a conflict exists between the AJCC's personnel policies and a Partner's personnel policies, the Partner's policies shall prevail.
  4. Use of common practices and procedures; forms and documents; software systems or applications; and other forms of media as agreed to by all parties in the performance of AJCC services and activities and functions that support the AJCC service delivery system.

### **Article III: Partner Cost Sharing Responsibilities and Consensus**

The Partners have agreed to a Local Funding Mechanism negotiated by the WDB with all AJCC Partners in accordance with WIOA Joint Final Rule Section 678.715 and as defined in **Article XXIV, Resource Sharing**. The WDB convened several participatory meetings with the Phase I AJCC partners to collaboratively develop the Space Allocation Methodology for Co-located Partners used in the Phase II MOU to reach a consensus on how the Riverside County America's Job Center of California System will be sustained through joint infrastructure cost funding and Resource Sharing. The Space Allocation Methodology shall be calculated using the formula in

**Article IV** below and as listed in **Attachment D**. All Partners have agreed to this methodology through the prior Phase II of this MOU.

#### **Article IV: AJCC's Infrastructure Budgets & Methodology**

In accordance with the WIOA (Public Law 113-128) Section 121 and the Title 2 Code of Federal Regulations (CFR) Part 200, Cost Allocations methodology to share infrastructure cost were determined based upon each Co-located Partner's square footage which includes dedicated space to Partners and a portion of common space. The calculation used for the Space Allocation Methodology is "Dedicated space + (Total Common Space – Resource Area Space) / Total Space" for each AJCC. Budgets for each Comprehensive and Affiliate AJCC, along with each Co-located Partner's Cost Allocation are listed in **Attachment D**.

#### **Article V: Co-located and Non-Collocated Partners**

For the purposes of the MOU, Co-located Partners shall be defined as those partners who are co-located within the AJCC and sublease from the principle lessor, which is Riverside County Economic Development Agency-Workforce Development Division. Partners who are located in the same building but are not within the AJCC shall be considered Non-Collocated Partners as they do not share common space.

All Non-Collocated AJCC Partners agree that once a statewide data tracking system has been developed that can provide accurate and reliable data for allocating the benefits received by Non-Collocated Partners – such as the number of referrals to and from the AJCC, usage of AJCC based services and usage of the comprehensive AJCC – and sufficient data has been collected and is available, the Non-Collocated AJCC Partners agree that the infrastructure cost agreement shall be renegotiated to include their Fair Share of contributions towards paying for AJCC infrastructure cost.

#### **Article VI: Amendments**

- A. This MOU may be amended upon mutual agreement of the Partners that is not inconsistent with federal, state, or local laws, regulations, rules, plans, or policies, including but not limited to, the following reasons:
1. The addition or removal of a Partner from this MOU.
  2. Removal or addition of program responsibilities for any Partner that administers more than one federal program within the AJCC's.
  3. An extension of the effective ending date pursuant to **Section B** below.
  4. A change in the AJCC One-Stop Operator or Fiscal Agent or a change in the physical location of an AJCC.
  5. A change in the services, service delivery methods currently utilized, referral methods, methods to determine Fair Share, or Cost Allocation methods.

- B. All Partners agree that amendments for the reasons listed in **Section A1** and **A2** need only be signed by authorized representatives of the LWDB and the affected Partner(s). Amendments for the reasons listed in all other Paragraphs of this **Article VI** or for any changes that will affect the responsibilities of all Partners, require the signatures of all Partners.
- C. The MOU shall be reviewed not less than once every three (3) years to ensure appropriate funding and delivery of services; should the Partners request an extension to the MOU under **Section A3** above, a review of services shall be conducted prior to granting the extension.
- D. All amendments will involve the following process:
1. The Partner seeking an amendment will submit a written request to the LWDB that includes:
    - a. The requesting Partner's name.
    - b. The reason(s) for the amendment request.
    - c. Each Article and Section of this MOU that will require revision.
    - d. The desired date for the amendment to be effective.
    - e. The signature of the requesting Party's authorized representative.
  2. If the request is approved, the WDB shall notify the remaining Partners of the intent to amend and will provide each remaining Party thirty (30) days from the date of the notice (unless another timeframe is specified in the notice) to review the anticipated changes and to submit a response to WDB. Failure by a Partner to respond within the prescribed timeframe will be deemed that Partner's approval of the proposed changes.
  3. In the event that a remaining Partner or Partners have questions and/or concerns or if a consensus cannot be reached regarding the proposed amendment, the Partner or Partners must list its questions and/or concerns in writing and submit the list to WDB within the specified timeframe.
  4. WDB shall review the listed questions/concerns and shall issue a response within fifteen (15) days of receipt of the list. If WDB deems it necessary, the listed questions/concerns shall be sent to all other Partners and/or a meeting with all Partners will be scheduled to discuss the proposed changes and to achieve consensus on a final amendment draft.
  5. The final, approved amendment draft will be signed by authorized representatives of the affected Partners, then submitted to WDB for the final signature.

6. WDB will distribute copies of the fully executed amendment to all Partners and to EDA/Workforce Development Division as the MOU Administrative Entity upon execution.
- E. This writing constitutes the entire agreement among the Partners with respect to each party's role and responsibility in the Area's AJCC One-Stop Delivery System. All Partners agree that any amendments to any applicable laws or regulations cited herein will result in the correlative modification of this MOU without necessitating a formal, written amendment.
- F. All Partners shall communicate details of the amendment to their respective staff members whose responsibilities may be impacted by changes and shall further ensure that their respective staff members are referencing or utilizing the most current version of the MOU and attachments in the performance of responsibilities under this MOU.
- G. Amendments that shall require the signatures of all Partners shall be executed no later than ninety (90) days prior to the end of the MOU period and amendments that require only the signatures of the WDB and the affected Partners shall be executed no later than forty five (45) days from the end of the current State Fiscal Year.

#### **Article VII: Impasses**

All AJCC Partners shall participate in regular meetings organized by the AJCC One-Stop Operator with a consensus decision making process. When consensus cannot be reached, the AJCC One-Stop Operator and Partners shall use a majority rule voting process with the other AJCC Partners to resolve issues of non-agreement for the duration of this MOU.

The AJCC One-Stop Operator shall coordinate and facilitate Partner meetings on a quarterly basis, at minimum. Meetings shall be rotated at Partner sites throughout Riverside County and may occur face-to-face, via video conferencing and/or conference call. The AJCC Partners agree to participate in these meetings and meeting agendas shall include discussion of action items prior to voting.

#### **Article VIII: Method of Referral**

Pursuant to WIOA Section 121(c)(2)(A)(iii), the Partners agree that the referral of individuals between the AJCC One-Stop Operator(s) and the Partners for the services and activities described in **Attachment M** shall be performed using the following methods: Referral form, email and fax.

- A referral form created for WIOA Partners to refer individuals between the AJCC and partnering agencies shall be given to the individual to take with them to the agency providing the requested services.
- An electronic copy of the referral form shall be emailed or faxed to the contact person at the Partner agency along with a phone call to inform the Partner of the referral.
- For tracking and reporting purposes, the referral shall be forwarded to the AJCC One-Stop Operator for tracking activities in the Partner referral system, information on referrals may be accessed by Partners. Referral Form: **Attachment I**

## **Article IX: Access for Individuals with Barriers to Employment**

- Each Partner identifies its own “priority of service” based upon specific funding sources and requirements under each statute. As such, some Partner services may not be identified as entitlement programs and suitability for services is not automatic.
- “Individuals with barriers to employment” include recipients of public assistance, low-income individuals, and individuals who are basic skill deficient.
- Partners shall commit to offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient when providing individualized career services and training services with WIOA adult funds.
- Partners shall ensure customers are provided with a “system map” that identifies the location of every Comprehensive, Affiliate AJCC and Access Point within the Local Area.

### Priority of Service Requirement

As stated in the WIOA Section 134(c)(3)(E), with respect to individualized career services and training services funded with WIOA adult funds, priority of service shall be given to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient.

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

Veterans and eligible spouses continue to receive priority of service among all eligible individuals; however, they must meet the WIOA adult program eligibility criteria and meet the criteria under WIOA Section 134(c)(3)(E). As described in TEGL 10-09, when programs are statutorily required to provide priority, such as the WIOA adult program, then priority must be provided in the following order:

1. Veterans and eligible spouses who are also recipients of public assistance, other low income individuals, or individuals who are basic skills deficient.
2. Individuals who are the recipient of public assistance, other low income individuals, or individuals who are basic skills deficient.
3. Veterans and eligible spouses who are not included in WIOA's priority groups.
4. Other individuals not included in WIOA's priority groups.

## **Article X: Shared Technology and System Security**

WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including customer tracking, common case management, reporting, and data collection. To support the use of these tools, each Partner agrees to the following:

- Comply with the applicable provisions of WIOA, California Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other appropriate statutes or requirements.
- The principles of common reporting and shared information through electronic mechanisms, including shared technology.

- Commit to share information to the greatest extent allowable under each Partner's governing legislation and confidentiality requirements.
- Maintain all records of the AJCC customers or Partners (e.g. applications, eligibility and referral records, or any other individual records related to services provided under this MOU) in the strictest confidence, and use them solely for purposes directly related to such services.
- Develop technological enhancements that allow interfaces of common information needs, as appropriate.
- All Partners shall agree to all system security protocols that are currently in place or that may be modified in the future.

### **Article XI: Confidentiality**

- A. All Partners expressly agree to abide by all applicable federal, state, and local laws regarding confidential information and to adhere to the same standards of confidentiality as State employees-including, but not limited to:
1. 29 U.S.C. Section 2935(a)(4) - as amended by WIOA - Reports, Recordkeeping, Investigation.
  2. 29 U.S.C. Section 2871(f)(3) - as amended by WIOA - regarding complying with confidentiality.
  3. 20 CFR Part 603 - Safeguards and security requirements regarding disclosed information under Unemployment Insurance.
  4. 42 U.S.C. Section 503 - regarding state laws governing UI operations.
  5. 20 U.S.C. Section 123g - regarding family educational and privacy rights.
  6. 20 CFR Section 617.57(b) - regarding disclosure of information under the Trade Act.
  7. 29 U.S.C. Section 491-2(a)(2)-as amended under WIOA - regarding information to be confidential under the Wagner Peyser Act.
  8. The Privacy Act (5 U.S.C. Section 552a).
  9. The Family Educational and Privacy Rights Act (20 U.S.C. Section 12329).
  10. 34 CFR Section 361.38 - Protection, use and release of personal information of Vocational Rehabilitation Services participants.
  11. HIPAA: 45 CFR Sections 164.500 - 164.534.
  12. 2 CFR Section 200.303 regarding reasonable measures to safeguard protected personally identifiable information.
    - Information Practices Act (IPA), California Civil Code Sections 1798-55, 1798.78
    - California Civil Code Section 1798.82



- California Unemployment Insurance Code Sections 1094, 2111 and 2714
- California Penal Code Section 502

13. California Welfare and Institutions Code Section 10850

- B. The Partners agrees to comply with the provisions of WIOA as well as the applicable sections of the California Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and any other appropriate statute or requirement to assure the following;
- All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.
  - No person shall publish, disclose use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.
  - The Partners agrees to abide by the current confidentiality provisions of the respective statutes to which AJCC One-Stop Operators and other AJCC Partners must adhere, and shall share information necessary for the administration of the program as allowed under law and regulation. The Partners, therefore, agrees to share client information necessary for the provision of services such as assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment or program support purposes.
  - Each Partner shall ensure that the collection and use of any information, systems, or records that contain personally identifiable information shall be limited to purposes that support the programs and activities described in this MOU as part of the AJCC One-Stop Delivery System.
- C. Each Partner shall ensure that access to software systems and files under its control that contain personally identifiable information shall be limited to authorized staff members who are assigned responsibilities in support of the services and activities provided as part of the AJCC One-Stop Delivery System and who must access the information to perform those responsibilities. Each Partner expressly agrees to take measures to ensure that no personally identifiable information is accessible by unauthorized individuals.
- D. Each Partner shall ensure that their staff members are authorized to access personally identifiable information and will identify the types of data and data sources that the authorized staff members will access.

**Article XII: Administrative and Operations Management**

**License for Use**

During the term of this MOU, all Partners to this MOU shall have a license to use all of the space of the AJCCs for the sole purpose of conducting acceptable AJCC services as outlined herein.

**Supervision/Day to Day Operations**

The day-to-day supervision of staff assigned to the AJCCs shall be the responsibility of the site

supervisor(s). The primary employer of staff assigned to the AJCCs shall continue to set the priorities of its staff. Any change in work assignments or any problems at the worksite shall be handled by the site supervisor(s) and the management of the primary employer.

Partners shall be cross-trained regarding general information for services provided by each Partner located either in Comprehensive or Affiliate AJCCs.

The office hours for the staff at the AJCCs shall be established by the site supervisor(s) and the primary employer. All staff shall comply with the holiday schedule of their primary employer and shall provide a copy of their holiday schedule to the operator and host agency at the beginning of each fiscal year.

Disciplinary actions may result in removal of Partner staff from the AJCCs and each Partner shall take appropriate action.

Each Partner shall be solely liable and responsible for providing to, or on behalf of, its employee(s), all legally-required employee benefits. In addition, each Partner shall be solely responsive and shall hold all other Partners harmless from all matters relating to payment of each Partner's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

#### **Article XIII: AJCC Partner Cross Training and Outreach**

All Partners participating in this MOU agree to provide subject matter expertise through informational videos, DVDs, power points and fact sheets to conduct Partner cross training on services and programs within the AJCCs. All cross training materials shall be accessible to all Partners online through the Sharepoint data management system. All Partners agree to have staff members become familiar with the services and programs of each respective AJCC partnering agency.

AJCC WIOA Orientations are accessible online for Partner and customer viewing and may be conducted live at partnering Title II Adult Education locations based upon need and staff availability. An AJCC WIOA Orientation schedule for Adult Education is listed in Attachment L.

#### **Article XIV: Non-Discrimination and Equal Opportunity**

All Partners shall comply with the nondiscrimination and equal opportunity provisions found in Section 188 of WIOA and 29 CFR Part 38 prohibiting discrimination on the basis of race; color; religion; sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity); national origin (including Limited English Proficiency); age; disability; political affiliation or belief; or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title I-financially assisted program or activity.

All Partners shall comply fully with the nondiscrimination and equal opportunity provisions of the WIOA (29 CFR Part 38 Preamble) and acknowledge the government's right to seek judicial enforcement of the nondiscrimination assurance.

All Partners agrees to comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990) and related, applicable regulations.

All Partners shall ensure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibits discrimination on the basis of disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

#### **Article XV: American's with Disabilities Act and Amendments Compliance**

The Partners agrees to ensure that the policies and procedures as well as the programs and services provided at each of the AJCCs are in compliance with the Americans with Disabilities Act and its amendments. Additionally, Partners agree to fully comply with the provisions of WIOA, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

#### **Article XVI: Grievances and Complaints Procedure**

The Partners shall establish and maintain a procedure for grievance and complaints as outlined in WIOA. The process for handling grievances and complaints is applicable to customers and Partners. These procedures will allow the customer or entity filing the complaint to exhaust every administrative level in receiving a fair and complete hearing and resolution of their grievance. The Partners further agrees to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

#### **Article XVII: Dispute Resolution**

The Partners agree to try to resolve policy or practice disputes at the lowest level, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective staff employer and the AJCC One-Stop Operator, for discussion and resolution.

#### **Article XVIII: Press Releases and Communications**

All Partners shall be included when communicating with the press, television, radio or any other form of media regarding its duties or performance under this MOU. Participation of each Partner in press/media presentations shall be determined by each Partner's public relations policies. Unless otherwise directed by the other Partners, in all communications, each Party shall make specific reference to all other Partners to the extent practicable.

The Partners shall utilize the America's Job Centers of California ("AJCC") logo developed by the State of California and the AJCC logo developed by the WDB identified for AJCC usage only. This shall include letterhead, envelopes, business cards, any written correspondence and fax transmittals. However, the Partners agree to continue to discuss the use of the AJCC logo as additional guidance is received from the State of California.

#### **Article XIX: Mutual Hold Harmless/Indemnification/Limitation of Liability**

The Partners shall indemnify and hold harmless the County of Riverside, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, WDB, elected and appointed officials, employees, agents and representatives, and the Departments of the State of California (individually and collectively hereinafter referred to as

Indemnitees), from any liability, action, claim or damage whatsoever, based or asserted upon any services provided by the Partners, their officers, employees, subcontractors, agents or representatives, arising out of or in any way relating to this MOU, including but not limited to property damage, bodily injury or death or any other element of any kind or nature. The Partners shall defend the Indemnitees at its sole expense including all costs and fees (including, but not limited to, attorneys' fees, cost of investigation, defense and settlement or awards) in any claims or actions based upon such acts, omission or services.

With respect to any action or claim subject to indemnification herein by the Partners, each Partner shall, at their sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of the Indemnitees; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes Partners indemnification to Indemnitees as set forth herein.

The Partners' obligations hereunder shall be satisfied when a Partner has provided to Indemnitees the appropriate form of dismissal relieving Indemnitees from any liability for the action or claim involved.

It is understood and agreed that the indemnification provisions herein shall survive the termination of this MOU.

#### **Article XX: General Provisions**

The laws and regulations listed in this **Article XX** are generally applicable to most publically-funded programs administered by Workforce Development. The laws and regulations listed herein do not encompass all of the laws and regulations that govern the Partners in their respective roles under this MOU. All Partners expressly agree to comply with the federal laws and regulations listed below unless the laws and regulations that govern their particular program state otherwise:

- A. Jobs for Veterans Act. As stated in **Articles II(B)** and **IX**, each Partner agrees to provide priority of service to veterans and covered spouses for any qualified job training program pursuant to 38 U.S.C. Section 2913.
- B. Americans with Disabilities: Each Partner, its officers, employees, members, and subcontractors hereby affirm current and ongoing compliance with all statutes and regulations pertaining to The Americans with Disabilities Act of 1990 and section 504 of the Rehabilitation Act of 1973.
- C. Pro-Children Act: If any AJCC activities call for services to minors, each party agrees to comply with the Pro-Children Act of 1994 (45 CFR 98.13) that requires smoking to be banned in any portion of any indoor facility owned, leased, or contracted by an entity that will routinely or regularly use the facility for the provision of health care services, day care, library services, or education to children under the age of eighteen (18).
- D. Drug-Free Workplace: Each Partner, its officers, employees, members, subrecipient(s) and/or any independent contractors (including all field staff) associated with this MOU agree to comply with 29 CFR 94 and all other applicable state and federal laws regarding a drug-free workplace and to make a good faith effort to maintain a drug-free workplace. Each Partner shall make a good faith effort to ensure that none of its officers, employees,

members, and subrecipient(s) will purchase, transfer, use, or possess illegal drugs or alcohol or abuse prescription drugs in any way while working or while on public property.

- E. **Ethics Laws:** Each Partner certifies that by executing this MOU, it has reviewed, knows and understands the California's ethics and conflict of interest laws, which includes the Governor's Executive Order 2008-454 and its amendment pertaining to ethics. Each Partner further agrees that it shall not engage in any action(s) inconsistent with California ethics laws or the aforementioned Executive Order.

#### **Article XXI: Partial Invalidity**

All questions as to the execution, validity, interpretation, and performance of this MOU shall be governed by the laws of the State of California. Furthermore, the Partners hereto agree that any legal action which is brought on the basis of this MOU and in which a state agency is a party shall be filed in the US District Court of Riverside County.

Should any portion of this MOU be found unenforceable by operation of statute or by administrative or judicial decision, it is the intention of the Partners that the remaining portions of this MOU shall not be affected as long as performance remains feasible with the absence of the illegal or unenforceable provision(s).

#### **Article XXII: Termination / Separation**

- A. **MOU Termination:** This MOU shall remain in effect until the end date specified in the **Agreement Period Section** unless:
1. All Partners mutually agree to terminate this MOU.
  2. Funding cuts by one or more federal programs are so substantial that AJCC operations cannot continue as specified herein and a new MOU must be negotiated.
  3. WIOA regulations or statute are repealed or substantially altered.
  4. Local Area designations are changed.
- B. **Partner Separation:** WIOA Section 121(c) mandates the execution of this MOU between the LWDB and partners. However, any single Partner may terminate its participation as a party to this MOU upon thirty (30) days written notice to the WDB. In such an event, the WDB shall provide written notice to all remaining Partners and will amend this MOU per **Article IV**. The termination of one or more Partner's participation as a party will not result in a termination of this MOU unless the number or contribution of the terminating Partner(s) is so substantial that it necessitates the negotiation of a new MOU.
- C. **Effect of Termination:** Per WIOA Section 121, any Partner that terminates its role as a party to this MOU shall no longer eligible to participate as a partner in the AJCC system and shall not be permitted to serve on the WDB as an AJCC partner representative pursuant to the Bylaws of the WDB.
- D. **Partner Disqualification:** An entity identified as a Required Partner at the time of execution of this MOU that subsequently loses federal funding or the authority to

administer the federal program in the Local Area and therefore no longer qualifies as a Required Partner under WIOA Section 121(b)(1) shall send written notice of the change in status to the WDB as soon as possible. In such an event, a formal amendment to this MOU per **Article IV** shall be required. The entity may continue as an Additional Partner if mutually agreed by the WDB and the remaining Partners in writing.

#### **Article XXIII: Counterpart**

This MOU may be executed in one, or more than one counterpart and each executed counterpart shall be considered an original, provided that the counterpart is delivered by facsimile, mail courier or electronic mail, all of which together will constitute one and the same agreement.

#### **Article XXIV: Definitions**

- A. **Administrative Entity:** Entity(ies) designated by the CEO to coordinate and administer WIOA activities and services within a local area on the LWDB's behalf and in accordance with all applicable federal, state, and local laws, regulations, rules, policies, plans, and the terms of this MOU. The Administrative Entity is the Riverside County Economic Development Agency-Workforce Development Division.
- B. **Chief Elected Official ("CEO"):** Identified in WIOA Section 3 Definitions(9) as the chief elected officer of a unit of general local government in a local area or the individual(s) designated under a local agreement pursuant to WIOA Section 107(c)(1)(B). For Riverside County, the CEO is the Board of Supervisors.
- C. **Career Services:** The services which shall be available, at a minimum, to individuals who are adults or dislocated workers through the AJCC delivery system in each local area. The career services that must be provided as part of the AJCC delivery system are listed in WIOA Section 134(c)(2).
- D. **Co-located Partner:** AJCC partners who have a physical presence within one of the County's AJCC and who sublease from the principle lessor, Riverside County Economic Development Agency-Workforce Development Division
- E. **Cost Allocation:** Per 66 Fed. Reg. 29639, cost allocation is the measurement of actual costs in relation to the benefit received in order to determine each partner's fair share of AJCC operating costs. (*interim regulation until final rule is published*)
- F. **Fair Share:** The portion of AJCC operating costs allocated to each partner in proportion to the benefits the partner receives from participation in the AJCC system. (*interim regulation until final rule is published*)
- G. **Fiscal Agent:** An entity appointed by a local area's CEO in accordance with WIOA Section 107 (d)(12)(B)(i)(II) & (III)) to be responsible for the administration and disbursement of WIOA and other funds allocated for workforce development activities in the local area. WIOA Section 107(d)(12)(B)(i)(II) provides that designation of a fiscal agent does not relieve the CEO from his/her liability for any misuse of grant funds.
- H. **Local Workforce Development Board ("LWDB"):** Established by the California Governor under Executive Order 2009 438 dated May 12, 2009 to assist the Governor in

creating an integrated statewide strategic plan for workforce development which will link workforce policies, education and training programs, and funding streams with the economic needs of California and its regions and in complying with the provisions and requirements of WIOA Section 101.

- I. **In-Kind Contributions:** 66 Fed. Reg. 29639-29640 defines these types of contributions as donations from third parties that are not to be confused with contributions to the AJCC by partner programs of such things as space, equipment, staff, or other goods and services for which the partner program incurs a cost. In-kind contributions may include funding from philanthropic organizations or other private entities or through other alternative financing options, to provide a stable and equitable funding stream for on-going AJCC delivery system operations. WIOA 121 (c)(2)(A)(i). (*interim regulation until final rule is published*)
- J. **Local Area:** A local workforce development area designated by the Governor, under section 106, subject to sections 106(c)(3)(A), 107(c)(4)(B)(i), and 189(i) Local Workforce Development Board (LWDB): The board created by the CEO pursuant to WIOA Section 107 with responsibility for the development of the local plan and for oversight of the workforce development activities in the local area.
- K. **Non-Collocated Partners:** AJCC partners who may be located in the same building but do not have a physical presence within the AJCC.
- L. **Additional Partner:** Per WIOA 121 (b)(2), an entity that carries out a program not identified as required under WIOA, that is approved by the LWDB and the CEO, may be included as a AJCC partner in a Local Area.
- M. **America's Job Center of California One-Stop Delivery System:** The AJCC delivery system is essentially a collaborative effort among public service agencies, non-profit organizations and private entities that administer workforce development, educational, and other human resource programs to make the variety of services available under those programs more accessible to eligible job seekers and employers.
- N. **America's Job Center of California One-Stop Operator:** An entity or consortium of entities designated in accordance with WIOA Section 121(d) to operate an AJCC site and to perform AJCC service delivery activities in accordance with all applicable federal, state, and local laws, regulations, rules, policies, plans, and the terms of this MOU.
- O. **Required Partner:** An entity that carries out one or more of the programs or activities identified under WIOA Section 121 (b)(1) and is required under that Section to participate in the AJCC delivery system and to make the career services under its program or activity available through the AJCC system.
- P. **Resource Sharing:** Per 66 Fed. Reg. 29639, Resource Sharing is the cash and/or resources each partner will contribute to fund its fair share of costs for operation of the AJCC system. This can include "in-kind" contributions from third parties to partner programs. The LWDB, CEO and AJCC partners may fund the costs of infrastructure of AJCCs through methods agreed on by the LWDB, CEO and AJCC partners through Resource Sharing. (*interim regulation until final rule is published*)

- Q. **Training Services:** Services to adults and dislocated workers as described in WIOA Section 13a(c)(3). Per WIOA 134(c)(3)(D) these may include occupational skills training, including training for nontraditional employment, on-the-job training, incumbent worker training, programs that combine workplace training with related instructions, which may include cooperative education programs, private-sector training programs, skill upgrading and retraining, apprenticeships, entrepreneurial training, transitional jobs, job-readiness training, adult education and literacy activities in combination with a training program, or customized training.
- R. **WIOA:** The Workforce Innovation and Opportunity Act amends the Workforce Investment Act of 1998 to strengthen the United States workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth, and for other purposes.
- S. **WIOA Local Plan:** Per WIOA Section 108, the local plan is a comprehensive 4-year plan developed by each LWDB, in partnership with the chief elected official and submitted to the Governor. The plan shall support the strategy described in the State plan. At the end of the first 2-year period of the 4-year local plan, each local board shall review the local plan, and the local board, in partnership with the chief elected official, shall prepare and submit modifications to the local plan to reflect changes in labor market and economic conditions or in other factors affecting the implementation of the local plan. Plans identify the respective local area's current and projected workforce investment needs, the AJCC delivery system, performance standards, and strategies to address the workforce investment needs in consideration of performance standards per WIOA Section 116.
- T. **Local Funding Mechanism:** An Infrastructure Agreement (IFA) negotiated by the Local Boards with All AJCC Partners for each AJCC (WIOA Joint Final Rule Section 678.715).
- U. **State Funding Mechanism (SFM):** An IFA established by the Governor and the Superintendent of Public Instruction (SPI) that is triggered if a Local Board is unable to secure an agreed upon and signed IFA from all AJCC required partners by the annual deadline (WIOA Joint Final Rule Section 678.730).

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
Riverside County America's Job Center of California Operations

Signature Page

**[Chief Elected Official]**

**Kevin Jeffries , Riverside County Board of  
Supervisors Chair**

Authorized Signatory and Title

  
Signature

JUL 23 2019

Date


Telephone number / Facsimile number

E-mail address

APPROVED AS TO FORM:

Gregory P. Priamos  
County Counsel

By:

  
Amrit P. Dhillon,  
Deputy County Counsel

ATTEST:

KEQIA R. HARPER, Clerk

By:

  
DEPUTY

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
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Signature Page

**[LWDB Chairperson]**

**Jamil Dada, Workforce Development Board  
Chair**

\_\_\_\_\_  
Authorized Signatory and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
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Signature Page

*[Workforce Development Director]*

**Carrie Harmon, Director of Workforce  
Development**

Authorized Signatory and Title

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
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Signature Page

***[Employment Development Department]***

**Cheri Greenlee, Deputy Division Chief, Employment Development Dept. Workforce Services**

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
Riverside County America's Job Center of California Operations

Signature Page

***[Employment Development Department – UI Division]***

**Agustin Huerta, Administrator, Riverside UI Center, Employment Development Dept. UI  
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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
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Signature Page

***[Goodwill Industries of Southern California]***

**Simon Lopez, Vice President of Workforce and Career Development**

\_\_\_\_\_  
Authorized Signatory and Title

\_\_\_\_\_  
Address

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Signature

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MEMORANDUM OF UNDERSTANDING  
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Riverside County America's Job Center of California Operations

Signature Page

***[Palo Verde College]***

**Lale Cilenti, President**

Authorized Signatory and Title

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Address

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Signature

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
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Signature Page

***[Department of Rehabilitation]***

**Robert Loeun, DOR Inland Empire District Administrator**

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MEMORANDUM OF UNDERSTANDING  
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Signature Page

***[Department of Public Social Services]***

**Sarah Mack, Interim Director, Director, Department of Public Social Services**  
Authorized Signatory and Title

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MEMORANDUM OF UNDERSTANDING  
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Local Workforce Development Area: Riverside County California  
Riverside County America's Job Center of California Operations

Signature Page

**[Riverside County Office on Aging]**

**Jewel Lee, Director, Riverside County Office on Aging**

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MEMORANDUM OF UNDERSTANDING  
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Signature Page

***[Riverside Community College District]***

**Dr. Wolde-Ab Isaac, Chancellor**

Authorized Signatory

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MEMORANDUM OF UNDERSTANDING  
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Signature Page

**[College of the Desert]**

**Joel L. Kinnamon, Ed.D., Superintendent / President**

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MEMORANDUM OF UNDERSTANDING  
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Signature Page

**[Job Corps] - Chugach Education Services, Inc.**

**Katherine Carlton , President**  
Authorized Signatory and Title

---

Address

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Signature

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MEMORANDUM OF UNDERSTANDING  
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Signature Page

***[Center for Employment Training]***

**Hermelinda Sapien, CEO**

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MEMORANDUM OF UNDERSTANDING  
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Signature Page

***[California Indian Manpower Consortium, Inc.]***

**Lorenda T. Sanchez, Executive Director**

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MEMORANDUM OF UNDERSTANDING  
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Signature Page

***[Soboba Band of Luiseño Indians Council]***

**Rosemary Morillo, Tribal Chair to the Soboba Band of Luiseño Indians Council**

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
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Signature Page

***[Beaumont Unified School District]***

**Carol Severns, Assistant Superintendent of Business Services**

Authorized Signatory and Title

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MEMORANDUM OF UNDERSTANDING  
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Signature Page

***[Coachella Valley Unified School District]***

**Dr. Darryl S. Adams, Superintendent**

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MEMORANDUM OF UNDERSTANDING  
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Local Workforce Development Area: Riverside County California  
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Signature Page

***[Corona-Norco Unified School District]***

**Jordana Moreno, Director**

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MEMORANDUM OF UNDERSTANDING  
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Local Workforce Development Area: Riverside County California  
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Signature Page

***[Jurupa Unified School District]***

**Michael Gray, Principal**

Authorized Signatory and Title

4850 Pedley Road, Jurupa Valley CA 92509, Location 500  
Address

Signature

(951) 360-4164      (951) 360-4195  
Telephone number / Facsimile number

Date

michael\_gray@jUSD.k12.ca.us  
E-mail address

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
Riverside County America's Job Center of California Operations

Signature Page

***[Lake Elsinore Unified School District]***

**Dr. George Landon, Deputy Superintendent of Administrative and Fiscal Services**

Authorized Signatory and Title

520 Chaney Street, Lake Elsinore CA 92530

Address

Signature

(951) 253-7000 (951) 253-7194

Telephone number / Facsimile number

Date

george.landon@leusd.k12.ca.us

E-mail address

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MEMORANDUM OF UNDERSTANDING  
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Local Workforce Development Area: Riverside County California  
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Signature Page

***[Moreno Valley Unified School District]***

**Dr. Martinrex Kedziora, Chief Academic Officer**

Authorized Signatory and Title

**Francine Story, Chief Business Official, Interim**

Authorized Signatory and Title

25634 Alessandro Blvd., Moreno Valley CA 92553

Address

Signature

(951) 571-7500 X17585 (951)-571-7550

(951) 571-7500 X17241

Telephone number / Facsimile number

Date

[mkedziora@mvusd.net](mailto:mkedziora@mvusd.net)

[fstory@mvusd.net](mailto:fstory@mvusd.net)

E-mail address

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MEMORANDUM OF UNDERSTANDING  
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Local Workforce Development Area: Riverside County California  
Riverside County America's Job Center of California Operations

Signature Page

***[Mt. San Jacinto Community College District]***

**Becky Elam, Vice President Business Services**

Authorized Signatory and Title

1499 North State Street, San Jacinto CA 92583

Address

Signature

Date

(951) 487-3011      (951) 654-6236

belam@msjc.edu

Telephone number / Facsimile number

E-mail address

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MEMORANDUM OF UNDERSTANDING  
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Signature Page

***[Murrieta Valley Unified School District]***

**Pat Kelley, Superintendent**

Authorized Signatory and Title

41870 McAlby Court, Murrieta CA 92562

Address

Signature

Date

(951) 696-1600 X1002 (951) 304-1523

Telephone number / Facsimile number

pkelley@murrietausd.k12.ca.us

E-mail address

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MEMORANDUM OF UNDERSTANDING  
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Riverside County America's Job Center of California Operations

Signature Page

***[Riverside County Office of Education]***

**Diana Walsh Reuss, Associate Superintendent of Student Programs and Services**

Authorized Signatory and Title

3939 Thirteenth St., Riverside CA 92502

Address

Signature

(951) 826-6602 (951) 826-6199

Telephone number / Facsimile number

Date

dwalshreuss@rcoe.us

E-mail address

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
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Signature Page

***[Riverside Unified School District]***

**Antonio Garcia, Assistant Superintendent**

Authorized Signatory and Title

3380 14th Street, Riverside CA 92501

Address

Signature

(951) 788-7135 X80407 (951) 788-5671

Telephone number / Facsimile number

Date

angarcia@rusd.k12.ca.us

E-mail address

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MEMORANDUM OF UNDERSTANDING  
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Riverside County America's Job Center of California Operations

Signature Page

**[Housing Authority]**

**Carrie Harmon, Director**

Authorized Signatory and Title

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5555 Arlington Ave, Riverside, CA 92504

Address

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Signature

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(951) 351-0700

Telephone number / Facsimile number

---

Date

---

charmon@rivco.org

E-mail address

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MEMORANDUM OF UNDERSTANDING  
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Signature Page

***[Community Action Partnership]***

**Vince Wrzalinski , Interim Executive Director**

Authorized Signatory and Title

2038 Iowa Ave., Suite B-102, Riverside, CA 92507

Address

Signature

Date

(951) 955-4900

vwrzalinski@cap.riverside.org

Telephone number / Facsimile number

E-mail address

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MEMORANDUM OF UNDERSTANDING  
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Signature Page

***[El Sol Neighborhood Educational Center]***

**Alexander Fajardo, Executive Director**

Authorized Signatory and Title

2501 Rubidoux Blvd Riverside CA 92509

Address

Signature

(909) 884-3735

Telephone number / Facsimile number

Date

[alexfajardo@elsolnec.org](mailto:alexfajardo@elsolnec.org)

E-mail address

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MEMORANDUM OF UNDERSTANDING  
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Signature Page

***[Learn4Life Concept Charter Schools]***

**Bill Toomey, Chief Academic Officer**

Authorized Signatory and Title

42455 10th St. W. Ste. 105 Lancaster, CA 93534

Address

Signature

(661) 272-1225

Telephone number / Facsimile number

Date

[btoomey@learn4life.org](mailto:btoomey@learn4life.org)

E-mail address

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MEMORANDUM OF UNDERSTANDING  
FOR  
Local Workforce Development Area: Riverside County California  
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Signature Page

***[Lifelong Learning Administration Corp.]***

**Skip Hansen, President**

\_\_\_\_\_  
Authorized Signatory and Title

42455 10th St. W. Ste. 105 Lancaster, CA 93534  
\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
@learn4life.org  
E-mail address

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MEMORANDUM OF UNDERSTANDING  
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Riverside County America's Job Center of California Operations

Signature Page

**[California Family Life Center] – Youth Build**

**Mary Jo Ramirez, President**

Authorized Signatory and Title

930 North State Street, Hemet, CA 92543

Address

Signature

**(951) 537-7120**

Telephone number / Facsimile number

Date

mjramirez@cflickids.org

E-mail address

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**Riverside County America's Job Center of California Memorandum of Understanding  
Attachments**

Attachment A: Parties to the Agreement

Attachment B: Riverside County America's Job Center of California (listing)

Attachment C: Administrative Structure

Attachment D1: Space Allocation

Attachment D2: Infrastructure Budgets

Attachment D3: Partner In-Kind Budgets

Attachment E1: AJCC Partners List

Attachment E2: AJCC Additional Partners List

Attachment E3: AJCC Additional Partners List

Attachment F: America's Job Center of California Services

Attachment G: Required Partner Services

Attachment H: Additional Partner Services

Attachment I: Partner Referral for Services

Attachment J: America's Job Center of California Service Delivery Codes

Attachment K: Partner Acronyms

Attachment L: Adult Education WIOA Orientation Schedule

Attachment M: Career Services and Consolidated Career Services Budget

**Parties to the Agreement**

**ATTACHMENT A**

**LWDB:** County of Riverside Economic Development Agency/Workforce Development  
**CEO Name(s):** Kevin Jeffries

**Required Partners**

Partner Name	Program	Program Authority
Beaumont Unified School District Coachella Valley Unified School District Corona-Norco Unified School District Jurupa Unified School District Lake Elsinore Unified School District Moreno Valley Unified School District Mt. San Jacinto Community College District Murrieta Valley Unified School District Riverside County Office of Education Riverside Unified School District	Adult Basic Education (ABE) English as a Second Language (ESL) Adult Secondary Education (ASE) English Literacy and Civic Education: Civic Participation and Citizenship Preparation	Adult Education and Literacy WIOA 121(b)(1)(B)(iii) - Title II
EDA / Housing Authority	Housing Programs	Department of Housing and Urban Development (HUD)- Employment and Training Programs WIOA 121 (b)(1)(B)(xi))
Riverside Community College, Mt. San Jacinto Community College, College of the Desert, Palo Verde College	Vocational Education	Career & Technical Education Programs - Postsecondary Vocational Education- Carl D. Perkins Vocational and Applied Technology Education Act (20 U.S.C. 2301)
Center for Employment Training - CET	Vocational Education	Migrant Seasonal Farmworkers Title I, Title II Vocational Education
Department. of Rehabilitation	Vocational Rehabilitation Programs	Rehabilitation Act, Title I, Parts A & B - Rehabilitation Services Commission (29 U.S.C. 720)
Department of Public Social Services	Temporary Assistance to Needy Families (TANF) Welfare-to-Work	Social Security Act-Part A, Title IV (TANF) (42 U.S.C.601 et seq.), subject to subparagraph (C)
Office on Aging	Senior Community Service Employment	Older Americans Act Title V – Senior Community Service Employment Program (SCSEP) (42 U.S.C. 3056)
EDD – TAA/TRA	NAFTA	Trade Act Title II, Chapter 2–Trade Adjustment Assistance (TAA) (19 U.S.C. 2271)
EDD – UI Branch	Unemployment Insurance	Unemployment Insurance (UI)- (5USC 85) (ORC Chapter 4141)
EDD – Workforce Services	Wagner-Peyser	WIOA Title III –Wagner-Peyser Act Programs (29 U.S.C. 49)
EDA / Workforce Development	Workforce Development Programs	WIOA Title I-Adult, Dislocated Worker, and Youth Programs
EDD – Veterans, Community Action Partnership - CAP	Vet Programs	-Veteran's Workforce Programs – Chapter 41 of title 38, United States Code; WIOA 121(b)(1)(B)(viii)
Chugach Education Services, Inc.	Older Youth & Young Adult (Ages 16- 24), Education & Career Technical Training Programs	WIOA Title I – Job Corps (29 U.S.C.2881-2900, 29 us 2901)
EDD – Farm Workers	Agricultural Community Employment Services	WIOA Title I – Migrant and Seasonal Farm Worker Programs (29 U.S.C.2912, 29 us 2919)
California Family Life Centers	Youth Programs	WIOA Title I – Youthbuild- WIOA Section 171
CA Indian Manpower Consortium, Inc.	Native American Programs	WIOA Title I – Native American Programs (29 U.S.C. 2911, 29 U.S.C. 2919)

**Additional Partners**

<b>Partner Name</b>	<b>Program</b>	<b>Program Authority</b>
Learn4Life Concept Charter School Inland Empire Charter School -Lake Elsinore, Murrieta, Moreno Valley, Riverside, Casa Blanca	College & Career Readiness, Career Technical Training for ages 14 – 24, High School Diploma programs	California Department of Education, Education and Literacy programs Title II
El Sol Neighborhood Educational Center	Adult Ed, English as a second Language, High School Equivalency and El Civics courses	Adult Education and Literacy WIOA Title II
Soboba Band of Luiseno Indians Council	Tribal TANF	Title IV Part A Block Grants
Goodwill Industries of Southern California	Employment skills & self-sufficiency through work	Senior Community Service Employment Program Grants

**Riverside County America's Job Center of California ATTACHMENT B**

Area's AJCC System consists of (#): 5 AJCCs, 6 Youth Centers

Access	Location Code	AJCC Career Center Name	Address
Comprehensive	089	Riverside AJCC	1325 Spruce Street, Suite 110, Riverside, CA 92507
Comprehensive	090	Indio AJCC	44199 Monroe St. Suite B, Indio CA 92201
Affiliate	092	Hemet AJCC	749 State Street Hemet, CA 92543
Access Point		Moreno Valley	12625 Frederick St. Suite K-3, Moreno Valley, CA 92552
Affiliate	16160	Blythe	1 College Drive, PE Building Blythe, CA 92225
Specialized AJCC	272	Rubidoux YOC	5656 Mission Blvd. Riverside, CA 92509
Specialized AJCC	239	Lake Elsinore Plant Youth YOC	400 W. Graham Lake Elsinore, CA 92530
Specialized AJCC	069	Hemet Empower Youth YOC	930 N. State Street Hemet, CA 92543
Specialized AJCC	332	Moreno Valley YOC	23080 Alessandro Blvd. Suite 236 Moreno Valley, CA 92553
Specialized AJCC	237	The Perris Oasis YOC	11 South D Street, Suite 12 Perris, CA 92570
Specialized AJCC	238	Indio YOC	45-691 Monroe St., Suite 6 Indio, CA 92201
Access Point		Corona/Norco Adult School	300 S Buena Vista Ave, Corona, CA 92882

Definitions: Comprehensive-Provides access to the programs, services, and activities of all required AJCC partners. Affiliate-Provides access to one or more of the AJCC programs/partners

Riverside County is a geographical diverse and expansive county. The Workforce Development Board in consultation with the Riverside County Economic Development Agency has identified two primary locations to provide comprehensive one-stop services to county residents. These sites include the Riverside AJCC in Western Riverside County and the Indio AJCC in Eastern Riverside County.

Additional one-stop locations including affiliate locations have been established to meet community needs and are subject to change. One-Stop locations are sited based on local economic conditions, community needs and fiscal viability. All locations are subject to approval by the Riverside County Workforce Development Board and will be re-evaluated at least annually.

**Administrative Structure**

**ATTACHMENT C**

Entity	Entity Name & Contact	Address	Email
AJCC One-Stop Operator	Michael Vu		<a href="mailto:hbercill@rivco.org">hbercill@rivco.org</a>
Director of Workforce Development	EDAWDD – Carrie Harmon	1325 Spruce St. Riverside, CA 92507	<a href="mailto:charmon@rivco.org">charmon@rivco.org</a>
Administrative Entity	EDA – Rob Field	3403 10 <sup>th</sup> St. Suite 400 Riverside, CA 92501	<a href="mailto:rfield@rivco.org">rfield@rivco.org</a>
Fiscal Agent	EDA – Janet McFall	3133 Mission Inn Ave., Riverside, CA 92507	<a href="mailto:jmfall@rivco.org">jmfall@rivco.org</a>
Chief Elected Official	BOS - Kevin Jeffries	4080 Lemon St., 5 <sup>th</sup> Floor Riverside, CA 92502	<a href="mailto:District1@rcbos.org">District1@rcbos.org</a>
State Agency	EDD - Cheri Greenlee	30135 Technology Dr. Murrieta, CA 92563	<a href="mailto:Cherilyn.greenlee@edd.ca.gov">Cherilyn.greenlee@edd.ca.gov</a> v
Workforce Development Board	Jamil Dada		<a href="mailto:jdada@rivco.org">jdada@rivco.org</a>

**Space Allocation**

**ATTACHMENT D1**

<b>Riverside Co-located Partners</b>	<b>Square Footage</b>	<b>Square Footage % Per Partner</b>	<b>Partner Allocation of the \$726,692</b>
Goodwill	80	.3%	\$2,180
Dept. of Rehab	172	.6%	\$4,360
Chugach	116	.4%	\$2,907
LLAC	298	1%	\$7,267
EDD	9467	33%	\$239,808
EDA/WDD	18322	64.7%	\$470,170
<b>Totals</b>	<b>28455</b>	<b>100%</b>	<b>\$726,692</b>

(Dedicated space + (Total Common Space – Resource Area Space)) / Total Space  
 (28455 + (8906 – 4723)) / 36371 = 89.7 (or 90%); 90% x \$807,436 = \$726,692 per year

<b>Indio Co-located Partners</b>	<b>Square Footage</b>	<b>Square Footage % Per Partner</b>	<b>Partner Allocation of the \$334,107</b>
Dept. of Rehab	128	2%	\$6,682
EDD	2208	27%	\$90,209
EDA/WDD	5880	71%	\$237,216
<b>Totals</b>	<b>8216</b>	<b>100%</b>	<b>\$334,107</b>

(Dedicated Space + (Total Common Space – Resource Area Space)) / Total Space  
 (8216 + (9252 – 6447)) / 17468 = .63 (or 63%); 63% x 530,328 = 334,107 per year

<b>Hemet Co-located Partners**</b>	<b>Square Footage</b>	<b>Square Footage % Per Partner</b>	<b>Partner Allocation of \$ 97,701</b>
DOR	64	2%	\$1,954
EDD	1899	68%	\$66,437
EDA/WDD	832	30%	\$29,310
<b>Totals</b>	<b>2795</b>	<b>100%</b>	<b>\$97,701</b>

(Dedicated Space + (Total Common Space – Resource Area Space)) / Total Space  
 (2795 + (3074 -1804)) / 5153 = .79 (or 79%); 79% x \$123,672 = \$97,701 per year

<b>Blythe Co-located Partners</b>	<b>Square Footage</b>	<b>Square Footage % Per Partner</b>	<b>Partner Allocation of \$ 88,650</b>
EDD	2062	89%	\$79,038
DOR	267	11%	\$4,806
<b>Totals</b>	<b>2329</b>	<b>100%</b>	<b>\$83,844</b>

**Dedicated & Common Space Actuals**

\*\* EDD & DOR have tentative plans to move into the Hemet Affiliate AJCC.

\*\*\* All numbers contained within this Amended Space Allocation are approximations.

In the event of a conflict in terms between the Amended Space Allocation and the respective lease or license agreements relating to such dedicated, shared, and/or total space, the terms of the subject lease or license agreement shall prevail.

**Infrastructure Budgets**

**ATTACHMENT D2**

AJCC Infrastructure Budget*** AJCC #1 Riverside		
Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent (Includes Rent, Utilities, Insurance &amp; Bldg Maintenance)</b>		
Rental of Facilities		
Total Space	36371 Sq Ft	\$ 807,436
LFM Space Allocation via Square Footage	90% of Total Cost	<b>\$726,692</b>
<b>Rental Costs Subtotal:</b>		<b>\$ 807,436</b>
<b>Utilities and Maintenance</b>		
Telephones (Landlines)		
Total Lines	55	\$ 8,184
Common Lines (\$12.40 Per Line)	5	<b>\$ 744</b>
<b>Utilities and Maintenance Costs Subtotal:</b>		<b>\$ 8,184</b>
<b>Equipment</b>		
Maint – Office Equipment		
Total	23	\$ 3,788
Common (\$13.72 per)	8	<b>\$ 1,317</b>
<b>Equipment Costs Subtotal:</b>		<b>\$ 3,788</b>
<b>Technology to Facilitate Access to the AJCC</b>		
RCIT		
Total	99	\$ 177,459
Common (149.38 per computer)	51	<b>\$ 91,421</b>
High-Speed Internet		
Total	99	\$ 59,714
Common (50.26 per PC, per month)	51	<b>\$ 30,759</b>
<b>Technology to Facilitate Access Costs Subtotal:</b>		<b>\$ 237,173</b>
<b>TOTAL INFRASTRUCTURE COST FOR THIS AJCC:</b>		<b>\$ 1,056,581</b>
<b>TOTAL INFRASTRUCTURE COST TO BE SHARED FOR THIS AJCC:</b>		<b>\$ 850,933</b>

**AJCC Infrastructure Budget\*\*\*  
AJCC #1 Riverside  
Goodwill of Southern California**

Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent</b>		
Total Space (1 <sup>st</sup> Floor)	36371 Sq. Ft	\$ 807,436
LFM Space Allocation via Square Footage	90% of Total Cost	\$ 726,692
Partner Share (80 Sq. Ft)	.3%	\$ 2,180
<b>Utilities and Maintenance</b>		
Telephones (Landlines)		
Common Lines (\$12.40 Per Line)	5	\$ 744
Partner Share	.3%	\$ 22
<b>Equipment</b>		
Maint – Office Equipment		
Common (13.72 per)	8	\$ 1,317
Partner Share	.3%	\$ 40
<b>Technology to Facilitate Access to the AJCC</b>		
RCIT		
Common (149.38 Per Computer)	51	\$ 91,421
Partner Share	.3%	\$ 2,742
High-Speed Internet		
Common (50.26 Per PC, Per Month)	51	\$ 30,759
Partner Share	.3%	\$ 923
<b>Total Annual Partner Share of Cost:</b>		<b>\$ 5,907</b>
<b>Total Monthly Partner Share of Cost:</b>		<b>\$ 492.25</b>
<b>**Other Shared AJCC Cost :</b>		<b>\$ 2,000</b>



**AJCC Infrastructure Budget\*\*\***  
**AJCC #1 Riverside**  
**Job Corps – Chugach Education Services, Inc.**

Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent</b>		
Dedicated Space	36371 Sq. Ft	\$ 807,436
LFM Space Allocation via Square Footage	90% of Total Cost	\$ 726,692
Partner Share (116 Sq. Ft)	.4%	\$ 2,907
<b>Utilities and Maintenance</b>		
Telephones (Landlines)		
Common Lines (12.40 Per Line)	5	\$ 744
Partner Share	.4%	\$ 3
<b>Equipment</b>		
Maint – Office Equipment		
Common (113.72 per)	8	\$ 1,317
Partner Share	.4%	\$ 5
<b>Technology to Facilitate Access to the AJCC</b>		
RCIT		
Common (149.38 Per Computer)	51	\$ 91,421
Partner Share	.4%	\$ 366
High-Speed Internet		
Common (50.26 Per PC, Per Month)	51	\$ 30,759
Partner Share	.4%	\$ 123
<b>Total Annual Partner Share of Cost:</b>		<b>\$ 3,404</b>
<b>Total Monthly Partner Share of Cost:</b>		<b>\$ 284</b>

**AJCC Infrastructure Budget\*\*\***  
**AJCC #1 Riverside**  
**Employment Development Department**

Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent</b>		
Total Space	36371 Sq Ft	\$ 807,436
LFM Space Allocation via Square Footage	90% of Total Cost	\$ 726,692
Partner Share	33 %	\$ 239,808
<b>Utilities and Maintenance</b>		
Telephones (Landlines)		
Common Lines (\$12.40 Per Line)	5	\$ 744
Partner Share	33%	\$ 246
<b>Equipment</b>		
Maint – Office Equipment		
Common (13.72 per)	8	\$ 1,317
Partner Share	33%	\$ 435
<b>Technology to Facilitate Access to the AJCC</b>		
RCIT		
Common (149.38 Per Computer)	51	\$ 91,421
Partner Share	33 %	\$ 30,169
High-Speed Internet		
Common (50.26 Per PC, Per Month)	51	\$ 30,759
Partner Share	33%	\$ 10,150
<b>Total Annual Partner Share of Cost:</b>		<b>\$ 280,808</b>
<b>Total Monthly Partner Share of Cost:</b>		<b>\$ 23,401</b>
<b>**Other Shared AJCC Cost :</b>		<b>\$ 41,000</b>

**AJCC Infrastructure Budget\*\*\***  
**AJCC #1 Riverside**  
**California Department of Rehabilitation**

Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent</b>		
Dedicated Space (1 <sup>st</sup> floor office)	172 Sq Ft	\$ 3,901
LFM Space Allocation via Square Footage	90% of Total Cost	\$ 726,692
Partner Share	6%	\$ 4,360
<b>Utilities and Maintenance</b>		
Telephones (Landlines)		
Common Lines (\$12.40 Per Line)	5	\$ 744
Partner Share	6%	\$ 45
<b>Equipment</b>		
Maint – Office Equipment		
Common (\$13.72 per)	8	\$ 1,317
Partner Share	6%	\$ 79
<b>Technology to Facilitate Access to the AJCC</b>		
RCIT		
Common (\$149.38 per computer)	51	\$ 91,421
Partner Share	6%	\$ 5,485
High-Speed Internet		
Common (\$50.26 Per PC, Per Month)	51	\$ 30,759
Partner Share	6%	\$ 1,846
<b>Total Partner Share of Infrastructure Cost :</b>		<b>\$ 15,716</b>
<b>**Other Shared AJCC Cost :</b>		<b>\$ 750</b>
<b>Total Monthly Partner Share of Cost :</b>		<b>\$ 1,310</b>

**AJCC Infrastructure Budget\*\*\***  
**AJCC #1 Riverside**  
**Lifelong Learning Administration Corporation**

Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent</b>		
Dedicated Space (1 <sup>st</sup> Floor Office)	298 Sq Ft	\$ 6,616
LFM Space Allocation via Square Footage	90% of Total Cost	\$ 726,692
Partner Share	1%	\$ 7,267
<b>Utilities and Maintenance</b>		
Telephones (Landlines)		
Common Lines (\$12.40 Per Line)	6	\$ 780
Partner Share	1%	\$ 8
<b>Equipment</b>		
Maint – Office Equipment		
Common (\$13.72 per)	6	\$ 3,200
Partner Share	1%	\$ 32
<b>Technology to Facilitate Access to the AJCC</b>		
RCIT		
Common (\$149.38 per computer)	66	\$ 118,309
Partner Share	1%	\$ 1,183
High-Speed Internet		
Common (\$50.26 Per PC, Per Month)	66	\$ 7,730
Partner Share	1%	\$ 77
<b>Total Annual Partner Share of Cost:</b>		<b>\$ 15,183</b>
<b>Total Monthly Partner Share of Cost:</b>		<b>\$ 1,265</b>
<b>**Other Shared AJCC Cost :</b>		<b>\$ 750</b>

AJCC Infrastructure Budget*** AJCC #2 Indio		
Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent (Includes Rent, Utilities, Insurance &amp; Bldg Maintenance)</b>		
Rental of Facilities		
Total Space	17468 Sq Ft	\$ 530,328
LFM Space Allocation via Square Footage	63% of Total Cost	\$ 334,107
<b>Rental Costs Subtotal:</b>		\$ 530,328
<b>Utilities and Maintenance</b>		
Telephone (Landlines)		
Total (10.83 Per)	10	\$ 1,300
Common	6	\$ 780
<b>Utilities and Maintenance Costs Subtotal:</b>		
<b>Equipment</b>		
Maint – Office Equipment		\$
Total (44.45 per)	11	\$ 5,868
Common	6	\$ 3,200
<b>Equipment Costs Subtotal:</b>		\$ 5,868
<b>Technology to Facilitate Access to the AJCC</b>		
RCIT		\$
Total	81	\$ 145,197
Common (149.38 Per Computer)	66	\$ 118,309
High-Speed Internet		
Total	81	\$ 9,483
Common (9.76 per PC, per month)	66	\$ 7,730
<b>Technology to Facilitate Access Costs Subtotal:</b>		\$ 154,680
<b>TOTAL INFRASTRUCTURE COST FOR THIS AJCC:</b>		\$ 692,176
<b>TOTAL INFRASTRUCTURE COST TO BE SHARED FOR THIS AJCC:</b>		\$ 464,126

**AICC Infrastructure Budget\*\*\***  
**AICC #2 Indio**  
**Employment Development Department**

Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent</b>		
Total Space	17468 Sq Ft	\$ 530,328
LFM Space Allocation via Square Footage	63% of Total Cost	\$ 334,107
Partner Share	27 %	<b>\$ 90,209</b>
<b>Utilities and Maintenance</b>		
Telephones (Landlines)		
Common Lines (\$12.40 Per Line)	6	\$ 780
Partner Share	27 %	<b>\$ 211</b>
<b>Equipment</b>		
Maint – Office Equipment		
Common (\$13.72 Per)	6	\$ 3,200
Partner Share	27%	<b>\$ 864</b>
<b>Technology to Facilitate Access to the AICC</b>		
RCIT		
Common (149.38 Per Computer)	66	\$ 118,309
Partner Share	27 %	<b>\$ 31,943</b>
High-Speed Internet		
Total	66	\$ 7,730
Common (50.26 Per PC, Per Month)	27%	<b>\$ 2,087</b>
<b>Total Annual Partner Share of Cost:</b>		<b>\$ 125,314</b>
<b>Total Monthly Partner Share of Cost:</b>		<b>\$ 10,443</b>

**AJCC Infrastructure Budget\*\*\***  
**AJCC #2 Indio**  
**California Department of Rehabilitation**

Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent</b>		
Dedicated Space	128 Sq Ft	\$ 6,434
LFM Space Allocation via Square Footage	67% of Total Cost	\$ 334,107
Partner Share	2%	\$ 6,682
<b>Utilities and Maintenance</b>		
Telephones (Landlines)		
Common Lines (\$12.40 Per Line)	6	\$ 780
Partner Share	2%	\$ 16
<b>Equipment</b>		
Maint – Office Equipment		
Common (\$13.72 per)	6	\$ 3,200
Partner Share	2%	\$ 64
<b>Technology to Facilitate Access to the AJCC</b>		
RCIT		
Common (\$149.38 per computer)	66	\$ 118,309
Partner Share	2%	\$ 2,366
High-Speed Internet		
Common (\$50.26 Per PC, Per Month)	66	\$ 7,730
Partner Share	2%	\$ 155
<b>Total Annual Partner Share of Cost:</b>		<b>\$ 15,717</b>
<b>Total Monthly Partner Share of Cost:</b>		<b>\$ 1,310</b>

AJCC Infrastructure Budget*** AJCC Affiliate Hemet **		
Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent</b>		
Rental of Facilities		
Total Space	5153 Sq. Ft	\$ 123,672
LFM Space Allocation via Sq. Ft.	79% of Total Cost	\$ 97,701
<b>Rental Costs Subtotal:</b>		\$ 123,912
<b>Utilities and Maintenance</b>		
Telephones Service (Landlines)		\$
Total (3.92 per)	16	\$ 752
Common	4	\$ 188
<b>Utilities and Maintenance Costs Subtotal:</b>		\$
<b>Equipment</b>		
Maint – Office Equipment		
Total (11.93 per)	6	\$ 859
Common	4	\$ 573
<b>Equipment Costs Subtotal:</b>		\$ 859
<b>Technology to Facilitate Access to the AJCC</b>		
RCIT		
Total (149.38 per)	34	\$ 60,947
Common	21	\$ 37,644
High-Speed Internet		
Total	34	\$ 5,483
Common (13.44 Per PC, Per Month)	21	\$ 3,387
<b>Technology to Facilitate Access Costs Subtotal:</b>		\$ 66,430
<b>TOTAL INFRASTRUCTURE COST FOR THIS AJCC:</b>		\$ 191,953
<b>TOTAL INFRASTRUCTURE COST TO BE SHARED FOR THIS AJCC:</b>		\$ 139,493



**AJCC Infrastructure Budget  
AJCC Affiliate Hemet\*\*  
Employment Development Department \*\*\***

Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent</b>		
Total Space	5153 Sq. Ft	\$ 123,672
LFM Space Allocation via Square Footage	79% of Total Cost	\$ 97,701
Partner Share (1899 Sq. Ft)	.68%	<b>\$ 66,437</b>
<b>Utilities and Maintenance</b>		
Telephones (Landlines)		
Common Lines (12.40 Per Line)	4	\$ 752
Partner Share	68%	<b>\$ 511</b>
<b>Equipment</b>		
Maint – Office Equipment		
Common (\$13.72)	4	\$ 573
Partner Share	68%	<b>\$ 390</b>
<b>Technology to Facilitate Access to the AJCC</b>		
RCIT		
Common (149.38 per computer)	21	\$ 37,644
Partner Share	68%	<b>\$ 25,598</b>
High-Speed Internet		
Common (50.26 Per PC, Per Month)	21	\$ 3,387
Partner Share	68%	<b>\$ 2,303</b>
<b>Total Annual Partner Share of Cost:</b>		<b>\$ 95,239</b>
<b>Total Monthly Partner Share of Cost:</b>		<b>\$ 7,937</b>

**AJCC Infrastructure Budget  
AJCC Affiliate Hemet\*\*  
California Department of Rehabilitation \*\*\***

Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent</b>		
Total Space	5153 Sq. Ft	\$ 123,672
LFM Space Allocation via Square Footage	79% of Total Cost	\$ 97,701
Partner Share (64 Sq. Ft)	2%	<b>\$ 1,954</b>
<b>Utilities and Maintenance</b>		
Telephones (Landlines)		
Common Lines (\$12.40 Per Line)	4	\$ 188
Partner Share	2%	<b>\$ 4</b>
<b>Equipment</b>		
Maint – Office Equipment		
Common (\$13.72 per)	6	\$ 573
Partner Share	2%	<b>\$ 11</b>
<b>Technology to Facilitate Access to the AJCC</b>		
RCIT		
Common (\$149.38 per computer)	21	\$ 37,644
Partner Share	2%	<b>\$ 753</b>
High-Speed Internet		
Common (\$50.26 Per PC, Per Month)	34	\$ 5,483
Partner Share	2%	<b>\$ 110</b>
<b>Total Annual Partner Share of Cost:</b>		<b>\$ 2832</b>
<b>Total Monthly Partner Share of Cost:</b>		<b>\$ 236</b>

**AJCC Infrastructure Budget\*\*\*  
AJCC Affiliate Blythe  
Employment Development Department**

Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent</b>		
Dedicated Space	2062 Sq. Ft	\$ 83,844
Partner Share	89%	\$ 79,038
<b>Utilities and Maintenance</b>		
Telephones (Landlines)		
Common Lines (\$25.97 Per Line)	3	\$ 935
Partner Share	89%	\$ 832
<b>Equipment</b>		
Maint – Office Equipment		
Common (13.72 per)	7	\$ In-Kind from PVCC
Partner Share		\$ 0
<b>Technology to Facilitate Access to the AJCC</b>		
Computers		
Common (149.38 Per Computer)	3	\$ In-Kind from EDA
Partner Share		\$ 0
High-Speed Internet - PVCC		
Common (50.26 Per PC, Per Month)	3	\$ In-Kind from PVCC
Partner Share		\$ 0
<b>Total Annual Partner Share of Cost:</b>		<b>\$ 79,870</b>
<b>Total Monthly Partner Share of Cost:</b>		<b>\$ 6,656</b>

**AJCC Infrastructure Budget\*\*\***  
**AJCC Affiliate Blythe**  
**Department of Rehabilitation**

Cost Category/Line Item	Line Item Cost Detail	Cost
<b>Rent</b>		
Dedicated Space	267 Sq. Ft	\$ 83,844
Partner Share	11 %	\$ <b>4,806</b>
<b>Utilities and Maintenance</b>		
Telephones (Landlines)		
Common Lines (\$25.97 Per Line)	3	\$ 935
Partner Share	11%	\$ <b>103</b>
<b>Equipment</b>		
Maint – Office Equipment		
Common (13.72 per)	7	\$ In-Kind from PVCC
Partner Share		\$ <b>0</b>
<b>Technology to Facilitate Access to the AJCC</b>		
Computers		
Common (149.38 Per Computer)	3	\$ In-Kind from EDA
Partner Share		\$ <b>0</b>
High-Speed Internet - PVCC		
Common (50.26 Per PC, Per Month)	3	\$ In-Kind from PVCC
Partner Share		\$ <b>0</b>
<b>Total Annual Partner Share of Cost:</b>		<b>\$ 4,909</b>
<b>Total Monthly Partner Share of Cost:</b>		<b>\$ 409</b>

**Partner In-Kind Budgets**

**ATTACHMENT D3**

In-Kind Contribution for AJCC Operator Per Partner

Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind
T- I Adult/Dislocated Worker/Youth	40%	\$ 40,000	\$100,000	---
T-II Adult Ed/Literacy	6%	\$ 6,000		\$ 7,584
T-III Wagner-Peyser/Veterans/TAA/MSFW	40%	\$ 40,000		\$ 41,000
Unemployment Comp	.75%	\$ 750		\$ 1,000
Goodwill CA	2%	\$ 2,000		\$ 50,000
Career Tech/Ed	1%	\$ 1,000		\$ 6,312
T-IV Voc Rehab	.75%	\$ 750		\$ 4,000
TANF/CalWorks	.75%	\$ 750		\$ 109,512
T-V OAA	.75%	\$ 750		\$ 9,695
Job Corps	1%	\$ 1,000		\$ 42,288
Native American	2%	\$ 2,000		\$ 2,000
Youth Build	1%	\$ 1,000		\$ 1,000
Housing Authority	.75%	\$ 750		\$ 750
CAP	1%	\$ 1,000		\$ 1,000
CET	.75%	\$ 750		\$ 750
EI Sol	.75%	\$ 750		\$ 750
AVSPC & AVIHS / Learn4Life	.75%	\$ 750		\$ 1250
<b>Total Budget:</b>		<b>\$100,000</b>	<b>\$100,000</b>	<b>\$ 278,891</b>

- ❖ Title I Adult, Dislocated Workers and Youth
  - County of Riverside Economic Development Agency, Workforce Development Division
- ❖ Title II Adult Education and Literacy
  - Beaumont Unified School District
  - Coachella Valley Unified School District
  - Corona-Norco Unified School District
  - Jurupa Unified School District
  - Lake Elsinore Unified School District
  - Moreno Valley Unified School District
  - Mt. San Jacinto Community College
  - Riverside Unified School District
  - Riverside County Office of Education
- ❖ Title III Wagner-Peyser
  - State of California Employment Development Department
- ❖ Title IV Vocational Rehabilitation
  - California Department of Rehabilitation
- ❖ Carl Perkins Career and Technical Education
  - College of the Desert
  - Riverside Community College
  - Palo Verde College
- ❖ TANF/CalWorks
  - Riverside County Department of Public Social Services
- ❖ Trade Adjustment Assistant Act
  - State of California Employment Development Department
- ❖ Housing and Urban Development
  - Housing Authority of the County of Riverside
- ❖ Title V Older Americans Act
  - Riverside County Office on Aging
- ❖ Job Corps
  - Chugach Education Services, Inc.
  - Inland Empire Job Corps
- ❖ Native American Programs
  - California Indian Manpower Consortium Inc.
- ❖ Migrant Seasonal Farmworkers
  - Center for Employment Training
  - State of California Employment Development Department
- ❖ Veterans
  - State of California Employment Development Department
- ❖ Youth Build
  - California Family Life Centers
  - Riverside County Office of Education
- ❖ Community Services Block Grant
  - County of Riverside Community Action Partnership
- ❖ Unemployment Compensation
  - State of California Employment Development Department

**AJCC ADDITIONAL PARTNERS LIST**

**ATTACHMENT E2**

- El Sol Neighborhood Education Center
- Goodwill Industries of Southern California

**AJCC ADDITIONAL PARTNERS LIST**

**ATTACHMENT E3**

**Learn4life Concept Charter Schools Inland Empire Locations**

<b>CURRENT CHARTER</b>	<b>LEARNING CENTER NAME</b>	<b>COUNTY</b>	<b>ADDRESS</b>
Alta Vista Innovation HS	Apple Valley	San Bernardino	21660 Bear Valley Rd., Apple Valley, CA 92308
Alta Vista Innovation HS	Fontana	San Bernardino	17244 Randall Ave., Fontana, CA 92335
Alta Vista Innovation HS	Hesperia	San Bernardino	11988 Hesperia Rd., Hesperia, CA 92345
Alta Vista Innovation HS	Rancho Cucamonga	San Bernardino	8520 Archibald Ave. Rancho Cucamonga, CA 91730
Alta Vista Innovation HS	Riverside (Indiana)	Riverside	6780 Indiana Ave., Riverside, CA 92506
Alta Vista Innovation HS	San Jacinto	Riverside	2587 So. San Jacinto Ave., San Jacinto, CA 92583
Alta Vista Innovation HS	Upland	San Bernardino	1385 E. Foothill Blvd., Upland, CA 91786
Alta Vista Innovation HS	Highland	San Bernardino	3505 Highland Ave., Highland, CA 92346
Alta Vista Innovation HS	San Bernardino	San Bernardino	689 W. 2 <sup>nd</sup> St., San Bernardino, CA 92410
Alta Vista Innovation HS	Soboba	Riverside	23904 ½ Soboba Rd., San Jacinto, CA 92581
Antelope Valley Learning Academy	Adelanto	San Bernardino	12100 Palmdale Rd., Adelanto, CA 92301
Antelope Valley Learning Academy	Hesperia II Home Study	San Bernardino	11960 Hesperia Rd., Hesperia, CA 92345
Diego Hills Central Public	Riverside (Chicago)	Riverside	4135 Chicago Ave., Riverside, CA 92507
Diego Hills Central Public	Riverside II (Vocademy)	Riverside	1635-1695 Spruce St., Riverside, CA 92507
San Diego Workforce Innovation High	Lake Elsinore	Riverside	16667 Lakeshore Dr., Lake Elsinore, CA 92530
San Diego Workforce Innovation High	Moreno Valley	Riverside	24021 Alessandro Blvd., Moreno Valley, CA 92553
San Diego Workforce Innovation High	Murrieta	Riverside	39665 Avenida Acacias, Murrieta, CA 92563
Vista Norte Public Charter School	Casa Blanca	Riverside	7680 Casa Blanca St., Riverside, CA 92504



Vista Norte Public Charter School	Rialto	San Bernardino	248 E. Baseline Rd., Rialto, CA 92376
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**Career Services:**

Career services include self-help services, services requiring minimal staff assistance and services requiring more staff involvement, generally provided to individuals unable to find employment through basic career services, and deemed to be in need of more concentrated services to obtain employment; or who are employed but deemed to be in need of more concentrated services to obtain or retain employment that allows for self-sufficiency.

1. **Eligibility Determination:** This is the process of obtaining and documenting information about an individual's circumstances and comparing that information with the criteria set by an agency or program to decide if the individual qualifies for participation.
2. **Intake and Orientation:** Outreach activities involve the collection, publication, and dissemination of information on program services available and directed toward jobless, economically disadvantaged, and other individuals. Intake is the process of collecting basic information, e.g., name, address, phone number, SSN, and all other required information to determine eligibility or ineligibility for an individual's program. Orientation, whether offered in a group setting, one-on-one, or electronically, is the process of providing broad information to customers in order to acquaint them with the services, programs, staff, and other resources at the America's Job Center of California (AJCC), affiliate, or self-service location
3. **Initial Assessment:** For individuals new to the workforce system, initial assessment involves the gathering of basic information about skill levels, aptitudes, abilities, barriers, and supportive service needs in order to recommend next steps and determine potential referrals to partners or community resources.
4. **Job Search, Placement Assistance, and Career Counseling:** Job Search helps an individual seek, locate, apply for, and obtain a job. It may include but is not limited to: job finding skills, orientation to the labor market, resume preparation assistance, development of a job search plan, job development, referrals to job openings, placement services, job finding clubs, job search workshops, vocational exploration, relocation assistance, and re-employment services such as orientation, skills determination, and pre-layoff assistance. Placement Assistance is a service that helps people to identify and secure paid employment that matches their aptitude, qualifications experiences, and interests. Career Counseling is a facilitated exploration of occupational and industrial information that will lead to a first, new, or a better job for the individual.
5. **Employment Statistics-Labor Market Information:** Collect and report data about employment levels, unemployment rates, wages and earnings, employment projections, jobs, training resources, and careers; see ONet, CalJOBS<sup>sm</sup>, LMI.
6. **Eligible Provider Performance / Program Cost Information:** Collect and provide information on:
  - A. Eligible training service providers (described in WIOA Section 122)
  - B. Eligible youth activity providers (described in WIOA Section 123).
  - C. Eligible adult education providers (described in WIOA Title II).
  - D. Eligible postsecondary vocational educational activities and vocational educational activities available to school dropouts under the Carl Perkins Act (20 USC 230 I).
  - E. Eligible vocational rehabilitation program activities (described in Title I of the Rehabilitation Act of 1973).
7. **Local Performance Information:** Collect and provide information on the local area's recent performance measure outcomes
8. **Supportive Services' Information:** Collect and provide information on services such as transportation, childcare, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in employment and training activities.

9. **Unemployment Insurance:** Collect and provide information on filing claims for state benefit payments that protect individuals from economic insecurity while they look for work. Claims may be filed on-line or via telephone available in the AJCC.
10. **Eligibility Assistance:** Provide guidance to individuals on eligibility for other programs and on financial aid assistance for training and education programs that are available in the local area.
11. **Follow-Up Services:** Services provided to participants who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment. These services assist those individuals to maintain employment or qualify for promotions with that employment
12. **Comprehensive and Specialized Assessments:** A closer look at the skills levels and service needs that may include:
  - A. Diagnostic Testing and use of other assessment tools; and
  - B. In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals
13. **Individual Employment Plan Development:** Working with individuals to identify their employment goals, the appropriate achievement objectives, and the appropriate combination of services that will help the individual achieve those goals.
14. **Group Counseling**
15. **Individual Counseling and Career Planning**
16. **Case Management:** For participants who receive training services under WIOA Section 134(d)(4).
17. **Short-Term Prevocational Services:** Can include development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.

#### **Training Services:**

Services offered through a training provider to help individuals upgrade their skills, earn degrees and certifications, or otherwise enhance their employability through learning and education. Types of training services include:

1. **Occupational Skills Training:** An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels
2. **On-the-Job Training (OJT):** Training by an employer that is provided to a paid participant while engaged in productive work that is limited in duration, provides knowledge or skills essential to the full and adequate performance of the job, and reimburses the employer for the costs associated with training the OJT trainee often calculated based on a percentage of the trainee's wages
3. **Workplace and cooperative education:** Programs that combine workplace training with related instruction, which may include cooperative education programs
4. **Training programs operated by the private sector**
5. **Skills upgrading and retraining:** Courses that prepare persons for entrance into a new occupation through instruction in new and different skills demanded by technological changes. These courses train incumbent workers in specific skills needed by that business or industry and that lead to potential career growth and increased wages. This includes courses that develop professional competencies that are particularly relevant to a vocational & occupational goal. It must be demonstrated that the training will result in the workers' acquisition of transferable skills or an industry-recognized certification or credential.
6. **Entrepreneurial training**

**7. Job-readiness training**

**8. Adult Education and Literacy (ABE/ESL/ASE) programs:**

Adult education programs provide services to (1) assist adults to become literate and obtain the knowledge and skills necessary for employment and economic self-sufficiency; (2) assist adults who are parents or family members to obtain education and skills; (3) assist adults in attaining a secondary school diploma and postsecondary education and training, including through career pathways; and (4) assist immigrants and other individuals who are English language learners. Services include, but are not limited to, a comprehensive assessment and placement, orientation and counseling, instruction, coursework, or workshops that provide direction for the development and ability for adult learners to read, write, and speak in English, compute, and solve problems, at levels of proficiency necessary to function in society or on the job.

**9. Customized training:** Training that is designed to meet the special requirements of an employer or group of employers and that is conducted with a commitment by the employer to employ an individual upon successful completion of the training and for which the employer pays for a portion of the cost of training

**Business Services:**

AJCC services offered to employers include:

1. **Employer needs assessment:** Evaluation of employer needs, particularly future hiring and talent needs.
2. **Job posting:** Receiving and filling of job openings; searching resumes; providing access to a diverse labor pool
3. **Applicant pre-screening:** Assessing candidates according to the employer's requirements and hiring needs; referring candidates based on their knowledge, skills, and abilities relative to the employer requirements.
4. **Recruitment assistance:** Raising awareness of employers and job openings and attracting individuals to apply for employment at a hiring organization. Specific activities may include posting of employer announcements, provision of job applications, and hosting job fairs and mass recruitments
5. **Training assistance:** Providing training resources to enable employers to upgrade employee skills, introduce workers to new technology, or to help employees transition into new positions.
6. **Labor Market Information:** Access to information on labor market trends, statistics, and other data related to the economy, wages, industries, etc.
7. **Employer information and referral:** Provision of information on topics of interest to employers such as services available in the community, local training providers, federal laws and requirements, tax information, apprenticeship programs, human resource practices, alien labor certification, incentive programs such as WOTC or the federal bonding program, etc.
8. **Rapid Response and Layoff Aversion:** Provision of services to prevent downsizing or closure, or to assist during layoff events. Strategies may include incumbent worker training to avert lay-offs, financing options, employee ownership options, placement assistance, worker assessments, establishment of transition centers, labor-management committees, peer counseling, etc.

<b>Career Services:</b>	Career Services offered through the AJCC include services: CS1 - 17
<b>Training Services:</b>	Training Services offered through the AJCC include services: TS1 - 9
<b>Employer Services:</b>	Employer Services offered to employers include services: ES1 - 8

**Required Partner Services**

**ATTACHMENT G**

Partner Name	Program Name (from Attachment A)	Services (Enter Number from Attachment E)		Employer	Service Delivery Method (Attachment I)	Location Code (Attachment B)
		Career	Training			
Beaumont Unified School District	Title II - Adult Education & Literacy	CS2-CS5, CS8, CS12, CS17,	TS7 & TS8		T, A, B, P	
Coachella Valley Unified School Dist.	Title II - Adult Education & Literacy	CS2-CS5, CS8, CS12, CS17,	TS7 & TS8		T, A, B, P	
Corona-Norco Unified School Dist.	Title II - Adult Education & Literacy	CS2-CS5, CS8, CS12, CS17	TS7 & TS8		T, A, B, P	
Jurupa Unified School Dist.	Title II - Adult Education & Literacy	CS2-CS5, CS8, CS12, CS17	TS7 & TS8		T, A, B, P	
Lake Elsinore Unified School Dist.	Title II - Adult Education & Literacy	CS2-CS5, CS8, CS12, CS17	TS7 & TS8		T, A, B, P	
Moreno Valley Unified School Dist.	Title II - Adult Education & Literacy	CS2-CS5, CS8, CS12, CS17	TS7 & TS8		T, A, B, P	
Mt. San Jacinto Community College Dist.	Title II - Adult Education & Literacy	CS2-CS5, CS8, CS10, CS12, CS13, CS15, CS17	TS7 & TS8		T, A, B, P	
Murrieta Valley Unified School Dist.	Title II - Adult Education & Literacy	CS2-CS5, CS8, CS12, CS17	TS7 & TS8		T, A, B, P	
Riverside County Office of Education	Title I - Youth Build; Title II - Adult Education & Literacy; WIOA Programs	CS2-CS5, CS8, CS12, CS17	TS7 & TS8		T, A, B, P	
Riverside Unified School Dist.	Title II - Adult Education & Literacy	CS2-CS5, CS8, CS12, CS17	TS7 & TS8		T, A, B, P	
EDA/Housing	Housing Programs	CS1, CS8, CS10				

Partner Name	Program Name (from Attachment A)	Services (Enter Number from Attachment E)			Service Delivery Method (Attachment I)	Service Delivery Method (Attachment I)
		Career	Training	Employer		
Riverside Comm. College, Mt San Jacinto Community College, College of the Desert, Palo Verde College	Career & Technical Education programs	CS2, CS3, CS4, CS10, CS13,	TS7 & TS8		T, A, B, P	
Department of Rehabilitation	Title I Part A & B Vocational Rehabilitation Programs	CS1-5, CS8, CS10, CS12-13, CS16-17	TS2, TS7-8		T, A, B	
Dept. of Public Social Services	Title IV - TANF, Welfare-to-Work	CS1-6, CS8-11, CS12-13, CS17	TS2, TS7-8		C, T, A, B	
Office on Aging	Title V - Senior Community Services, Employment	CS2-4, CS6, CS8, CS12-13	TS7		T, A, B, P	
EDD - TAA/TRA	Title II - NAFTA	CS2-5, CS12-13			FT, T, A, B	089, 090, 330, 16160
EDD - UI Branch	Unemployment Insurance	CS9			T, A	
EDD - Workforce Services	Title III - Wagner-Peyser	CS2-5, CS9, CS13			FT, T, A, B, P	089, 090, 330, 16160
EDD - Veterans	Vet Programs	CS2-5, CS12-13			FT, T, A, B, P	089, 090, 330, 16160
EDD - Farm Workers	Title I - Migrant & Seasonal Farm Workers Programs	CS2-5			FT, T, A, B, P	090, 16160
EDA - Workforce Development Division	Title I Adult, Dislocated Workers, and Youth Programs	CS1-8, CS10-11, CS13-17	TS1-5, TS7, TS9	ES1-8	FT, T, A, B, P	089, 090, 330, 16160
Chugach Education Services, Inc	Title I - Job Corps	CS1-5, CS8, CS11, CS13-16	TS1, TS7-TS9	BS2, BS4, BS6	FT, T, A, B, P	089

Partner Name	Program Name	Services (Enter Number from Attachment E)		Employer	Service Delivery Method (Attachment I)	Service Delivery Method (Attachment I)
		Career	Training			
California Family Life Centers	Title I - Youthbuild	CS1-8, CS10-17	TS1, TS3, TS7, TS9		C/OFF, T, B	069, 239, 272
Center for Employment Training - CET	Title I - Migrant Seasonal Farmworkers; Title II - Vocational Education	CS2-4, CS10, CS13, CS17	TS7-8		T, A, B, P	
CA Indian Manpower Consortium, Inc.	Title I - Native American Programs, Workforce Development Programs	CS1-8, CS10-11, CS13-17	TS1-7, TS9		T, A, B, P	

Required Partner Services: The table above identifies the services each required partner will provide and the method(s) of service delivery each partner will use. The services are identified by the corresponding numbers listed for each service in the AJCC Services Document. The service delivery methods are identified by the codes listed in the AJCC Services Document.

**Additional Partner Services**

**ATTACHMENT H**

Partner Name	Program Name (from Attachment A)	Services (Enter Number from Attachment E)		Employer	Service Delivery Method (Attachment I)	Location Code (Attachment B)
		Career	Training			
El Sol Neighborhood Education Center	Title II – Adult Ed., ESL, HS Equivalency, EI Civics	CS2-3, CS11-12, CS15	TS3 & TS7-8		T, B, P	
Learn4Life	College & Career Readiness, High School Diploma programs	CS2-3, CS11-12	TS3 & TS7-8		T, B, P, FT	
Soboba Band of Luiseno Indians Council	Title IV – Tribal TANF	CS2-4, CS6, CS12-13, CS17	TS2, TS7-8		T, A, B, P	
Goodwill Industries of Southern California	Title I Adult Customized Career Training Services	CS1-4, CS8, CS10, CS12-15	T1-5, T9	BS1-4		

Additional Partner Services: WIOA Section 121(b)(2)(B) describes the types of programs that may be included as "additional" programs in the AJCC service delivery system. The table above identifies the services each additional partner will provide and the method(s) of service delivery each partner will use. The services are identified by the corresponding numbers listed for each service in the AJCC Services document. The service delivery methods are identified by the codes listed in the AJCC Services Document.

Per WIOA Section 121 (c) access to each partner's services and activities other than those identified in Section B will be provided as follows:

Partner Name	Program Name	Method of Access to Other Services



Riverside County  
America's Job Center of California  
**WIOA PARTNER REFERRAL FOR SERVICES**

Date: \_\_\_\_\_  
Customer's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

Referred To (Organization): \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext.: \_\_\_\_\_

Referred For:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Assessment                | <input type="checkbox"/> SSI/SSDI                  | <input type="checkbox"/> Transportation      |
| <input type="checkbox"/> Family Services           | <input type="checkbox"/> Medical/Health Services   | <input type="checkbox"/> Food Assistance     |
| <input type="checkbox"/> Education/Training        | <input type="checkbox"/> Financial Assistance      | <input type="checkbox"/> UI                  |
| <input type="checkbox"/> Counseling, Personal      | <input type="checkbox"/> Housing                   | <input type="checkbox"/> Senior Services     |
| <input type="checkbox"/> Veteran's Services        | <input type="checkbox"/> Abuse Advocate            | <input type="checkbox"/> Crisis Intervention |
| <input type="checkbox"/> Placement/Job Development | <input type="checkbox"/> Vocational Rehabilitation | <input type="checkbox"/> Other               |

Specify: \_\_\_\_\_

List of Other Agencies Referred To: \_\_\_\_\_

Referring from (Organization): \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Referred By: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Response Requested:  Yes  No Phone Confirmation:  Yes  No  
Date Referred: \_\_\_\_\_ Method of Referral:  Fax  Email  Text  
Comments: \_\_\_\_\_

Attachments (if applicable):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Release of Information | <input type="checkbox"/> Assessments       | <input type="checkbox"/> Intake/Eligibility or Employment Plan |
| <input type="checkbox"/> Payment Authorization  | <input type="checkbox"/> Work Restrictions | <input type="checkbox"/> Other: _____                          |

\*Note to the Customer: **"THIS IS A REFERRAL ONLY!"**

Services will be determined by the provider according to the agency guidelines.

\*Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling (951) 955.3100 or TTY (951) 955.9050.  
Individuals with speech and/or hearing impairments may call CA Relay 711.

Service Delivery Codes:	
Code	Method Description
FT	On-Site Staff Full Time
PT	On-Site Staff Part Time
C	Contracted Service On-Site Full Time
C/PT	Contracted Service On-Site Part Time
C/Off	Contracted Service Off-Site
T	Access Via Telephone
A	Access Via Automated System
B	Brochure/Handout
P	Posting at One-Stop Center
O	Other
NA	Not Applicable

**Partner Acronyms** **ATTACHMENT K**

Partner Name	Acronyms
California Family Life Centers	CFLC
California Indian Manpower Consortium Inc.	CIMC
Chugach Education Services, Inc.	
Coachella Valley Unified School District	CVUSD
College of the Desert	COD
Corona-Norco Unified School District	CNUSD
Department of Public Social Services	DPSS
Department of Rehabilitation	DOR
Economic Development Agency/Workforce Development Division	EDAWDD
Economic Development Agency/Housing Authority	EDA/HA
El Sol Neighborhood Education Center	ELSOLNEC
Employment Development Department-Workforce Services	EDD/WS
Employment Development Department-Trade Adjustment Assistance-Trade Readjustment Allowance	EDD-TAA/TRA
Employment Development Department-Unemployment Insurance	EDD/UI
Employment Development Department-Veterans	EDD/VETS
Employment Development Department-Farm Workers	EDD/MSFW
Goodwill Industries of Southern California	
Jurupa Unified School District	JUSD
Lake Elsinore Unified School District	LEUSD
Learn4life Concept Charter School Inland Empire Charter School	L4L
Moreno Valley Unified School District	MVUSD
Mt. San Jacinto Community College	MSJC
Murrieta Valley Unified School District	MVUSD
Office on Aging	OOA
Palo Verde College	PVC
Riverside Community College District	RCCD
Riverside County Office of Education-Jail Program	RCOE
Soboba Band of Luiseno Indians Council	

**ATTACHMENT L**

**AJCC OFF SITE WIOA ORIENTATION SCHEDULE**

Title II Site	Contact Person	WIOA Orientation Schedule	Target Group
Beaumont USD	Melanie Petago	Orientation Every 6 wks	Medical Arts Programs
Corona-Norco	Carmel Danieri	2 orientations per semester	HS Diploma Equivalent & Advanced ESL
Moreno Valley	Dr. Patricia Bazanos	3 orientations per year (Feb., Aug., Sept.)	Feb & Sept for Students & Aug for Staff
MSJC	Amy Campbell	1 per year (August)	Staff

\*\*\*Orientations will be conducted based upon need (sign-up sheet) and staff availability.

ATTACHMENT M

Career Services and Consolidated Career Services Budget

Summary of Career Services Applicable to Each One-Stop Delivery System Partner (Phase I/MOU)									
Basic Career Services	Tech/Ed	T-I/DW	T-I>Youth	T-II/AEL	T-III/WP	T-IV/VR	TANF		
T-I Program Eligibility	X	X	X			X			
Outreach, Intake, Orient	X	X	X	X	X	X	X		
Initial Assessment	X	X	X	X	X	X	X		
Labor Exch/Job Search	X	X	X		X	X	X		
Referrals to Partners	X	X	X	X	X	X	X		
LMI	X	X	X		X	X			
Performance/Cost Info	X	X	X				X		
Support Service Info	X	X	X			X			
UI Info/Assistance					X				
Financial Aid Info	X	X	X	X					
Basic Career Services	Tech/Ed	FV/DVA	Job Corps	Native Am	MISF	YouthBuild	TANA		
T-I Program Eligibility			X	X		X			
Outreach, Intake, Orient	X	X	X	X	X	X	X		
Initial Assessment	X	X	X	X	X	X	X		
Labor Exchange/Job Search	X	X	X	X	X	X	X		
Referrals to Partners		X	X	X	X	X	X		
LMI	X		X	X	X	X	X		
Performance/Cost Info	X	X	X	X		X	X		

Support Service Info	X		X										
UI Info/Assistance													X
Financial Aid Info	X		X										
<b>Basic Career Services</b>	<b>Comm/Act.</b>	<b>Housing</b>	<b>UI</b>	<b>Veterans</b>	<b>AWHS/AVPCS</b>	<b>EISol</b>	<b>CET</b>						
T-I Program Eligibility	X												
Outreach, Intake, Orient	X	X		X	X		X						X
Initial Assessment	X	X		X	X	X	X						X
Labor Exchange/Job Search		X		X									
Referrals to Partners	X	X		X	X	X							X
LMI				X									
Performance/Cost Info													
Support Service Info													
UI Info/Assistance			X										
Financial Aid Info		X			X								X
<b>Individual Career Services</b>	<b>T-I Adult</b>	<b>T-I DW</b>	<b>T-I Youth</b>	<b>T-II AEL</b>	<b>T-III WP</b>	<b>T-IV VR</b>	<b>TANF</b>						
Comp Assessment			X	X		X					X		
IEP	X	X	X		X						X		X
Career Plan/Counsel	X	X	X			X					X		X
Short-Term Prevoc.			X			X					X		
Internships/Work Experience			X	X							X		
Out-of-Area Job Search					X						X		
Financial Literacy	X	X	X										
Workforce Preparation	X	X	X	X		X					X		X

Individual Career Services	Tech Ed	T-V/OAA	Job Corps	Native Am	MSF	YouthBuild	TAA
Comp Assessment			X			X	X
IEP		X	X	X		X	X
Career Plan/Counsel	X	X	X	X	X	X	X
Short-Term Prevoc.			X			X	
Internships/Work Experience	X		X			X	
Out-of-Area Job Search			X		X		X
Financial Literacy			X	X		X	
Workforce Preparation	X	X	X	X		X	
Individual Career Services	Comm. Ass.	Housing	UI	Veterans	AVHS/AVPCS	EiSol	CET
Comp Assessment				X	X	X	
IEP	X	X		X		X	X
Career Plan/Counsel	X	X		X	X	X	X
Short-Term Prevoc							
Internships/Work Experience	X						
Out-of-Area Job Search				X			X
Financial Literacy							X
Workforce Preparation	X	X			X	X	X

**Consolidated Career Services Budget**

Consolidated Budget for the Delivery of Applicable Career Services							
Applicable Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
<b>Basic Career Services:</b> T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$ 1,367,763	\$ 1,122,968	\$ 200,170	\$ 289,338	\$ 2,485,739	\$ 1,069,085	\$ 8,632,202
<b>Applicable Career Services</b>	<b>Tech Ed</b>	<b>T-V OAA</b>	<b>Job Corps</b>	<b>Native Am</b>	<b>MSF</b>	<b>Youth Build</b>	<b>TAA</b>
<b>Basic Career Services:</b> T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$ 225,000	\$ 241,500	\$ 30,750	\$ 129,770	\$ 800,000	\$ 40,000	\$ 883,274
<b>Applicable Career Services</b>	<b>Comm Act</b>	<b>Housing</b>	<b>UI</b>	<b>Veterans</b>	<b>AVIHS/AVPCS</b>	<b>EI Sol</b>	<b>CET</b>
<b>Basic Career Services:</b> T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$ 275,000	\$ 469,000	\$ 456	\$ 876,584	\$ 150,000	\$ 31,968	\$ 281,250



Applicable Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
<b>Individual Career Services:</b> Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy	\$ 810,975	\$ 892,439	\$ 1,268,584	\$ 289,338	\$ 480,974	\$ 1,069,085	\$ 16,527,416
<b>Applicable Career Services</b>	<b>Tech Ed</b>	<b>T-V OAA</b>	<b>Job Corps</b>	<b>Native Am</b>	<b>MSF</b>	<b>Youth Build</b>	<b>TAA</b>
<b>Individual Career Services:</b> Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy	\$ 225,000	\$ 125,753	\$ 30,750	\$ 129,770	\$ 120,000	\$ 44,000	\$ 146,473
<b>Applicable Career Services</b>	<b>Comm Act</b>	<b>Housing</b>	<b>UI</b>	<b>Veterans</b>	<b>AVHS/AVPCS</b>	<b>EI Sol</b>	<b>CET</b>
<b>Individual Career Services:</b> Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy	\$ 225,000	\$ 234,500	\$ 77,415	\$ 142,946	\$ 150,000	\$ 31,968	\$ 281,250
<b>Consolidated budget total of career services delivered through the One-Stop system: \$ 45,874,658</b>							