

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



ITEM: 3.25  
(ID # 19293)

MEETING DATE:  
Tuesday, October 04, 2022

FROM : HOUSING AND WORKFORCE SOLUTIONS:

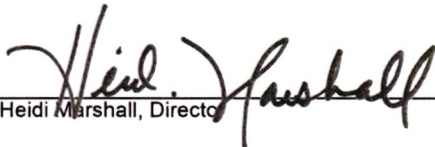
SUBJECT: HOUSING AND WORKFORCE SOLUTIONS / WORKFORCE DEVELOPMENT DIVISION (HWS/WDD): Ratify and Approve the Memorandum of Understanding with Partners pursuant to the Workforce Innovation and Opportunity Act of 2014 with various partner agencies for Local Workforce Development Area services and America's Job Center of California operation for three years; All Districts. [\$0]

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 Memorandum of Understanding with Partners pursuant to the Workforce Innovation and Opportunity Act of 2014 (WIOA MOU) with various partner agencies for Local Workforce Development Area service and America's Job Center of California for a term commencing on July 1, 2022 and terminating on June 30, 2025;

Continued on page 2

ACTION: Policy

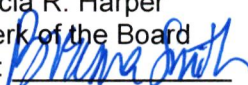
  
Heidi Marshall, Director 9/12/2022

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MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Jeffries 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: October 4, 2022  
xc: HWS/WDD

Kecia R. Harper  
Clerk of the Board  
By:   
Deputy

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

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

3. Authorize the Chairman of the Board of Supervisors and the Director of the Housing and Workforce Solutions Department (HWS), or designee, to execute the WIOA MOU on behalf of the County; and
4. Authorize the Director of HWS, or designee, to take the steps necessary to implement the WIOA MOU including, but not limited to, negotiating and signing subsequent essential and relevant documents and agreements during the term of the WIOA MOU, and any subsequent amendments, provided that all documents, agreements, and amendments are approved as to form by County Counsel.

| <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: N/A</b> |                             |                          | <b>Budget Adjustment: No</b>                    |                     |
|                             |                             |                          | <b>For Fiscal Year: 22/23,<br/>23/24, 24/25</b> |                     |

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

**BACKGROUND:**

**Summary**

In July of 2014, Congress enacted the Workforce Innovation and Opportunity Act (WIOA). The federal WIOA is the primary funding source for programs and services provided by the Riverside County Housing and Workforce Solutions Department/Workforce Development Division (HWS/WDD). 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.

WIOA funding is granted by the federal Department of Labor to the California Employment Development Department (EDD), which in turn, subgrants WIOA funds to WDD. WDD is subject to regulations and requirements of WIOA funding promulgated by both the federal Department of Labor and the EDD.

Workforce development services are provided to Riverside County residents and employers through a one-stop delivery system known as America's Job Center of California (AJCC). Riverside County's four AJCCs are located in the cities of Riverside, Moreno Valley, Hemet, and Indio. They serve as all-inclusive access points for education and training programs that provide demand-driven skills attainment, especially for those with barriers to employment. Delivery of workforce services is provided by WDD and its workforce system partners. Certain partners are

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co-located at WDD's AJCCs. Other workforce system partners are not co-located, but still provide coordinated services to customers.

Pursuant to WIOA, WDD developed a Memorandum of Understanding (MOU) with its partners to solidify partnerships and provide comprehensive, integrated workforce development services to employers and jobseekers in Riverside County. EDD implemented a phased approach to the MOU-development process. In 2016, under MOU Phase I, WDD identified and addressed service coordination and collaboration among AJCC partners to operate the AJCCs. 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. Subsequent amendments to the MOU in 2017 and 2018 added partners and included the operational cost of the One-Stop system, which increased the partners' share and support of the AJCCs.

Because the existing MOU expires on June 30, 2022, EDD requires that WDD review and update the MOU and related infrastructure funding agreements. To satisfy that requirement, WDD has reviewed the MOU with workforce system partners. Updates are reflected in the attached WIOA Partner MOU for the period July 1, 2022 through June 30, 2025 (WIOA MOU). All partners to the proposed 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 collaboration memorialized in the WIOA MOU, partners provide workforce services to Riverside County employers, jobseekers, veterans and their spouses, low-income individuals, unemployed individuals applying for unemployment benefits, and individuals with disabilities.

Of importance, WDD is committed to adequately serve, assist, and respond to County residents and businesses. Pressing workforce needs of the County, combined with growing financial constraints, require ongoing reexamination or "reimagining" as to how workforce services can be improved or redesigned. As such, different service models are under consideration. The WIOA MOU is a WIOA-required document and the arrangements memorialized within it apply to workforce system partnerships, regardless of and unrelated to potential changes in WDD's service model.

Staff recommend that the Board of Supervisors approve and authorize the Chair of the Board to sign the attached WIOA MOU, which has been approved as to form by County Counsel.

**California Environmental Quality Act (CEQA)**

The proposed WIOA MOU has been reviewed and determined to be exempt from CEQA pursuant to State CEQA Guidelines Section 15061(b)(3), Common Sense, General Rule Exemption. The 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. It can be seen with certainty that there is no possibility that the aforementioned services may have a

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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 effects.

**Impact on Residents and Businesses**

The proposed WIOA MOU enables WDD and its partners in the workforce system to continue providing a wide array of workforce and employment related services and resources to Riverside County residents and employers.

**ATTACHMENT:**

- WIOA MOU

  
Erianna Lontajo, Principal Management Analyst

9/27/2022

  
Kristine Bell-Valdez, Supervising Deputy County Counsel

9/20/2022



**COUNTY OF RIVERSIDE  
WORKFORCE DEVELOPMENT BOARD**

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

OCT 04 2022 3.25

**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, 2022 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, 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) 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, and state public orders, 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 Housing and Workforce Solutions Department Workforce Development 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, 2022 through June 30, 2025, unless otherwise terminated, as provided in the Termination Article XXII. The MOU will be reviewed, at a minimum, every year to identify any substantial changes that have occurred and shall automatically renew, unless otherwise changed or terminated, as provided in the Termination Article XXII. 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 –  
Lifelong Learning Administration Corporation (LLAC) – Learn4life Concept Charter Schools  
Goodwill Industries of Southern California  
Riverside County Housing and Workforce Solutions Department 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 Department of Public Social Services – CalWORKS  
Riverside County Housing and Workforce Solutions Department – Housing  
Riverside County Housing and Workforce Solutions Department Workforce Development Division

**Comprehensive 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 Housing and Workforce Solutions Department Workforce Development Division

**Comprehensive AJCC #4 Moreno Valley**  
**12625 Frederick St. Ste. K-3**  
**Moreno Valley, CA 92553**

Partners Co-located at this AJCC  
State of California Department of Rehabilitation  
City of Moreno Valley  
Riverside County Housing and Workforce Solutions Department Workforce Development Division

**Affiliate AJCC #5 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 including:
  - Adults;
  - Dislocated Workers;
  - Youth;
  - Job Corps;
  - YouthBuild;
  - Native American programs; and
  - Migrant and seasonal farmworker programs
- WIOA Title II Adult Education and Family Literacy Act (AEFLA) program
- WIOA Title III Wagner-Peyser Act Employment Service program
- WIOA Title IV Vocational Rehabilitation (VR) program
- Carl D. Perkins Career and Technical Education Act programs
- Senior Community Service Employment Program authorized under Title V of the Older Americans Act
- Jobs for Veterans State Grants programs authorized under chapter 41 of the title 38, U.S.C.
- Community Services Block Grants employment and training activities
- Trade Adjustment Assistance activities authorized under the Trade Act
- Housing and Urban Development employment and training activities
- Unemployment Compensation
- Temporary Assistance for Needy Families (TANF)/CalWORKs

## **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. Adherence to state and federal program requirements.
- c. Responsiveness to local and economic conditions, including employer needs.
- d. Adherence to common data collection and reporting needs.
  
- e. Adherence to strategic planning principles adopted by the WIOA for long-range planning, including the requirement for continuous improvement.
  
- f. Diligence in developing coordinated local leadership in workforce development through:
  - i. Responsiveness to participant/customer needs;
  - ii. Maintenance of system infrastructure;
  - iii. Shared technology and information, according to confidentiality requirements in the Confidentiality Section of this MOU;
  - iv. Performance management to measure the success of the local AJCC One-Stop system overall and enhance performance in a spirit of quality management and continuous improvement.
  
- 6. Make the CalJOBS<sup>sm</sup> service(s) applicable to the Partner program available to customers through the AJCC One-Stop Delivery System. Per Directive WSD16-23, WIOA Title 1 and Title III core and partner programs are required to direct key into CalJOBS in a timely manner to ensure a single common record is maintained according to federal requirements.
  
- 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, and that Partners with customers accessing the system have the tools to promote and support such access.
  
- 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.
5. Adherence to all local, state, and federal laws and regulations, including public health orders.

### **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 the County of Riverside Department of Housing and Workforce Solutions (HWS), Workforce Development Division (WDD). 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.

For Native American Programs: WIOA Section 121(h)(2)(D)(iv) stipulates that Native American programs are not required to contribute and will not be contributing to infrastructure funding.

#### **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 HWS/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 space in 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: Americans 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 publicly 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 Housing and Workforce Solutions-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 Housing and Workforce Solutions-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 WOA 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]**

**Jeff Hewitt , Riverside County Board of  
Supervisors Chair**

Authorized Signatory and Title

Signature

(951) 955-1050

Telephone number / Facsimile number

Date

[district5@rivco.org](mailto:district5@rivco.org)

E-mail address

APPROVED AS TO FORM:  
County Counsel

By:

Lisa Sanchez  
Lisa Sanchez  
Deputy County Counsel

ATTEST:

KECIA B. HARPER, Clerk

By

Martha Smith  
DEPUTY

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

***[LWDB Chairperson]***

**Patrick Ellis, Workforce Development Board  
Chair**

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

\_\_\_\_\_  
Signature

(951) 955-3100 / (951) 955-3131  
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Telephone number / Facsimile number

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E-mail address

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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, Executive Director of  
Workforce Development**

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

\_\_\_\_\_  
Signature

(951) 955-3100

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

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

***[Employment Development Department]***

**Carolyn Reyna, Deputy Division Chief, Employment Development Dept. Workforce Services**

Authorized Signatory and Title

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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

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

**Natasha Gillyard, Administrator, Employment Development Dept. Unemployment  
Insurance Center-Riverside, ARU 040 UI Branch**

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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

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

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

---

Authorized Signatory and Title

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342 N. San Fernando Road, Los Angeles, CA 90031  
Address

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Signature

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(323) 223-1211

Telephone number / Facsimile number

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Date

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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

***[City of Moreno Valley]***

**Mike Lee, City Manager, Economic Development Director**

Authorized Signatory and Title

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Address

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Signature

Date

---

Telephone number / Facsimile number

E-mail address

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

***[Val Verde Adult School]***

**Mark LeNoir, Assistant Superintendent of Education Services**

Authorized Signatory and Title

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

***[Department of Rehabilitation]***

**Robert Loeun, DOR Inland Empire Regional Director**

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MEMORANDUM OF UNDERSTANDING  
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Signature Page

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

**Sayori Baldwin, Assistant County Executive Officer, Director of Public Social Services**

Authorized Signatory and Title

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MEMORANDUM OF UNDERSTANDING  
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Signature Page

**[SER-Jobs for Progress]**

**Esteban Gonzales, SCSEP Director**

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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**

Authorized Signatory and Title

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MEMORANDUM OF UNDERSTANDING  
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Signature Page

**[Job Corps] -**

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Authorized Signatory and Title

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Address

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Signature

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Date

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Telephone number / Facsimile number

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E-mail address

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MEMORANDUM OF UNDERSTANDING  
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Signature Page

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

**Hermelinda Sapien, CEO**

Authorized Signatory and Title

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Address

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MEMORANDUM OF UNDERSTANDING  
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Signature Page

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

**Lorenda T. Sanchez, Executive Director**

Authorized Signatory and Title

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

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

**Isaiah Vivanco, Tribal Chairman of the Soboba Band of Luiseño Indians**

Authorized Signatory and Title

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Address

Signature

(951) 654-2765 ext.4115

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

***[Alvord Unified School District]***

**Dusteen Nevatt, Chief Business Officer, Business Services**

Authorized Signatory and Title

9 KPC Parkway, Corona, CA 92879

Address

Signature

Date

(951) 509-5095 (951)-358-1507

Dusty.nevatt@alvordschools.org

Telephone number / Facsimile number

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

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

**Penni S. Harbauer, Chief Business Official**

Authorized Signatory and Title

350 W. Brookside Avenue, Beaumont, CA 92223

Address

Signature

(951) 845-1631 ext. 5360 (951)-845-4561

Telephone number / Facsimile number

Date

pharbauer@beaumontusd.k12.ca.us

E-mail address

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MEMORANDUM OF UNDERSTANDING  
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Signature Page

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

**Dr. Luis Valentino, Superintendent of Schools**

Authorized Signatory and Title

1099 Orchard Avenue, Coachella CA 92236

Address

Signature

Date

(760) 848-1166

[luis.valentino@cvusd.us](mailto:luis.valentino@cvusd.us)

Telephone number / Facsimile number

E-mail address

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Signature Page

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

**Jordana Moreno, Director**

Authorized Signatory and Title

300 South Buena Vista Ave., Corona CA 92882

Address

Signature

Date

(951) 736-5051      (951) 736-5055  
Telephone number / Facsimile number

jjmoreno@cnusd.k12.ca.us  
E-mail address

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MEMORANDUM OF UNDERSTANDING  
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Signature Page

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

**Dr. Trent Hansen, Superintendent**

Authorized Signatory and Title

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

Signature

(951) 360-4168      (951) 360-4195  
Telephone number / Facsimile number

Date

trenton.hansen@jUSD.k12.ca.us  
E-mail address

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MEMORANDUM OF UNDERSTANDING  
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Signature Page

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

**Julie Edmunds, Chief Business Official, Fiscal Support Services**

Authorized Signatory and Title

21330 Lemon Street, Wildomar, CA 92595

Address

Signature

Date

(951) 253-7000      (951) 253-7194  
Telephone number / Facsimile number

julie.edmunds@leusd.k12.ca.us  
E-mail address

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MEMORANDUM OF UNDERSTANDING  
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Signature Page

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

**Esperanza Arce, Chief Academic Officer**

Authorized Signatory and Title

**Susana Lopez, Chief Business Official**

Authorized Signatory and Title

25634 Alessandro Blvd., Moreno Valley CA 92553

Address

Signature

(951) 571-7500 ext. 17585 (951)-571-7550  
(951) 571-7500 ext. 17241

Telephone number / Facsimile number

Date

[earce@mvusd.net](mailto:earce@mvusd.net)  
[susana.lopez@mvusd.net](mailto:susana.lopez@mvusd.net)

E-mail address

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MEMORANDUM OF UNDERSTANDING  
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Signature Page

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

**Dr. Roger Schultz, Superintendent/President**

Authorized Signatory and Title

1499 North State Street, San Jacinto CA 92583

Address

Signature

Date

(951) 487-3002 (951) 654-6236  
Telephone number / Facsimile number

rschultz@msjc.edu  
E-mail address

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MEMORANDUM OF UNDERSTANDING  
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Signature Page

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

**Mary Walters, Assistant Superintendent**

Authorized Signatory and Title

41870 McAlby Court, Murrieta CA 92562

Address

Signature

(951) 696-1600 ext. 1002 (951) 304-1523

Telephone number / Facsimile number

Date

[mwalters@murrietausd.k12.ca.us](mailto:mwalters@murrietausd.k12.ca.us)

E-mail address

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MEMORANDUM OF UNDERSTANDING  
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Signature Page

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

**Reginald Thompkins, Associate Superintendent of Student Programs and Services**

Authorized Signatory and Title

3939 Thirteenth St., Riverside CA 92502

Address

Signature

Date

(951) 826-6602      (951) 826-6199  
Telephone number / Facsimile number

rthompkins@rcoe.us  
E-mail address

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MEMORANDUM OF UNDERSTANDING  
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Signature Page

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

**Erin Power, Assistant Superintendent – Business Services**

Authorized Signatory and Title

3380 14th Street, Riverside CA 92501

Address

Signature

(951) 788-7135 ext. 80423

Telephone number / Facsimile number

Date

EPower@RiversideUnified.org

E-mail address

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MEMORANDUM OF UNDERSTANDING  
FOR

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Riverside County America's Job Center of California Operations

Signature Page

***[Housing Authority]***

**Carrie Harmon, Director**

Authorized Signatory and Title

5555 Arlington Ave, Riverside, CA 92504

Address

Signature

(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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Local Workforce Development Area: Riverside County California  
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Signature Page

***[Community Action Partnership]***

**Karla Lopez del Rio, Executive Director**

Authorized Signatory and Title

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

Address

Signature

Date

(951) 955-0204

Karlopez@capriverside.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

Date

(909) 884-3735

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

Telephone number / Facsimile number

E-mail address

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MEMORANDUM OF UNDERSTANDING  
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Signature Page

***Alta Vista Public Charter, Inc. dba Vista Norte Public Charter School***

**Janet Wilson – Area Superintendent**

Authorized Signatory and Title

248 East Line Rd. Rialto, CA 92376

Address

Signature

((909) 509-5496

Telephone number / Facsimile number

Date

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

E-mail address

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MEMORANDUM OF UNDERSTANDING  
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Signature Page

***Western Educational Corporation dba Alta Vista High School***

**Janet Wilson – Area Superintendent**

Authorized Signatory and Title

11988 Hesperia Rd., Ste. B., Hesperia, CA 92345

Address

Signature

(760) 947-0006

Telephone number / Facsimile number

Date

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

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

***Western Educational Corporation dba San Diego Workforce Innovation High School***

**Lindsay Reese – Area Superintendent**

Authorized Signatory and Title

2 Euclid Ave. Suite A, National City, CA 91950

Address

Signature

(616) 432-4690

Telephone number / Facsimile number

Date

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

E-mail address

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MEMORANDUM OF UNDERSTANDING  
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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

[miramirez@cflckids.org](mailto:miramirez@cflckids.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 Housing and Workforce Solutions /Workforce Development  
**CEO Name(s):** Jeff Hewitt

**Required Partners**

| <b>Partner Name</b>   | <b>Program</b>  | <b>Program Authority</b>   |
|---|---|--|
| Alvord Unified School District<br>Beaumont Unified School District<br>Coachella Valley Unified School District<br>Corona-Norco Unified School District<br>Jurupa Unified School District<br>Lake Elsinore Unified School District<br>Moreno Valley Unified School District<br>Mt. San Jacinto Community College District<br>Murrieta Valley Unified School District<br>Riverside County Office of Education<br>Riverside Unified School District<br>College of the Desert<br>Val Verde Adult School | Adult Basic Education (ABE)<br>English as a Second Language (ESL)<br>Adult Secondary Education (ASE)<br>English Literacy and Civic Education: Civic Participation and Citizenship Preparation | Adult Education and Literacy<br>WIOA 121(b)(1)(B)(iii) - Title II  |
| Housing Authority of the County of Riverside  | Housing Programs  | Department of Housing and Urban Development (HUD)- Employment and Training Programs<br>WIOA 121 (b)(1)(B)(xi)  |
| Riverside Community College<br>Mt. San Jacinto Community College College of the Desert  | 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)  |
| SER – Jobs for Progress, Inc. (SER)   | 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)   |
| HWS / 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)  |
| Job Corps   | 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

| Partner Name                               | Program  | Program Authority  |
|--|--|--|
| Alta Vista Innovation High School          | College & Career Readiness, Career Technical Training for ages 14 – 24, High School Diploma programs | California Department of Education, Education and Literacy programs Title II |
| San Diego Workforce Innovation High School | College & Career Readiness, Career Technical Training for ages 14 – 24, High School Diploma programs | California Department of Education, Education and Literacy programs Title II |
| Vista Norte                                | 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             | 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                    |
| Comprehensive    | 092           | Hemet AJCC                    | 749 State Street<br>Hemet, CA 92543                         |
| Comprehensive    | 405           | Moreno Valley                 | 12625 Frederick St. Suite K-3, Moreno Valley, CA 92552      |
| Affiliate        | 16160         | Blythe                        | 1 College Drive, PE Building<br>Blythe, CA 92225            |
| Specialized AJCC | 272           | Rubidoux YOC                  | 5656 Mission Blvd.<br>Riverside, CA 92509                   |
| Specialized AJCC | 239           | Lake Elsinore Plant Youth YOC | 400 W. Graham<br>Lake Elsinore, CA 92530                    |
| Specialized AJCC | 069           | Hemet Empower Youth YOC       | 930 N. State Street<br>Hemet, CA 92543                      |
| Specialized AJCC | 332           | Moreno Valley YOC             | 23080 Alessandro Blvd. Suite 236<br>Moreno Valley, CA 92553 |
| Specialized AJCC | 237           | The Perris Oasis YOC          | 11 South D Street, Suite 12<br>Perris, CA 92570             |
| Specialized AJCC | 238           | Indio YOC                     | 45-691 Monroe St., Suite 6<br>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.

| Entity                            | Entity Name & Contact   | Address   | Email  |
|-----------------------------------|-------------------------|---|--|
| AJCC One-Stop Operator            | Arbor-ResCare           | 23080 Alessandro Blvd., Suite 236<br>Moreno Valley, CA 92553    | <a href="mailto:adrineh.terantonians@equusworks.com">adrineh.terantonians@equusworks.com</a> |
| Director of Workforce Development | HWS/WDD – Carrie Harmon | 1325 Spruce St.<br>Riverside, CA 92507                          | <a href="mailto:charmon@rivco.org">charmon@rivco.org</a>                                     |
| Fiscal Agent                      | HWS – Esmeralda Oviedo  | 555 Arlington Ave.<br>Riverside, CA 92504                       | <a href="mailto:esoviedo@rivco.org">esoviedo@rivco.org</a>                                   |
| Chief Elected Official            | BOS - Jeff Hewitt       | 4080 Lemon St.,<br>5 <sup>th</sup> Floor<br>Riverside, CA 92502 | <a href="mailto:district5@rivco.org">district5@rivco.org</a>                                 |
| State Agency                      | EDD - Carolyn Reyna     | 1325 Spruce Street<br>Riverside, CA 92507                       | <a href="mailto:carolyn.reyna@edd.ca.gov">carolyn.reyna@edd.ca.gov</a>                       |
| Workforce Development Board       | Patrick Ellis           | 1325 Spruce Street<br>Riverside, CA 92507                       | <a href="mailto:patrick@mwcoc.org">patrick@mwcoc.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                    | 0.3%                                | \$2,180                                    |
| Dept. of Rehab                       | 172                   | 0.6%                                | \$4,360                                    |
| Job Corps                            | 116                   | 0.4%                                | \$2,907                                    |
| LLAC                                 | 298                   | 1%                                  | \$7,267                                    |
| EDD                                  | 9,467                 | 33%                                 | \$239,808                                  |
| HWS/WDD                              | 18,322                | 64.7%                               | \$470,170                                  |
| <b>Totals</b>                        | <b>28,455</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                              | 2,208                 | 27%                                 | \$90,209                                   |
| HWS/WDD                          | 5,880                 | 71%                                 | \$237,216                                  |
| <b>Totals</b>                    | <b>8,216</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                                | 1,899                 | 68%                                 | \$66,437                               |
| HWS/WDD                            | 832                   | 30%                                 | \$29,310                               |
| <b>Totals</b>                      | <b>2,795</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>Moreno Valley Co-located Partners</b> | <b>Square Footage</b> | <b>Square Footage % Per Partner</b> | <b>Partner Allocation of \$245,606</b> |
|--|-----------------------|-------------------------------------|--|
| MVBERC                                   | 4,976                 | 100%                                | \$245,606                              |
| <b>Totals</b>                            | <b>4,976</b>          | <b>100%</b>                         | <b>\$245,606</b>                       |

All infrastructure costs are currently covered by the City of Moreno Valley

| <b>Blythe Co-located Partners</b> | <b>Square Footage</b> | <b>Square Footage % Per Partner</b> | <b>Partner Allocation of \$ 83,844</b> |
|-----------------------------------|-----------------------|-------------------------------------|--|
|                                   |                       |                                     |  |
| <b>Totals</b>                     | <b>2,329</b>          | <b>100%</b>                         | <b>\$83,844</b>                        |

## Dedicated & Common Space Actuals

\*\*\* 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.

| AJCC Infrastructure Budget***<br>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>  |                       | \$ 807,436        |
| <b>Utilities and Maintenance</b>   |                       |                   |
| Telephones (Landlines)   |                       |                   |
| Total Lines  | 55                    | \$ 8,184          |
| Common Lines (\$12.40 Per Line)  | <b>5</b>              | <b>\$ 744</b>     |
| <b>Utilities and Maintenance Costs Subtotal:</b>                         |                       | \$ 8,184          |
| <b>Equipment</b>   |                       |                   |
| Maint – Office Equipment   |                       |                   |
| Total  | 23                    | \$ 3,788          |
| Common (\$13.72 per)   | <b>8</b>              | <b>\$ 1,317</b>   |
| <b>Equipment Costs Subtotal:</b>   |                       | \$ 3,788          |
| <b>Technology to Facilitate Access to the AJCC</b>                       |                       |                   |
| RCIT   |                       |                   |
| Total  | 99                    | \$ 177,459        |
| Common (149.38 per computer)   | <b>51</b>             | <b>\$ 91,421</b>  |
| High-Speed Internet  |                       |                   |
| Total  | 99                    | \$ 59,714         |
| Common (50.26 per PC, per month)   | <b>51</b>             | <b>\$ 30,759</b>  |
| <b>Technology to Facilitate Access Costs Subtotal:</b>                   |                       | \$ 237,173        |
| <b>TOTAL INFRASTRUCTURE COST FOR THIS AJCC:</b>                          |                       | \$ 1,056,581      |
| <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%                   | \$ <b>2,180</b>  |
| <b>Utilities and Maintenance</b>                   |                       |                  |
| Telephones (Landlines)                             |                       |                  |
| Common Lines (\$12.40 Per Line)                    | 5                     | \$ 744           |
| Partner Share                                      | .3%                   | \$ <b>22</b>     |
| <b>Equipment</b>                                   |                       |                  |
| Maint – Office Equipment                           |                       |                  |
| Common (13.72 per)                                 | 8                     | \$ 1,317         |
| Partner Share                                      | .3%                   | \$ <b>40</b>     |
| <b>Technology to Facilitate Access to the AJCC</b> |                       |                  |
| RCIT   |                       |                  |
| Common (149.38 Per Computer)                       | 51                    | \$ 91,421        |
| Partner Share                                      | .3%                   | \$ <b>2,742</b>  |
| High-Speed Internet                                |                       |                  |
| Common (50.26 Per PC, Per Month)                   | 51                    | \$ 30,759        |
| Partner Share                                      | .3%                   | \$ <b>923</b>    |
| <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**  
**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 %                  | <b>\$ 239,808</b> |
| <b>Utilities and Maintenance</b>                   |                       |                   |
| Telephones (Landlines)                             |                       |                   |
| Common Lines (\$12.40 Per Line)                    | 5                     | \$ 744            |
| Partner Share                                      | 33%                   | <b>\$ 246</b>     |
| <b>Equipment</b>                                   |                       |                   |
| Maint – Office Equipment                           |                       |                   |
| Common (13.72 per)                                 | 8                     | \$ 1,317          |
| Partner Share                                      | 33%                   | <b>\$ 435</b>     |
| <b>Technology to Facilitate Access to the AJCC</b> |                       |                   |
| RCIT   |                       |                   |
| Common (149.38 Per Computer)                       | 51                    | \$ 91,421         |
| Partner Share                                      | 33 %                  | <b>\$ 30,169</b>  |
| High-Speed Internet                                |                       |                   |
| Common (50.26 Per PC, Per Month)                   | 51                    | \$ 30,759         |
| Partner Share                                      | 33%                   | <b>\$ 10,150</b>  |
| <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>  |

| <b>AJCC Infrastructure Budget***</b><br><b>AJCC #1 Riverside</b><br><b>Lifelong Learning Administration Corporation</b> |                              |                  |
|---|------------------------------|------------------|
| <b>Cost Category/Line Item</b>  | <b>Line Item Cost Detail</b> | <b>Cost</b>      |
| <b>Rent</b>   |                              |                  |
| Dedicated Space (1 <sup>st</sup> Floor Office)  | 298 Sq Ft                    | \$ <b>6,616</b>  |
| LFM Space Allocation via Square Footage   | 90% of Total Cost            | \$ 726,692       |
| Partner Share   | 1%                           | \$ <b>7,267</b>  |
| <b>Utilities and Maintenance</b>  |                              |                  |
| Telephones (Landlines)  |                              |                  |
| Common Lines (\$12.40 Per Line)   | 6                            | \$ 780           |
| Partner Share   | 1%                           | \$ <b>8</b>      |
| <b>Equipment</b>  |                              |                  |
| Maint – Office Equipment  |                              |                  |
| Common (\$13.72 per)  | 6                            | \$ 3,200         |
| Partner Share   | 1%                           | \$ <b>32</b>     |
| <b>Technology to Facilitate Access to the AJCC</b>  |                              |                  |
| RCIT  |                              |                  |
| Common (\$149.38 per computer)  | 66                           | \$ 118,309       |
| Partner Share   | 1%                           | \$ <b>1,183</b>  |
| High-Speed Internet   |                              |                  |
| Common (\$50.26 Per PC, Per Month)  | 66                           | \$ 7,730         |
| Partner Share   | 1%                           | \$ <b>77</b>     |
| <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***<br>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     | <b>\$ 334,107</b> |
| <b>Rental Costs Subtotal:</b>  |                       | \$ 530,328        |
| <b>Utilities and Maintenance</b>   |                       |                   |
| Telephone (Landlines)  |                       |                   |
| Total (10.83 Per)  | 10                    | \$ 1,300          |
| Common   | 6                     | <b>\$ 780</b>     |
| <b>Utilities and Maintenance Costs Subtotal:</b>                         |                       |                   |
| <b>Equipment</b>   |                       |                   |
| Maint – Office Equipment   |                       | \$                |
| Total (44.45 per)  | 11                    | \$ 5,868          |
| Common   | 6                     | <b>\$ 3,200</b>   |
| <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                    | <b>\$ 118,309</b> |
| High-Speed Internet  |                       |                   |
| Total  | 81                    | \$ 9,483          |
| Common (9.76 per PC, per month)  | 66                    | <b>\$ 7,730</b>   |
| <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>             |                       | <b>\$ 464,126</b> |

**AJCC Infrastructure Budget\*\*\***  
**AJCC #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 AJCC</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             | \$ <b>6,434</b>  |
| LFM Space Allocation via Square Footage            | 67% of Total Cost     | \$ 334,107       |
| Partner Share                                      | 2%                    | \$ <b>6,682</b>  |
| <b>Utilities and Maintenance</b>                   |                       |                  |
| Telephones (Landlines)                             |                       |                  |
| Common Lines (\$12.40 Per Line)                    | 6                     | \$ 780           |
| Partner Share                                      | 2%                    | \$ <b>16</b>     |
| <b>Equipment</b>                                   |                       |                  |
| Maint – Office Equipment                           |                       |                  |
| Common (\$13.72 per)                               | 6                     | \$ 3,200         |
| Partner Share                                      | 2%                    | \$ <b>64</b>     |
| <b>Technology to Facilitate Access to the AJCC</b> |                       |                  |
| RCIT   |                       |                  |
| Common (\$149.38 per computer)                     | 66                    | \$ 118,309       |
| Partner Share                                      | 2%                    | \$ <b>2,366</b>  |
| High-Speed Internet                                |                       |                  |
| Common (\$50.26 Per PC, Per Month)                 | 66                    | \$ 7,730         |
| Partner Share                                      | 2%                    | \$ <b>155</b>    |
| <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***<br>AJCC #3 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>             |                       | \$ 752     |
| <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 #3 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 #3 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>\$ 2,832</b> |
| <b>Total Monthly Partner Share of Cost:</b>        |                       | <b>\$ 236</b>   |

| AJCC Infrastructure Budget***<br>AJCC #4 Moreno Valley<br>Employment Resource Center |                       |                   |
|--|-----------------------|-------------------|
| Cost Category/Line Item  | Line Item Cost Detail | Cost              |
| <b>Rent (Includes Rent, Utilities, Insurance &amp; Bldg Maintenance)</b>             |                       |                   |
| Dedicated Space  | 4,976 sq. ft.         | \$ 159,844        |
| Partner Share*   | 100%                  | \$ 159,844        |
| <b>Rental Costs Subtotal:</b>  |                       | <b>\$ 159,844</b> |
| <b>Utilities and Maintenance</b>   |                       |                   |
| Telephones (Landlines)   |                       |                   |
| Total Lines  | 11                    | \$ 1,932          |
| Common Lines (\$176 Per Line)  | 2                     | \$ 351            |
| Partner Share*   | 100%                  | \$ 1,932          |
| <b>Utilities and Maintenance:</b>  |                       | <b>\$ 1,932</b>   |
| <b>Equipment</b>   |                       |                   |
| Maint – Office Equipment   |                       |                   |
| Total  | 2                     | \$ 1,200          |
| Common (\$600 Per)   | 2                     | \$ 1,200          |
| Partner Share*   | 100%                  | \$ 1,200          |
| <b>Equipment:</b>  |                       | <b>\$ 1,200</b>   |
| <b>Technology to Facilitate Access to the AJCC</b>                                   |                       |                   |
| MoVal IT   |                       |                   |
| Total  | 40                    | \$ 75,646         |
| Common (\$1891 Per Computer)   | 29                    | \$ 54,843         |
| Partner Share*   | 100%                  | \$ 75,646         |
| High-Speed Internet  |                       |                   |
| Total  | 40                    | \$ 6,984          |
| Common (\$175 Per Computer)  | 29                    | \$ 5,063          |
| Partner Share*   | 100%                  | \$ 6,984          |
| <b>Technology to Facilitate Access to the AJCC:</b>                                  |                       | <b>\$ 82,630</b>  |
| <b>TOTAL INFRASTRUCTURE COST FOR THIS AJCC:</b>                                      |                       | <b>\$ 245,606</b> |
| <b>TOTAL ANNUAL PARTNER SHARE OF COST:</b>   |                       | <b>\$ 245,606</b> |
| <b>TOTAL MONTHLY PARTNER SHARE OF COST:</b>  |                       | <b>\$ 20,467</b>  |

AJCC Infrastructure Budget\*\*\*

**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%                   | \$ <b>79,038</b>     |
| <b>Utilities and Maintenance</b>                   |                       |                      |
| Telephones (Landlines)                             |                       |                      |
| Common Lines (\$25.97 Per Line)                    | 3                     | \$ 935               |
| Partner Share                                      | 89%                   | \$ <b>832</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 HWS  |
| 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>\$ 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 HWS  |
| 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 Housing and Workforce Solutions Department, Workforce Development Division
  - Inland Empire Job Corps
  - YouthBuild
    - California Family Life Centers
    - Riverside County Office of Education
  - Native American Programs
    - California Indian Manpower Consortium Inc.
    - Soboba Band of Luiseno Indians
  - Migrant Seasonal Farmworkers
    - Center for Employment Training
    - State of California Employment Development Department
- ❖ Title II Adult Education and Literacy
  - Alvord Unified School District
  - 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
  - Val Verde Adult School
  - College of the Desert
  - Mt. San Jacinto Community College
- ❖ 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
  - Mt. San Jacinto Community College
  - Riverside Community 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
  - SER-Jobs for Progress
- ❖ Veterans
  - State of California Employment Development Department
- ❖ Community Services Block Grant
  - County of Riverside Community Action Partnership
- ❖ Unemployment Compensation

- State of California Employment Development Department

- ❖ Title IV Tribal TANF
  - Soboba Band of Luiseno Indians
- ❖ Title II Adult Ed
  - El Sol Neighborhood Education Center
- ❖ Title I WIOA Adult Customized Career Training Services
  - Goodwill Industries of Southern California
- ❖ Comprehensive AJCC Site
  - City of Moreno Valley

**AJCC ADDITIONAL PARTNERS LIST****ATTACHMENT E3****Alta Vista Innovation High School, San Diego Workforce Innovation High School  
& Vista Norte Locations**

|                                     |                     |                |  |
|-------------------------------------|---------------------|----------------|--|
| Alta Vista Innovation High School   | Apple Valley        | San Bernardino | 21660 Bear Valley Rd., Apple Valley, CA 92308        |
| Alta Vista Innovation High School   | Fontana             | San Bernardino | 17244 Randall Ave., Fontana, CA 92335                |
| Alta Vista Innovation High School   | Hesperia            | San Bernardino | 11988 Hesperia Rd., Hesperia, CA 92345               |
| Alta Vista Innovation High School   | Rancho Cucamonga    | San Bernardino | 8520 Archibald Ave. Rancho Cucamonga, CA 91730       |
| Alta Vista Innovation High School   | Riverside           | Riverside      | 6780 Indiana Ave., Riverside, CA 92506               |
| Alta Vista Innovation High School   | San Jacinto         | Riverside      | 1112 S. State Street., San Jacinto, CA 92583         |
| Alta Vista Innovation High School   | Highland            | San Bernardino | 842 Highland Ave., Highland, CA 92346                |
| Alta Vista Innovation High School   | San Bernardino      | San Bernardino | 689 W. 2 <sup>nd</sup> St., San Bernardino, CA 92410 |
| Alta Vista Innovation High School   | Adelanto            | San Bernardino | 12100 Palmdale Rd., Adelanto, CA 92301               |
| Alta Vista Innovation High School   | Riverside (Chicago) | Riverside      | 4135 Chicago Ave., 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                |

**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.

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

**Required Partner Services**

**ATTACHMENT G**

| Partner Name                            | Program Name<br>(from Attachment A)   | Services (Enter Number from Attachment E)  |           |          | Service Delivery Method<br>(Attachment I) | Location Code<br>(Attachment B) |
|---|---|--|-----------|----------|---|---------------------------------|
|   |   | Career                                     | Training  | Employer |   |                                 |
| Alvord Unified School District          | Title II – Adult Education & Literacy   | CS2-CS5, CS8, CS12, CS17                   | TS7 & TS8 |          | T, A, B, P                                |                                 |
| 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;<br>Title II - Adult Education & Literacy;<br>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                                |                                 |
| Val Verde Adult School                  | Title II - Adult Education & Literacy   | CS2-CS5, CS8, CS12, CS17                   | TS7 & TS8 |          | T, A, B, P                                |                                 |
| HWS/Housing                             | Housing Programs  | CS1, CS8, CS10                             |           |          |   |                                 |

| Partner Name  | Program Name<br>(from Attachment A)                                 | Services (Enter Number from Attachment E) |                 |               | Service Delivery Method<br>(Attachment I) | Service Delivery Method<br>(Attachment I) |
|---|---|---|-----------------|---------------|---|---|
|   |   | Career                                    | Training        | Employer      |   |   |
| Riverside Comm. College, College of the Desert,         | Career & Technical Education programs                               | CS2, CS3, CS4, CS10, CS13,                | TS7 & TS8       |               | T, A, B, P                                |   |
| Mt San Jacinto Community College, College of the Desert | Title II.- Adult Education & Literacy, Career & Technical Education | CS2-SC5, CS8, CS10, CS12, CS13, CS17      | 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                                |   |
| SER-Jobs for Progress                                   | 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                                |
| HWS – 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                      |
|   | 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) |                    |          | Service Delivery Method (Attachment I) | Service Delivery Method (Attachment I) |
|--------------------------------------|--|---|--------------------|----------|--|--|
|                                      |  | Career                                    | Training           | Employer |  |  |
| 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<br>(from Attachment A)                      | Services (Enter Number from Attachment E) |             |          | Service Delivery Method<br>(Attachment I) | Location Code<br>(Attachment B) |
|--|--|---|-------------|----------|---|---------------------------------|
|  |  | Career                                    | Training    | Employer |   |                                 |
| 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                                   |                                 |
| Alta Vista Innovation High School          | College & Career Readiness, High School Diploma programs | CS2-3, CS11-12                            | TS3 & TS7-8 |          | T, B, P, FT                               |                                 |
| San Diego Workforce Innovation High School | College & Career Readiness, High School Diploma programs | CS2-3, CS11-12                            | TS3 & TS7-8 |          | T, B, P, FT                               |                                 |
| Vista Norte                                | College & Career Readiness, High School Diploma programs | CS2-3, CS11-12                            | TS3 & TS7-8 |          | T, B, P, FT                               |                                 |
| Soboba Band of Luiseno Indians             | 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.

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

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

| <b>Partner Name</b>  | <b>Acronyms</b> |
|--|-----------------|
| California Family Life Centers   | CFLC            |
| California Indian Manpower Consortium Inc.   | CIMC            |
| 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             |
| Housing and Workforce Solutions/Workforce Development Division                             | HWS/WDD         |
| Housing and Workforce Solutions/Housing Authority  | HWS/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           |
| Alta Vista Innovation High School  | AVIHS           |
| San Diego Workforce Innovation High School   | SDWIHS          |
| Vista Norte  | VN              |
| Moreno Valley Unified School District  | MVUSD           |
| Mt. San Jacinto Community College  | MSJC            |
| Murrieta Valley Unified School District  | MVUSD           |
| Riverside Community College District   | RCCD            |
| Riverside County Office of Education-Jail Program  | RCOE            |
| Soboba Band of Luiseno Indians   |                 |

## 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 weeks                   | 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  | T-I Adult | 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   | T-V OAA | Job Corps | Native Am | MSF      | YouthBuild | TAA  |
| 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          |      |

|                                   |                  |                |                  |                 |                    |                |             |
|-----------------------------------|------------------|----------------|------------------|-----------------|--------------------|----------------|-------------|
| Support Service Info              | X                |                | X                | X               |                    |                |             |
| UI Info/Assistance                |                  |                |                  |                 |                    | X              |             |
| Financial Aid Info                | X                |                | X                | X               |                    |                |             |
| <b>Basic 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>  |
| T-I Program Eligibility           | X                |                |                  |                 |                    |                |             |
| Outreach, Intake, Orient          | X                | X              |                  | X               | X                  |                | X           |
| Initial Assessment                | X                | X              |                  | X               | X                  | X              | X           |
| Labor Exchange/Job Search         |                  | X              |                  | X               |                    |                |             |
| Referrals to Partners             | 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              |             |
| IEP                               | X                | X              | X                |                 | X                  | X              | X           |
| Career Plan/Counsel               | X                | X              | X                |                 |                    | X              | X           |
| Short-Term Prevoc.                |                  |                | 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              |             |

| <b>Individual Career Services</b> | <b>Tech Ed</b>  | <b>T-V OAA</b> | <b>Job Corps</b> | <b>Native Am</b> | <b>MSF</b>         | <b>YouthBuild</b> | <b>TAA</b> |
|-----------------------------------|-----------------|----------------|------------------|------------------|--------------------|-------------------|------------|
| 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                 |            |
| <b>Individual Career Services</b> | <b>Comm Act</b> | <b>Housing</b> | <b>UI</b>        | <b>Veterans</b>  | <b>AVIHS/AVPCS</b> | <b>El Sol</b>     | <b>CET</b> |
| 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**

| <b>Consolidated Budget for the Delivery of Applicable Career Services</b>   |                  |                |                  |                  |                    |                    |              |
|---|------------------|----------------|------------------|------------------|--------------------|--------------------|--------------|
| <b>Applicable 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>  |
| <b>Basic Career Services:</b><br>T-I Eligibility/Initial Assess<br>Outreach, Intake, Orient<br>Labor Exchange/Job Search<br>Referrals/LMI<br>Support Service Info<br>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><br>T-I Eligibility/Initial Assess<br>Outreach, Intake, Orient<br>Labor Exchange/Job Search<br>Referrals/LMI<br>Support Service Info<br>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><br>T-I Eligibility/Initial Assess<br>Outreach, Intake, Orient<br>Labor Exchange/Job Search<br>Referrals/LMI<br>Support Service Info<br>UI Info/Fin Aid Info | \$ 275,000       | \$ 469,000     | \$ 456           | \$ 876,584       | \$ 150,000         | \$ 31,968          | \$ 281,250   |

| <b>Applicable 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>   |
|--|------------------|----------------|------------------|------------------|--------------------|--------------------|---------------|
| <b>Individual Career Services:</b><br>Comp Assessment/IEP<br>Career Plan/Counsel<br>Short-Term Pre-vocational<br>Internship/Work<br>Experience<br>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><br>Comp Assessment/IEP<br>Career Plan/Counsel<br>Short-Term Pre-vocational<br>Internship/Work<br>Experience<br>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>AVIHS/AVPCS</b> | <b>EI Sol</b>      | <b>CET</b>    |
| <b>Individual Career Services:</b><br>Comp Assessment/IEP<br>Career Plan/Counsel<br>Short-Term Pre-vocational<br>Internship/Work<br>Experience<br>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>   |                  |                |                  |                  |                    |                    |               |