

OPERATIONS OF THE AMERICA'S JOB CENTER OF CALIFORNIA IN IMPERIAL COUNTY

MEMORANDUM OF UNDERSTANDING

BETWEEN

IMPERIAL COUNTY WORKFORCE DEVELOPMENT BOARD,

IMPERIAL COUNTY BOARD OF SUPERVISORS

AND

PARTNERS OF THE AMERICA'S JOB CENTER OF CALIFORNIA

WIOA Title I Adult, Dislocated Worker, and Youth	Imperial County Workforce and Economic Development Office
WIOA Title II Adult, Education and Literacy	Central Union High School District
WIOA Title III Wagner-Peyser Trade Adjustment Assistance Act Veterans Unemployment Compensation	California Employment Development Department
WIOA Title IV Vocational Rehabilitation	California Department of Rehabilitation
Carl Perkins Career Technical Education	Imperial Valley College
Title V Older Americans Act	Imperial County Public Administrators Area Agency on Aging
Job Corps	San Diego Job Corps
Native American Programs	California Manpower Indian Consortium
Migrant Season Farmworkers	Center for Employment Training
Community Services Block Grant	Campeños Unidos
Housing & Urban Development	Imperial Valley Housing Authority
Temporary Assistance for Needy Families/CalWORKs	Imperial County Department of Social Services

WORKFORCE INNOVATION AND OPPORTUNITY ACT MEMORANDUM OF UNDERSTANDING

PURPOSE OF MOU

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the Local Workforce Development Board and the America's Job Center of California (AJCC) partners to establish a cooperative working relationship and to define roles and responsibilities concerning the operations of the AJCC delivery system.

The Imperial County Workforce Development Board (ICWDB) functions as the Local Workforce Development Board throughout the County of Imperial and the CLEO has designated the ICWDB as the one-stop system operator of workforce services under WIOA. The ICWDB, AJCC Partners, and CLEO enter into this MOU for the purpose of creating a one-stop system and fostering cooperative working relationships between the partners to operate as a "single service delivery system". This MOU shall serve as the framework for providing services to employers, employees, job seekers and others needing workforce services in Imperial County.

California's delivery system, the AJCC, is a locally driven system, which develops partnerships and provides programs and services to achieve three main policy objectives established by the California Workforce Development Strategic Plan:

- Foster demand-driven skills attainment
 - Aligning program content with regional industry sector needs to develop a skilled workforce with the ability to compete in a global economy.
- Enable upward mobility of all Californians.
 - Provide accessible workforce and education programs for all Californians, including those with barriers to employment.
- Align, coordinate and integrate programs and services
 - Braid services to maximize limited resources while providing the right services to customers based on each individual's unique needs.

These objectives will be accomplished by assuring access to high-quality AJCCs that provide a full range of services for all customers seeking assistance with any of the following:

- Looking to find a job
- Building basic educational or occupational skills
- Earning a postsecondary certificate or degree
- Obtaining guidance on how to make career choices
- Seeking to identify and hire skilled workers

LOCAL/REGIONAL VISION STATEMENT, MISSION STATEMENT

Our Vision: Our vision is to meet the employment and training needs of employers and job seekers, both unemployed and under-employed, in Imperial County. We strive to look ahead to issues of workforce supply and demand, to see a system that takes a leading and influencing role within a network of systems. We envision a workforce that is adequate in numbers and equipped with a work ethic, employability skills, foundational academic skills, and specific occupational skills that fit the needs of local and regional employers and prepare our workforce with the portable skills needed to compete in a global economy. We see a diverse prospective workforce with equal access to employment and training resources and a prosperous job market where there is equal opportunity for all workers and prospective workers.

In addition, we see an environment where individuals find success and satisfaction in their careers, personal growth and increase their economic prosperity to establish self-sufficiency for their families. We envision a system that is responsive to workforce needs as they emerge with the power and influence to make change happen. Ultimately, this overall process keeps the Imperial County economy strong by encouraging established businesses to grow and prospective businesses to consider Imperial County as a venue for their enterprises.

Our Mission: We provide strategic leadership to continuously improve the workforce development system by:

- Providing guidance to the One-Stop delivery system;
- Being responsive to what our customers value;
- Being responsible to our investors; and
- Being accountable for performance results.

AJCC PARTNERS TO THE MOU

Required AJCC Partners include local/regional representatives of the following programs:

- *WIOA Title I Adult, Dislocated Worker, and Youth:* Imperial County Workforce and Economic Development Office;
- *WIOA Title II Adult Education and Literacy:* Central Union High School District
- *WIOA Title III Wagner-Peyser:* California Employment Development Department
- *WIOA Title IV Vocational Rehabilitation:* California Department of Rehabilitation
- *Carl Perkins Career Technical Education:* Imperial Valley College
- *Title V Older Americans Act:* Imperial County Public Administrators Area Agency on Aging
- *Job Corps:* San Diego Job Corps
- *Native American Programs:* California Manpower Indian Consortium
- *Migrant Seasonal Farm Workers:* Center for Employment Training
- *Trade Adjustment Assistance Act:* California Employment Development Department
- *Community Services Block Grant:* Campesinos Unidos
- *Housing & Urban Development:* Imperial Valley Housing Authority

- *Unemployment Compensation*: California Employment Development Department
- *Temporary Assistance for Needy Families/CalWORKs*: Imperial County Department of Social Services

AJCC DELIVERY SYSTEM SERVICES

The AJCC Delivery System in Imperial County will consist of three comprehensive America's Job Center of California established in the cities of El Centro, Brawley, and Calexico. AJCC basic career services will be accessible 24 hours a day, seven days a week through the internet, primarily through CalJOBS and other partner websites, where available. Partners will ensure that services are provided by one or more of the following methods:

- Staff on-site at the AJCC.
- Mutually developed referral process (including identification of point of contact and use of common referral form (Attachment "B")).
- Cross-training of Partner staff to deliver information regarding services to customers.
- Utilizing technology to provide real-time access.

A detailed description of services can be found in Attachment A.

Responsibility of AJCC Partners (Attachments "C" and "D")

The AJCC Partners agree to the responsibilities outlined below:

1. The AJCC Partners will participate in joint planning, plan development, and continuous improvement of activities to accomplish the following:
 - Continuous partnership building.
 - Adherence to state and federal program requirements.
 - Monitor and respond to local and economic conditions, including employer needs.
 - Adherence to strategic planning principles adopted by WIOA for long-range planning, including the requirement for continuous improvement.
 - Adherence to common data collection and reporting principles, including need for modification or change.
 - Diligence in developing coordinated local leadership in workforce development through:
 - a. Responsiveness to participant/customer needs;
 - b. Maintenance of system infrastructure;
 - c. Shared technology and information, according to confidentiality requirements in the Confidentiality section of this MOU below;
 - d. Performance management to measure the success of the local One-Stop system overall and to enhance performance in a spirit of quality management and continuous improvement.
2. Make the AJCC system and services available to customers that are applicable to the Partner's programs.
3. Participate in the operation of the AJCC, consistent with the terms of the MOU and requirements of authorized laws.

4. Participate in capacity building and staff development activities in order to ensure that all AJCC Partners and staff are adequately cross-trained and that AJCC Partners with customers accessing the system have the tools to promote and support such access.

A detailed description of services from AJCC Partners can be found in Attachment A.

METHODS FOR REFERRING CUSTOMERS

The AJCC partners agree to utilize a common referral process and forms and to modify such processes and forms as necessary to meet the needs of all partners to the MOU. (Attachments "B" and "C")

ACCESS FOR INDIVIDUALS WITH BARRIERS TO EMPLOYMENT

Each partner to this MOU is committed to providing priority of 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 funded with WIOA adult funds.

The AJCC will ensure access for all individuals that qualify as an "individual with a barrier to employment." The term defined under WIOA means, an individual, of one or more of the following populations:

- Displaced homemakers
- Low-income individuals
- Individuals on TANF
- Indians, Alaska Natives, and Native Hawaiians, defined in section 166 of WIOA
- Individuals with disabilities, including youth
- Veterans
- Older individuals
- Ex-offenders
- Homeless individuals, defined in section 41403(6) in the Violence Against Women Act of 1994, or homeless children and youths, defined in section 725(2) of the McKinney-Vento Homeless Assistance Act
- Youth who are in or have aged out of foster care
- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- Eligible migrant and seasonal farm workers, defined in section 167 of WIOA
- Individuals within 2 years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act
- Single parents, including pregnant women
- Long-term unemployed individuals
- Such other groups as the Governor determines to have barriers to employment

The AJCC Partners' policies, procedures, programs, and services will be in compliance with the Americans with Disabilities Act of 1990 and its amendments, in order to provide equal access to all customers with disabilities.

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 AJCC Partner agrees to the following:

- Comply with the applicable provisions of WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other appropriate statutes or requirements.
- The principles of common reporting and shared technology, according to the confidentiality requirements in the Confidentiality section of this MOU below.
- Commit to share information to the greatest extent allowable under their governing legislation and confidentiality requirements.
- Maintain all records of the AJCC customers including, but not limited to, 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, as resources allow.
- All AJCC Partners shall agree upon system security provisions, according to the confidentiality requirements in the Confidentiality section of this MOU below.

CONFIDENTIALITY

Parties to this MOU agree to comply with provisions of WIOA, as well as the applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and/or any of their respective authorizing legislation, statutes and other provisions pertinent to their day-to-day operation, to assure the following:

- All applications and individual records related to services provided under this MOU, including eligibility for services, enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly related to the delivery of such services or the administration of programs, or as may be required by law.
- No person will publish, disclose, use permit or 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.
- AJCC partner agencies agree to share, to the extent permitted under current statutes and according to the "Release of Information" signed by job seekers, customer information necessary for provision of services such as assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment, education, training, and program support purposes.
- Client information shall be shared solely for the purpose of enrollment, referral or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY

The AJCC partner shall not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant due to gender, race, color, ancestry religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation or

marital status. The AJCC partner agrees to comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990) and related, applicable regulations.

GRIEVANCES AND COMPLAINTS PROCEDURE

The AJCC partner agrees to 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 partner further agrees to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

AMERICAN'S WITH DISABILITIES ACT AND AMENDMENTS COMPLIANCE

The AJCC partner agrees to ensure that the policies and procedures as well as the programs and services provided at the AJCC 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.

EFFECTIVE DATES AND TERM OF MOU

This MOU shall become effective on July 1, 2022, and shall continue for three years, through June 30, 2025, unless terminated sooner by one of the parties. The MOU will be reviewed not less than once every year to identify and incorporate any substantial changes that may have occurred.

MODIFICATIONS AND REVISIONS

This MOU constitutes the entire agreement between the parties and no oral understanding not incorporated herein shall be binding on any of the parties hereto. This MOU may be modified, altered, or revised as necessary, by mutual consent of the parties, by the issuance of a written amendment, signed and dated by the parties.

TERMINATION

The parties understand that implementation of the AJCC system is dependent on the good faith effort of every partner to work together to improve services to the community. The parties also agree that this is a project where different ways of working together and providing services are being tried. In the event that it becomes necessary for one or more parties to cease being a part of this MOU, said entity shall notify the other parties, in writing, 30 days in advance of that intention.

ADMINISTRATIVE AND OPERATIONS MANAGEMENT SECTIONS

License for Use

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

Supervision/Day to Day Operations

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

The office hours for the staff at the AJCCs will be established by ICWEDO Director and AJCC Partners' administrative staff. All staff will comply with the holiday schedule of their primary employer and will provide a copy of their holiday schedule to the ICWEDO Director at the beginning of each fiscal year.

Disciplinary actions may result in removal of co-located staff from the AJCCs and each party will take appropriate action.

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

Dispute Resolution

The parties agree to try to resolve policy or practice disputes at the lowest level, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective staff employer and the ICWEDO Director, for discussion and resolution. Disputes shall be resolved in a timely manner, involving those parties directly affected.

Press Releases and Communications

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

The parties agree to utilize the AJCC logo developed by the State of California and the Local Board on buildings identified for AJCC usage. This also includes letterhead, envelopes, business cards, any written correspondence and fax transmittals.

Hold Harmless/Indemnification/Liability

In accordance with provisions of Section 895.4 of the California Government Code, each party hereby agrees to indemnify, defend and hold harmless all other parties identified in this MOU from and against any and all claims, demands, damages, and costs arising out of or resulting from and against any and all claims, demands, damages and costs arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. In addition, except for Departments of the State of California which cannot provide for indemnification of court costs and attorneys fees under the indemnification policy of the State of California, all other parties to this MOU agree to indemnify, defend and hold harmless each other from and against all court costs and attorneys fees arising out of or resulting from any acts or omissions which arise from the performance of

the obligations by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herin shall survive the termination of this MOU.

ATTACHMENT "A"
DESCRIPTION OF SERVICES

WIOA TITLE I ADULT, DISLOCATED WORKER, AND YOUTH: Imperial County Workforce and Economic Development Office

Description of Services:

Basic Career Services

1. Determination of eligibility to receive WIOA Career and/or Training services.
2. Outreach, intake and orientation to the information and other services available through the AJCC system.
3. Initial assessment of skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities, skill gaps and supportive service needs.
4. Labor exchange services including job search and placement assistance, and where needed by an individual, career counseling, including:
 - Provision of information on in-demand industry sectors and occupations; and
 - Provision of information on nontraditional employment.
5. Referral and coordination of activities with other programs and services including AJCC system partners and additional workforce development programs.
6. Workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:
 - Job vacancy listings in labor market areas;
 - Information on job skills necessary to obtain the vacant jobs listed; and
 - Information relating to local occupations in demand and the earnings, skill requirements and opportunities for advancement for those jobs.
7. Provision of performance information and program cost information on eligible providers of training services by program and type of providers.
8. Provision of information about how the local area is performing on performance accountability measures, as well as any additional performance information relating to the area's one-stop delivery system.
9. Information relating to the availability of supportive services or assistance, and appropriate referrals to those services and assistance, including child care; child support; medical or child health assistance available through the State's Medicaid program and Children's Health Insurance Program; benefits under the Supplemental Nutrition Assistance program (SNAP); assistance through the earned income tax credit; housing counseling and assistance services through the U.S. Department of Housing and Urban Development; and assistance under a State program for Temporary Assistance for Needy Families (TANF), and other supportive services and transportation provided through that program.
10. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.
11. Provision of information and assistance regarding filing claims under UI programs including meaningful assistance to individuals seeking assistance in filing a claim
 - Meaningful assistance means providing assistance:
 - On-site using staff who are properly trained in UI claims, filing, and/or the acceptance of information necessary to file a claim; or
 - By phone or via other technology, as long as the assistance is provided by trained and available staff within a reasonable time.

Individualized Career Services

Upon determination by AJCC staff that individualized career services are appropriate for an individual to obtain or retain employment, these services must be made available in all comprehensive AJCC's. Recent previous assessments conducted by partner programs may be utilized to determine if individualized career services would be appropriate. These services include:

- Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include:
 - Diagnostic testing and use of other assessment tools; and
 - In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
- Development of an individual employment plan to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including the list of, and information about, eligible training providers.
- Group and/or individual counseling and mentoring.
- Career planning (e.g. case management).
- Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training, and in some instances, pre-apprenticeship programs may be considered as short-term prevocational services.
- Internships and work experiences that are linked to careers.
- Workforce preparation activities that help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills and self-management skills, including competencies, in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education, training, or employment.
- Financial literacy services.
- Out-of-area job search assistance and relocation assistance.
- English language acquisition and integrated education and training programs.
- Follow-up services made available, including counseling regarding the workplace, for participants in WIOA activities who are placed in unsubsidized employment for not less than 12 months after the first day of the employment, as appropriate.

Training Services

Training services may include:

- Occupational skills training, including training for non-traditional employment and occupational skills training that integrates English-language and math instruction needed to succeed on the job.
- On-the-Job Training (OJT)
- Programs that combine workplace training with related instruction, which may include cooperative education programs.
- Training programs operated by the private sector.
- Skill upgrading and retraining.

- Entrepreneurial training.
- Apprenticeship and Pre-apprenticeship Skills Training.

Employer Services

- Job Listing Services – Receiving and filling of job openings; searching resumes; and providing access to a diverse labor pool.
- Rapid Response and Layoff Aversion services – Provision of services to prevent downsizing or closure, or to assist during layoff events. Strategies may include incumbent worker training to avert layoffs, financing options, employee ownership options, placement assistance, worker assessments, establishment or transition centers, labor management committees, peer counseling, etc.
- 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, apprenticeship programs, human resource practices, labor certification.
- Recruitment services – 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 recruitment events.
- Tax credit/incentive information – Provide information on tax credit and/or incentive programs available to employers.
- Employer Advisory Council attendance – The Employer Advisory Council (EAC) is a connection to employment and workforce development information. The EAC has been in partnership with the State of California EDD since 1980. EAC provides low-cost, timely seminars on topics such as employment law, workforce development, and human resource practices through the local EACs; works with the EDD to promote regulations, policies, and procedures that are business friendly; provides links between employers, EACs and the EDD at the local and state level; notifies employers about pending legislation that may impact them; and provides employer representation on state-level panels, boards and advisory groups.
- Promoting AJCC/One-Stop services – Promote the programs and services of the AJCC/One-Stop delivery system through verbal, written, and/or electronic communication.
- Employer Needs Assessment – Evaluation of employer needs, particularly hiring and talent needs.

WIOA TITLE II ADULT, EDUCATION AND LITERACY: Central Union High School District

Description of Services:

- Lifelong educational opportunities to help individuals meet their educational and career goals necessary to effectively participate as productive community participants, workers and family members;
- Intake, eligibility determination, and identification of service need;
- Comprehensive assessment of skills, aptitudes, abilities and support services needed;
- Orientation of services available including support services and funds that are available to facilitate success;

- In-depth interviewing and career counseling to help customers determine suitable employment goals and career path;
- Classes to enhance future employment opportunities and personal growth through adult basic skills, citizenship, English as a Second Language (ESL), adult high school diploma and HSE test preparation for those who have not completed high school, career technical education, parent education, and specific services to CalWORKs recipients;
- Career training in certificate programs in demand occupations;
- Assistance with career navigation that may entail preparing for further education and improving career possibilities;
- Provision of referrals to and coordination of activities with appropriate partners based on customer interests and needs.
- Participation in sector partnerships to align employer needs with workforce preparation.

WIOA TITLE III STATE WAGNER-PEYSER, TRADE ADJUSTMENT ASSISTANCE ACT, VETERANS, UNEMPLOYMENT COMPENSATION: Employment Development Department

Description of Services:

- Core services that may include, but are not limited to: Employment Services, Veterans Services, Labor Market Information, Employer Informational Services, and Trade Adjustment Assistance. A description of services within each of these categories of core services is provided below:
 - **Employment Services:**
 Universal access to the registration process and, based on required identification, may receive one or more of the following services:
 - Access to basic labor exchange, CalJOBS and various printed and electronic materials for preparing resumes and Improving Interviewing skills;
 - Public access to computer stations; Labor Exchange (job seekers & employers using the State CALJOBS system);
 - Workshops (employment and job search preparation);
 - Staff assistance per program eligibility may receive the following:
 - Determination of employment related skills, abilities, and knowledge;
 - Assignment of specific occupational codes and titles;
 - Determination of employment barriers;
 - Matching of applicant profile with existing opportunities;
 - Referrals to employers where qualifications and requirements match;
 - Documentation of referrals and results through employer follow-up;
 - Referral to other partners when barriers indicate a need for intensive services;
 - Initiation of job development activities; and
 - Provision of Fidelity Bonding information;
 - Facilitated self-help may include but not be limited to the following services:
 - Assistance and guidance in using CalJOBS
 - Assistance in placing resumes on EDD;
 - Assistance to individual job seekers in full utilization of any resource center materials and equipment.

- Youth Employment Opportunity Program (YEOP) access; Case management for eligible youth participants;
- Assistance to employers in recruiting, hiring, and retaining the best qualified persons for positions at all skill and education levels as follows:
 - Active outreach to employers to inform and educate on services and resources available through EDD;
 - Assistance in posting job orders into CalJOBS;
 - Availability of facilities for employers to conduct interviews and other recruiting activities when accommodation is feasible;
 - Provision of information on services and resources available through other units of EDD and governmental entities.

○ Unemployment Insurance (UI) Services:

- Program Eligibility

The EDD provides UI claim information online to customers on UI Online and by mailing the following documents that can be utilized when determining eligibility for the local Title I programs:

- Notice of Unemployment Insurance Award (DE 429Z)
- Notice of Unemployment Insurance Claim Filed (DE 1101CLMT)

If the customer is unable to provide sufficient information, the Data Consent Authorization Form (DCAF) is available for AJCC staff to complete and fax/mail to the EDD. The form is signed by the claimant authorizing the partner to have access to confidential UI claim information (such as, basic claim info and wages reported in previous quarters) for one year.

The EDD UI Program responds within three business days upon receipt.

- UI Claim Filing Assistance and Information

The WIOA outlines the 10th Basic Career Service as providing meaningful assistance in filing a UI claim in the one-stop delivery system.

The UI program is committed to providing AJCC staff with training on resources available on the EDD website for filing a UI claim, accessing UI Online, viewing tutorials, and FAQs.

The AJCC staff should be guiding customers through the online methods for filing a UI claim available on the EDD website. If the individual is considered irate/disruptive or all other means to provide meaningful assistance have been exhausted, the AJCC staff can direct the customer to the UI Direct line.

The UI program is committed to making the UI Direct line available in the offices to provide the real-time technology for providing meaningful access after all in-person attempts by cross-trained AJCC staff have been exhausted.

- California Training Benefits (CTB)

Participate in consistent and meaningful collaboration and communication pathways within the California Training Benefits (CTB) programs, including a streamlined and expedited response time to determine requests sent to UI for CTB eligibility received from the local areas.

- **Trade Adjustment Assistance (TAA)/Trade Adjustment Allowance (TRA)**
(UIB) Contribute to consistent and meaningful collaboration and communication pathways within the TAA program, specific to TRA.

- **Rapid Response**

- Participate in the planning of a rapid response event;
- Participate as a member of the rapid response team;
- Participate as a member of the Rapid Response Roundtable;
- Provide information on EDD programs and services at orientation:
 - Work Share Program
 - Partial Program
 - TAA/TRA
 - UI services and CTB

- **Reemployment Services and Eligibility Assessment (RESEA) and Personalized Job Search Assistance (PJSA)**

Committed to profiling and scheduling job seekers to PJSA and RESEA workshops.

Committed to collaborating with the local areas to establish one reemployment workshop that includes all core components for PJSA and RESEA while retaining individual tracking and reporting for each respective workshop.

Committed to collaborating on feedback loops for reporting UI eligibility issues that may arise during interaction with the customer during the reemployment workshops.

Committed to collaborating on feedback loops for reporting UI eligibility issues that may arise during interaction with the customer during the reemployment workshops.

- **Work Share**

Committed to providing lay off aversion information to Employers.

- **Veteran's Services:**

Veterans will receive priority of service as mandated by law. The following services may be offered, per the Jobs for Veterans' State Grant:

- Registration for conducting employment services;
- Public access to computer stations; labor exchange using the State CalJOBS system;
- Veteran services navigator intake/assessment; initial employability assessment;

- Referral to intensive services and/or appropriate training opportunities, if eligible under program criteria:
 - Case management/counseling regarding employment and potential barriers to employment.
- Staff assistance may include:
 - Assessment of veterans' needs and making referrals to agencies and programs which may meet those needs;
 - Veterans still on active duty status may receive information and guidance to assist in their re-entry to civilian employment;
 - Job referrals and job development;
 - Staff will strive to meet all mandated veterans standards per updated Veteran Program Letters and EDD Directives.
- Labor Market Information:
 - Labor market information may be provided to jobseekers under the universal access principal adopted by the EDD. Services may be delivered through self-help or facilitated self-help. Self-help may include but not be limited to:
 - Labor Market Information for regional economies, local areas, and California;
 - Self-service website: accessible to all customers with our LMI products & data;
 - Occupational Guides/Profiles;
 - Wage data;
 - Occupational Guides/Profiles;
 - Wage data;
 - Skills info & skills transference;
 - In-demand occupations;
 - Education and licensing requirements;
 - Crosswalk occupation and education program offerings;
 - ETPL certified training organizations;
 - Commute pattern data;
 - Evaluating in-demand industries/occupations;
 - Using LMI in your policy/decision-making;
 - How to use LMI;
 - How to navigate through our LMI info website;
 - LMI training for WIOA partners; and
 - Training through various mediums.
- Employer Information Services may include the following:
 - Assistance with CalJOBS registration and navigation;
 - Assistance and information on how to post job orders into CalJOBS
 - CalJOBS assistance, training, and education;
 - Help-Desk employer assistance through assigned central site;

- Assistance to employers by providing information on hiring incentives and programs such as Work Opportunity Tax Credit, which provides tax incentives for hiring certain classifications of workers;
 - Employer Advisory Council seminars and employer resource information;
 - Targeted Recruitment, job fairs, and hiring events;
 - Employer outreach;
 - Rapid Response presentations and lay-off aversion information;
- Trade Adjustment Assistance (TAA):
Approval of a petition for benefits by the U.S. Department of Labor for individuals displaced under the laws governing TAA may result in those eligible individuals receiving the following services:
- TAA benefits equal to most recent weekly benefit amount of unemployment insurance;
 - Trade Readjustment Allowance (TRA) benefits while enrolled in approved training if enrollment meets timing criteria;
 - Financial assistance with transportation, living expenses, job search travel expense, and/or relocation expenses may be available;
 - Rapid Response presentations;
 - Training or re-training assistance and allowance;
 - Co-enrollment with Title I partners for individual assessment;
 - Writing of training contracts and doing invoicing;
 - Case management for eligible participants throughout training period;
 - Employment Services

WIOA TITLE IV VOCATIONAL REHABILITATION: California Department of Rehabilitation (DOR)

DOR Student services are available on a statewide basis to all students with disabilities, 504 plans, and Individualized Education Programs (IEPs). Through these services and ongoing collaborations with schools, regional centers, and America's Job Center of California, and business partners, the DOR seeks to maximize student success in the transition from high school to higher education, employment, independence, and economic self-sufficiency. Student can participate if they are 16 through 21 years old, enrolled in a recognized education program (including home school and alternative high school programs), and have an IEP, a 504 Plan or a disability.

Description of Services:

- Services offered include: employment, training and education services for eligible individuals seeking jobs or wishing to enhance their skills and technical assistance for employers.
- Vocational Rehabilitation (VR) services determined by eligibility, economic need and individual need as authorized by the Rehabilitation Act of 1973 to include:
 - Medical and psychological exams and trial work experiences as necessary for determination of eligibility;
 - Vocational evaluations as necessary for program services planning;
 - Physical aids (orthotic/prosthetic devices, wheelchairs, hearing aids, low vision aids);
 - Academic, vocational, and work adjustment training;
 - Special services for the deaf and hard of hearing and the blind and visually impaired;

- Counseling and guidance;
- Job development and job placement services;
- Rehabilitation technology (adaptive equipment and workplace accommodations not provided by the employer);
- Supported employment, independent living, and post-employment services (within 12 months following case closure);
- Temporary assistance with transportation and living expenses (if appropriate) while participating in the VR program; and
- Evaluation, training, and placement.
- Provision of training and technical assistance to AJCC partners on topics that may include auxiliary aides and services, and rehabilitation technology for individuals with disabilities.

TITLE V OLDER AMERICANS ACT: Imperial County Public Administrators Area Agency on Aging

Description of Services:

- Services to older workers most in need, ages 55 or older, who meet the federal guidelines for low-income (defined as an income at or below 125% of the Federal Poverty Level) and are legal residents;

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF): Imperial County Department of Social Services

Description of Services:

- Provision of cross-training to AJCC partners on the services available through this program;
- Provide information on public benefits to AJCC Partners as requested.

COMMUNITY SERVICES BLOCK GRANT: Campesinos Unidos

Description of Services:

- Provision of a wide range of services to disadvantaged individuals and families that will lead to long-term self-sufficiency that include: employment assistance program connecting job seekers to peer networks, skill development in the area of resume review, interview preparation and job placement, and resources to achieve long-term employment;
- Food and clothing distribution;
- Rental and housing deposit assistance to prevent homelessness.

MIGRANT AND SEASONAL FARM WORKERS (MSFW): Center for Employment Training

Description of Services:

- MSFW Outreach, intake and orientation;
- MSFW Eligibility Determination;
- Comprehensive Assessment;
- Development of Individual Employment Plans (IE);

- Performance and cost information;
- Financial Aid;
- Financial Literacy;
- Follow-up services;
- Adult Education Career Pathways (ESL/ABE/GED) program concurrent with occupational training;
- Priority services to Veterans
- Computer literacy;
- Skills-related basic education and Vocational English as a Second Language integrated with occupational skills training in demand and emerging occupations;
- Human development skills;
- Basic and individualized career services;
- “Wrap around” supportive services such as intake, assessment, career exploration, life skills, case management support, job preparation and job placement assistance, job retention services and follow-up services; and
- In-house emergency supportive services, including weekly stipends for MSFWs as well as referrals to partners in the area of child care, transportation, housing, legal, financial literacy and tax preparation assistance.

DOR Student Services consist of pre-employment transition services, provided in accordance with the needs and interests of the student, that fall within the following five categories:

- Job exploration counseling
- Work-based learning experiences
- Postsecondary counseling
- Work readiness training
- Self-advocacy training

HOUSING AND URBAN DEVELOPMENT: Imperial Valley Housing Authority

Description of Services:

- Provision of the most up-to-date information about the Housing Authority’s programs and services;
- Provide presentation to AJCC partner staff on housing search and share information about affordable housing and how to locate it.

CARL PERKINS CAREER TECHNICAL EDUCATION: Imperial Valley College

Description of Services:

- Provision of instruction and experience to equip individuals with the education and skills necessary to enter a four-year degree program and/or demand occupations;
- Full-time, part-time, and online degree and certificate programs;
- Career Education Services;
- Employment services including counseling, job skill development, career services, job placement, and retention services;

JOB CORPS: San Diego Job Corps

Description of Services:

- Education and vocational training program to assist low-income young adults, ages 16 through 24, launch their careers;
- Alternative secondary school services, assistance with earning a high school diploma equivalency, guidance and counseling, tutoring and study skills, occupational skills training, school-to-work internship/work experience development (paid and unpaid), mentoring, leadership development, job placement assistance, career development and follow-up services;
- Residential/nonresidential living component and medical and dental care;
- Facilitates job search workshops with youth at other partner agencies.

NATIVE AMERICAN: California Manpower Indian Consortium

Description of Services:

- Employment and training services to address the specific needs of Native Americans and Alaskan Natives residing in Imperial County.

ATTACHMENT "B"
REFERRAL PROCESS

REFERRAL PROCESS

To promote a smooth and seamless referral process for all customers of the Imperial County AJCC delivery system, partners are encouraged to provide accurate and timely assistance to customers through the development of a service delivery strategy that results in quality service and positive outcomes in the development of a skilled workforce. The following process will be utilized to dictate the procedures to be executed in order to provide the best possible service and assistance to all customers.

Welcome Customer	Process
<p>Greet the Customer</p> <ul style="list-style-type: none"> ▪ Walk-in ▪ Phone ▪ Website 	<p>Overview: Welcome customer, conduct a basic oral assessment, collect initial registration data and connect the individual to AICC/One-stop partner or outside resource based upon customer need.</p> <p>Walk-in:</p> <ul style="list-style-type: none"> ▪ Greet customer and ask what brings them to the AJCC/One-Stop ▪ Customer completes a sign-in sheet (name, date, reason for visit) ▪ Refer customer to AJCC. Staff will provide brief orientation of services and refer customer to appropriate related service(s) ▪ Provide brochure on AJCC/One Stop partner services ▪ Encourage customer to access UI services via staff, telephone, or internet ▪ Provide resource information to customers not interested in AJCC services <p>Telephone:</p> <ul style="list-style-type: none"> ▪ Provide customer with brief introduction to AJCC services and schedule orientation appointment. Advise customer to bring right to work documentation to AJCC prior to orientation appointment ▪ Provide resource information to customers not interested in AJCC services <p>Online/Website:</p> <ul style="list-style-type: none"> ▪ Create sign-in sheet with check list of "reasons for visit" ▪ Create check list of what to bring for right to work documentation ▪ Create brochure to include brief description of all AJCC partners, locations, contact info, website, and hours of operation. ▪ Post partner brochures and handouts in all Imperial County AJCC locations ▪ Post workshop information

ATTACHMENT "C"
REFERRAL FORM

REFERRAL FORM

CLIENT:		
Date of referral:		
Client name:		
SS# (last 4):		
Address, City, State, Zip:		
Phone number:		
Client is currently receiving:	<input type="checkbox"/> TANF/CalWorks <input type="checkbox"/> WIOA Individualized Services <input type="checkbox"/> WIOA Follow-Up Services <input type="checkbox"/> WIOA Employer/Business Services <input type="checkbox"/> Other, please specify:	<input type="checkbox"/> WIOA Basic Career Services <input type="checkbox"/> WIOA Training Services

AGENCY REFERRED TO: (Receiving Agency)	
Name of agency referred to:	
Contact person:	
Phone number:	
Address, City, State, Zip:	
Purpose of referral:	
Services to be provided:	

REFERRED BY: (Originating Agency)	
Name of referring agency:	
Contact person:	
Phone number:	
Address, City, State, Zip:	

REFERRAL RESULTS:	
Did the client report to the agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If no, return this form back to the originating agency.)</i>
Date client was seen on:	
The following action was taken:	

ATTACHMENT "D"
INFRASTRUCTURE COSTS BUDGET

Sharing Infrastructure Costs

Budget, Cost Allocation Methodology, Initial Proportionate Share

MOU Content Requirements:

A budget outlining the infrastructure costs for each AJCC in the Local Area with a detailed description of what specific costs are included in each line item.

When establishing the infrastructure cost budget, Local Boards have two options:

- Option 1: Develop a separate budget for each AJCC.
- Option 2: Develop a consolidated system-wide budget for its network of AJCCs.
- Option 3: A mixture of separate and consolidated budgets.

If the Local Board chooses to negotiate infrastructure costs based on their network of AJCCs, rather than center by center, then the budgets for all the AJCCs can be consolidated into one system budget. However, this consolidation may not distort the distribution of costs as they must be attributable to each partner equally and in accordance with the agreed upon cost allocation methodology). Consolidations might allow the "financing" of infrastructure cost between partners more easily. It is not required that each partner contribute to each comprehensive AJCC, as long as their consolidated share of contributions equals their responsibility to pay as determined by the agreed upon cost sharing methodology.

If using Option 3, multiple budgets will need to be included with clear identification of which AJCCs belong to which budget.

The Local Board and AJCC partners have chosen this option for developing the infrastructure cost budget:

- Option 1: A separate budget for each AJCC.
- Option 2: A consolidated system-wide budget for the network of AJCCs
- Option 3: A mixture of separate and consolidated budgets for the Local Area's AJCCs.

AJCC(s) and Colocated Partners

- Include all AJCCs Identified in the MOU
- Include if the AJCC is a comprehensive, affiliate, or specialized center.
- Colocated Partner definition: All AJCC partners who have a physical presence within the center, either full time or part time.

AJCC #1

Name/Address of the AJCC:

El Centro America's Job Center of California
 1550 W. Main Street
 El Centro, CA 92243

Type of AJCC: Comprehensive

Partners Colocated at This AJCC:

Employment Development Department

AJCC #3

Name/Address of the AJCC:

Calexico America's Job Center of California
 301 Heber Avenue
 Calexico, CA 92231

Type of AJCC: Comprehensive

Partners Colocated at This AJCC:

Employment Development Department, Imperial County
 Department of Social Services

AJCC #2

Name/Address of the AJCC:

Brawley America's Job Center of California
 860 Main Street
 Brawley, CA 92227

Type of AJCC: Comprehensive

Partners Colocated at This AJCC:

Imperial County Department of Social Services

**AJCC Infrastructure Budget
El Centro AJCC**

Cost Category/Line Item	Line Item Cost Detail	Cost
Rent		
Rental of Facilities		\$ 52,500.00
	Rental Costs Subtotal:	\$52,500.00
Utilities and Maintenance		
Electric	Included	
Gas	Included	
Water	Included	
Sewer Connections	Included	
High-Speed Internet		\$ 1,200.00
Telephones (Landlines)		\$ 5,400.00
Facility Maintenance Contract		\$ 2,550.00
	Utilities and Maintenance Costs Subtotal:	\$ 9,150.00
Equipment		
Assessment-related products		\$ 2,100.00
Access and Accommodation		\$ 1,500.00
Copiers		\$ 2,900.00
Fax Machines		\$ 1,500.00
Computers		\$ 19,750.00

Other tangible equipment used to serve all center customers (not specific to an individual program partner)		\$ 3,200.00
Specify Other Tangible Equipment		
Equipment Costs Subtotal:		\$30,950.00
Technology to Facilitate Access to the AJCC		
Technology used for the center's planning and outreach activities	I pads to log in	\$ 6,500.00
Specify the Technology		
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		\$ 2,500.00
Website Address:		
(Does not include data systems or case management systems specific to individual program partners.)		
Technology to Facilitate Access Costs Subtotal:		\$ 9,000.00

Common Identifier Costs (Local Option, if Agreed To By All Colocated Partners)	
Creating New AJCC Signage	\$ 5,900.00
Updating Templates and Materials	\$ 3,900.00
Updating Electronic Resources	\$ 15,500.00
Common Identifier Subtotal:	
	\$ 25,300.00

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS	
Cost Category	Total Cost
Subtotal: Rental Costs	\$ 52,500.00
Subtotal: Utilities and Maintenance Costs	\$ 9,150.00
Subtotal: Equipment Costs	\$ 30,950.00
Subtotal: Technology to Facilitate Access Costs	\$ 9,000.00
Subtotal: Common Identifier Costs	\$ 25,300.00
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:	
	\$ 126,900.00

**AJCC Infrastructure Budget
Brawley AJCC**

Cost Category/Line Item	Line Item Cost Detail	Cost
Rent		
Rental of Facilities		\$ 550,653.00
	Rental Costs Subtotal:	\$550,653.00
Utilities and Maintenance		
Electric		\$ 32,250.00
Gas	Included	Included
Water	Included	Included
Sewer Connections	Included	Included
High-Speed Internet		\$ 2,500.00
Telephones (Landlines)		\$ 5,750.00
Facility Maintenance Contract		\$ 11,550.00
	Utilities and Maintenance Costs Subtotal:	\$ 52,050.00
Equipment		
Assessment-related products		\$3,950.00
Access and Accommodation		\$ 5,500.00
Copiers		\$ 2,900.00
Fax Machines		\$ 1,500.00
Computers		\$ 22,300.00

<p>Other tangible equipment used to serve all center customers (not specific to an individual program partner)</p> <p>Specify Other Tangible Equipment</p>		<p>\$ 3,500.00</p>
<p>Equipment Costs Subtotal:</p>		<p>\$ 39,650.00</p>
<p>Technology to Facilitate Access to the AJCC</p>		
<p>Technology used for the center's planning and outreach activities</p> <p>Specify the Technology</p>	<p>Ipads to log in</p>	<p>\$ 8,500.00</p>
<p>Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services</p> <p>Website Address:</p> <hr/> <p>(Does not include data systems or case management systems specific to individual program partners.)</p>		<p>\$ 2,500.00</p>
<p>Technology to Facilitate Access Costs Subtotal:</p>		<p>\$ 11,000.00</p>

Common Identifier Costs (Local Option, if Agreed To By All Colocated Partners)	
Creating New AJCC Signage	\$ 5,900.00
Updating Templates and Materials	\$ 3,900.00
Updating Electronic Resources	\$ 15,500.00
Common Identifier Subtotal:	\$ 25,300.00

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS	
Cost Category	Total Cost
Subtotal: Rental Costs	\$ 550,653.00
Subtotal: Utilities and Maintenance Costs	\$ 52,050.00
Subtotal: Equipment Costs	\$ 39,650.00
Subtotal: Technology to Facilitate Access Costs	\$ 11,000.00
Subtotal: Common Identifier Costs	\$ 25,300.00
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:	\$ 678,653.00

**AJCC Infrastructure Budget
Calxico AJCC**

Cost Category/Line Item	Line Item Cost Detail	Cost
Rent		
Rental of Facilities		\$ 98,516.00
	Rental Costs Subtotal:	\$ 98,516.00
Utilities and Maintenance		
Electric	Included	
Gas	Included	
Water	Included	
Sewer Connections	Included	
High-Speed Internet		\$ 2,500.00
Telephones (Landlines)		\$ 4,900.00
Facility Maintenance Contract		\$ 12,550.00
	Utilities and Maintenance Costs Subtotal:	\$ 19,950.00
Equipment		
Assessment-related products		\$ 2,950.00
Access and Accommodation		\$ 3,500.00
Copiers		\$ 2,900.00
Fax Machines		\$ 1,750.00
Computers		\$ 9,750.00

Other tangible equipment used to serve all center customers (not specific to an individual program partner)		\$ 3,500.00
Specify Other Tangible Equipment		
Equipment Costs Subtotal:		\$ 24,350.00
Technology to Facilitate Access to the AJCC		
Technology used for the center's planning and outreach activities	I pads to log in	\$ 5,500.00
Specify the Technology		
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		\$ 7,500.00
Website Address:		
(Does not include data systems or case management systems specific to individual program partners.)		
Technology to Facilitate Access Costs Subtotal:		\$ 13,000.00

Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)	
Creating New AJCC Signage	\$ 4,400.00
Updating Templates and Materials	\$ 2,500.00
Updating Electronic Resources	\$ 15,500.00
Common Identifier Subtotal:	
	\$ 22,400.00

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS	
Cost Category	Total Cost
Subtotal: Rental Costs	\$ 98,516.00
Subtotal: Utilities and Maintenance Costs	\$ 19,950.00
Subtotal: Equipment Costs	\$ 24,350.00
Subtotal: Technology to Facilitate Access Costs	\$ 13,000.00
Subtotal: Common Identifier Costs	\$ 22,400.00
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:	
	\$ 178,216.00

Cost Allocation Methodology to Share Agreed Upon Infrastructure Costs

The ICWDB and partners have agreed to a cost allocation methodology to identify the proportionate share of infrastructure costs each partner will be expected to contribute. The cost allocation methodology adheres to the following:

- Compiles with federal laws authorizing each partner's program
- Compiles with federal cost principles in the Uniform Guidance
- Includes only costs that are allowable, reasonable, necessary, and allocable to each program partner
- Uses an agreed upon measure that mathematically determines the proportionate use and benefit received by each partner.

Pursuant to Workforce Services Directive (WSD)16-09, currently, there is not a state wide data tracking system that can provide accurate and reliable data for allocating the benefit received by non-colocated partners, such as the number of referrals to and from the AJCC and/or usage of AJCC based services and usage of the comprehensive AJCCs. In order to remain in compliance with federal Uniform Guidance cost allocability rules, the requirement to contribute to infrastructure costs at this time only applies to those partners who are physically colocated in the job centers.

The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-colocated partners who are receiving benefit from the job centers will also be required to contribute their proportionate share towards infrastructure costs. Consequently, this Phase II MOU includes an assurance from all non-colocated partners that they agree to pay their proportionate share of infrastructure costs once sufficient data are available.

Pursuant to WSD16-09, however, it is important to note that non-colocated partners are still required to contribute to other system costs based on their proportionate share of applicable career services as outlined in the MOU.

Infrastructure Cost Allocation Methodology

Identify the chosen and agreed upon cost allocation methodology:

ICWDB and colocated partners chose to use a cost-allocation formula based on each partner's square footage occupancy and duration of use. The value of each partner's owed infrastructure cost contribution is directly correlated to the percentage of AJCC space and time used by that partner per month. Costs for AJCC common areas are proportionately shared by all partners.

Initial Proportionate Share of Infrastructure Costs Allocated to Each Colocated Partner

The initial proportionate share of infrastructure costs allocated to each partner based on the agreed upon cost allocation methodology, each partner's estimated total contribution amount, and whether it will be provided through cash, non-cash (in-kind), and/or third-party in-kind contributions. This initial determination must be periodically reconciled against actual costs incurred and adjusted accordingly.

AJCC partners (or their respective state entity) may provide cash, non-cash, and third-party in-kind contributions to cover their proportionate share of infrastructure costs. If non-cash or in-kind contributions are used, they cannot include non-infrastructure costs (such as personnel), and they must be valued consistent with Uniform Guidance Section 200.306 to ensure they are fairly evaluated and meet the partner's proportionate share.

If third-party in-kind contributions are made that support the AJCC(s) as a whole (such as space), that contribution will not count toward a specific partner's proportionate share of the IFA. Rather, the value of the contribution will be applied to the overall infrastructure budget prior to determining proportionate amounts and thereby reduce the contribution required for all partners.

Third-Party In-Kind Infrastructure Contributions to Support the AJCC As Whole

Cost Categories	Total Cost	Contributor/s	Value	Balance to Allocate
Rent				
Utilities/Maintenance				
Equipment				
Access Technology				
Common Identifier				
Total Infrastructure Balance to Be Allocated to Colocated Partners:				

Initial Allocation of Proportionate Share of Infrastructure Costs for Colocated Partners

Colocated Partner/s	Shared Infrastructure Costs	Application of Methodology	Allocated Initial Share	Amount: Cash	Amount: In-Kind
Partner 1: El Centro AJCC	\$ 126,900.00	Square feet	15%	\$ 129,754.00	\$33,350.00
Partner 2: EDD	\$329,184.00	Square feet	85%	\$329,184.00	\$21,850.00
Partner 3:					
Partner 4:					

Initial Allocation of Proportionate Share of Infrastructure Costs for Colocated Partners						
Colocated Partner/s	Shared Infrastructure Costs	Application of Methodology	Allocated Initial Share	Amount: Cash	Amount: In-Kind	
Partner 1: Brawley AJCC	\$ 678,653.00	Square Feet	23%	\$641,860.00	\$ 11,350.00	
Partner 2: Behavioral Health	\$ 185,926.00	Square Feet	28%	\$185,926.00	\$ 0.00	
Partner 3: Social Services	\$ 325,370.16	Square Feet	49%	\$325,370.16	\$ 26,530.00	
Partner 4:						

Initial Allocation of Proportionate Share of Infrastructure Costs for Colocated Partners						
Colocated Partner/s	Shared Infrastructure Costs	Application of Methodology	Allocated Initial Share	Amount: Cash	Amount: In-Kind	
Partner 1: Calexico AJCC	\$ 178,216.00	Square Feet	47%	\$177,525.00	\$ 23,155.00	
Partner 2: EDD	\$ 127,840.00	Square Feet	28%	\$127,840.00	\$ 35,220.00	
Partner 3: Social Services	\$ 328,716.00	Square Feet	25%	\$328,716.00	\$ 52,355.00	
Partner 4:						

SIGNATURE PAGE

All partners, regardless of colocation status, must sign the MOU.

By signing below, party agree to the terms prescribed in this MOU.

Organization: **Imperial County Board of Supervisors**

Name and Title: Jesus Eduardo Escobar, Chairman Board of Supervisors, County of Imperial

Signature: 

Date: 7.26.22

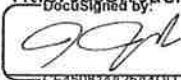
SIGNATURE PAGE

All partners, regardless of colocation status, must sign the MOU.

By signing below, party agree to the terms prescribed in this MOU.

Organization: **Imperial County Workforce Development Board**

Name and Title: Jason Jackson, Vice Chair

Signature:  _____
DocuSigned by:
CE450B74RZ5A1DD...
06-28-22

Date: _____

SIGNATURE PAGE

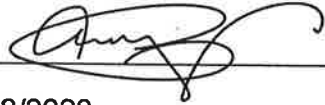
All partners, regardless of colocation status, must sign the MOU.

By signing below, party agree to the terms prescribed in this MOU.

Organization: **Imperial County Workforce and Economic Development Office**

Name and Title: Priscilla Lopez, Director

Signature: _____

A handwritten signature in black ink, appearing to read 'Priscilla Lopez', written over a horizontal line.

Date: 06/28/2022

SIGNATURE PAGE

All partners, regardless of colocation status, must sign the MOU.
By signing below, party agree to the terms prescribed in this MOU.

Organization: Central Union High School District

Name and Title: Dr. Wade Andrus, Superintendent

Signature: 

Date: 6/22/2022

SIGNATURE PAGE

All partners, regardless of colocation status, must sign the MOU.

By signing below, party agree to the terms prescribed in this MOU.

Organization: **California Employment Development Department**

Name and Title: Annie Taamilo, Deputy Division Chief

Signature: *Annie Ta'amilo*

Date: 06/08/2022

SIGNATURE PAGE

All partners, regardless of colocation status, must sign the MOU.

By signing below, party agree to the terms prescribed in this MOU.

Organization: **California Department of Rehabilitation**

Name and Title: Robert Loeun, District Regional Director

Signature: Robert Loeun, MS/RD


Date: 5/10/2022

All partners, regardless of colocation status, must sign the MOU.

By signing below, party agree to the terms prescribed in this MOU.

Organization: **Imperial Valley College**

Name and Title: Lennor Johnson, Superintendent/President

Signature:  _____
Lennor Johnson (Jun 23, 2022 10:19 PDT)

Date: Jun 23, 2022

SIGNATURE PAGE

All partners, regardless of colocation status, must sign the MOU.

By signing below, party agree to the terms prescribed in this MOU.

Organization: **Imperial County Public Administrators Area Agency on Aging**

Name and Title: Sarah Enz, Public Administrator

Signature:  _____

Date: 06.09.2022

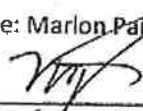
SIGNATURE PAGE

All partners, regardless of colocation status, must sign the MOU.

By signing below, party agree to the terms prescribed in this MOU.

Organization: San Diego Job Corps

Name and Title: Marlon Paige, Director

Signature:  _____

Date: 6/21/22

SIGNATURE PAGE

All partners, regardless of colocation status, must sign the MOU.

By signing below, party agree to the terms prescribed in this MOU.

Organization: **California Manpower Indian Consortium**

Name and Title: Lorenda Sanchez, Director

Signature: Lorenda Sanchez

Date: June 9, 2022

SIGNATURE PAGE

All partners, regardless of colocation status, must sign the MOU.

By signing below, party agree to the terms prescribed in this MOU.

Organization: **Center for Employment Training**

Name and Title: Hermelinda Sapien, President

Signature: Hermelinda Sapien

Date: 5/10/22

SIGNATURE PAGE

All partners, regardless of colocation status, must sign the MOU.

By signing below, party agree to the terms prescribed in this MOU.

Organization: **Campeños Unidos**

Name and Title: Jose Lopez, Executive Director

Signature: Jose M. Lopez

Date: 6-30-2011

SIGNATURE PAGE

All partners, regardless of colocation status, must sign the MOU.
By signing below, party agree to the terms prescribed in this MOU.

Organization: Imperial Valley Housing Authority

Name and Title: Kirk Mann, Director

Signature: Kirk Mann

Date: 6-7-22

SIGNATURE PAGE

All partners, regardless of colocation status, must sign the MOU.

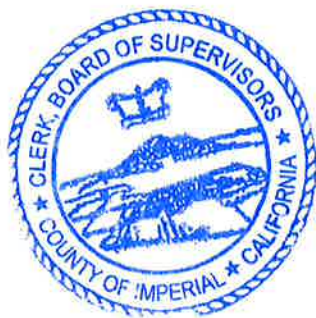
By signing below, party agree to the terms prescribed in this MOU.

Organization: **Imperial County Department of Social Services**

Name and Title: Veronica E. Rodriguez, Director

Signature: 

Date: 5/4/2022



I hereby certify that the foregoing instrument is a correct copy of the original on file with this office.

Date: 5/4/22

Approved by the Board of Supervisors

7/26/22 44
Date Minute Order #

Clerk of the Board of Supervisors
County of Imperial

BY: K. Ramirez
Deputy