



# LASSEN COUNTY

## Health and Social Services Department

- HSS Administration**
- Public Guardian**  
336 Alexander Avenue  
Susanville, CA 96130  
(530) 251-8128
- Grant and Loans Division**  
1445 Paul Bunyan Road  
Susanville, CA 96130  
(530) 251-8309
- Behavioral Health**  
555 Hospital Lane  
Susanville, CA 96130  
(530) 251-8108/8112
- Chestnut Annex**  
1400-A & B Chestnut Street  
Susanville, CA 96130  
(530) 251-8112
- Patients' Rights Advocate**  
1445 Paul Bunyan Road  
Susanville, CA 96130  
(530) 251-8322
- Public Health**  
1445 Paul Bunyan Road  
Susanville, CA 96130  
(530) 251-8183
- Environmental Health**  
1445 Paul Bunyan Road  
Susanville, CA 96130  
(530) 251-8183
- Community Social Services**  
336 Alexander Avenue  
Susanville, CA 96130
- LassenWORKS  
Business & Career Network**  
PO Box 1359  
1616 Chestnut Street  
Susanville, CA 96130  
(530) 251-8152
- Child & Family Services**  
1600 Chestnut Street  
Susanville, CA 96130  
(530) 251-8277
- Adult Services**  
PO Box 429  
1445 Paul Bunyan Road  
Susanville, CA 96130  
(530) 251-8158
- HSS Fiscal**  
PO Box 1180  
Susanville, CA 96130  
(530)251-2614

**Date:** May 12, 2020

**To:** David Teeter, Chairman  
Lassen County Board of Supervisors

**From:** Barbara Longo, Director  
Health & Social Services

**Subject:** Memorandum of Understanding with Northern Rural Training and  
Employment Consortium (NoRTEC)

### Background:

The Workforce Innovation and Opportunity Act of 2014 (WIOA), establishes local Workforce Development Boards (WDB), which, in partnership with the chief elected official, are responsible for setting policy and overseeing workforce development programs for a workforce development area. The workforce development area of NoRTEC includes the eleven counties of Butte, Del Norte, Lassen, Modoc, Nevada, Plumas, Sierra, Shasta, Siskiyou, Tehama, and Trinity.

### Fiscal Impact:

There is no impact to County General Fund. Costs are covered by Community Social Services Funding.

### Action Requested:

1) Approve the Agreement; and 2) authorize the CAO and Chairman to execute the Agreement.

**NORTHERN RURAL TRAINING AND EMPLOYMENT  
CONSORTIUM (NORTEC) MEMORANDUM OF  
UNDERSTANDING (MOU)**

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**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) MOU BETWEEN NORTEC  
AND AMERICAS' JOB CENTERS OF CALIFORNIA PARTNERS**

**PARTIES TO THE MOU (SIGNATURES)**

*NoRTEC, the WIOA Title I grant recipient and administrative entity, representing a Local Workforce Development Area comprised of a consortium of eleven counties: Butte, Del Norte, Lassen, Modoc, Nevada, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity.*

**SIGNATURES:**

*John Fenley, Chair of the Governing Board (NoRTEC)*

*Wade Meith, Chair of the Workforce Development Board (NoRTEC)*

***WIOA Title I, Adult, Dislocated Worker, and Youth Programs***

**SIGNATURES:**

*Traci Holt, Executive Director – Alliance for Workforce Development*

*Wendy Zanotelli, Executive Director – SMART Business Resource Center*

*Kathy Sarmiento, Chief Executive Officer – Job Training Center of Tehama County*

***WIOA Title I, Native American Programs (Section 166)***

**SIGNATURE:**

*Lorenda T. Sanchez, Executive Director - California Indian Manpower Consortium, Inc.*

***WIOA Title I, Migrant Seasonal Farmworker Programs (Section 167)***

**SIGNATURES:**

*Anita Maldonado, Ph.D., Chief Executive Director - California Human Development Corporation*

***WIOA Title II, Adult Education and Literacy Programs***

**SIGNATURES:**

*Brett W. McFadden, Superintendent - Nevada Joint Union High School District*

*Jeff Ochs, Director of Alternative Education - Oroville Adult Education Center, Oroville Unified School District*

*Jared Caylor, Superintendent- Corning Union High School District*

***WIOA Title III, Wagner-Peyser Programs***

**SIGNATURE:**

*Carianne Huss, Deputy Division Chief – California Employment Development Department*

**Trade Adjustment Assistance Programs**

SIGNATURE:

*Carianne Huss, Deputy Division Chief – California Employment Development Department*

**Veterans Programs**

SIGNATURE:

*Carianne Huss, Deputy Division Chief – California Employment Development Department*

**Unemployment Insurance Program**

SIGNATURE:

*David Rangel, Employment Development Administrator – California Employment Development Department*

*Emilia Bartolomeu, Deputy Division Chief, Northern Workforce Services Division – California Employment Development Department*

**WIOA Title IV, Vocational Rehabilitation Programs**

SIGNATURES:

*Jay Onasch, District Administrator - California Department of Rehabilitation*

*David Wayte – Regional Director- California Department of Rehabilitation*

**Title V, Older American Act Programs**

SIGNATURE:

*Demetrios Antzoulatos, VP – Finance, Operations & Grants – AARP Foundation, The Senior Community Service Employment Program (SCSEP)*

**CalWORKS/TANF**

SIGNATURES:

*Shelby Boston, Director - Butte County Department of Employment & Social Services*

*Bruce S. Alpert, County Counsel*

*Barbara Longo, Director - Lassen County Health & Social Services Agency*

*Elizabeth Cavasso, Chairman of Board of Supervisors - Modoc County Board of Supervisors*

*Tex Ritter, Director - Nevada County Department of Social Services*

*Catherine Elliott, County Counsel*

*Neal Caiazzo, Director - Plumas County Department of Social Services*

*R. Craig Settlemire, County Counsel*

*Vicki Clark, Director - Sierra County Department of Social Services*

*Chris Howard – Chair, Supervisor, District 3 – Del Norte County Department of Health & Human Services*

*David Kehoe, Chairman – Shasta County Board of Supervisors*

*Alan B. Cox, Deputy County Counsel, Shasta County*

*Michael N. Kobseff – Chair, Siskiyou County Board of Supervisors*

*Laura Williams, Director – Tehama County Department of Social Services*

*Letty Garza, Director – Trinity County Health and Human Services*

**APPENDIX: SERVICE AND REFERRAL MATRIX**

- A: Butte County
- B: Del Norte County
- C: Lassen County
- D: Modoc County
- E: Nevada County
- F: Plumas County
- G: Shasta County
- H: Sierra County
- I: Siskiyou County
- J: Tehama County
- K: Trinity County

**EXHIBIT 1: INFRASTRUCTURE FUNDING AGREEMENT (EXCEL SPREADSHEET)**

- Consolidated Infrastructure Budget (Attachment A)
- Consolidated Proportionate Share of Infrastructure Costs (Attachment B)
- Summary of Career Services (Attachment C)
- Other Systems Costs: Basic Career Services and Individual Career Services Budget (Attachment D)

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN NORTHERN RURAL TRAINING AND EMPLOYMENT CONSORTIUM (NORTEC) AND AMERICA'S JOB CENTERS OF CALIFORNIA PARTNERS**

**Background**

The Workforce Innovation and Opportunity Act of 2014 (WIOA), establishes local Workforce Development Boards (WDB), which, in partnership with the chief elected official, are responsible for setting policy and overseeing workforce development programs for a workforce development area. The workforce development area of NoRTEC includes the eleven counties of Butte, Del Norte, Lassen, Modoc, Nevada, Plumas, Sierra, Shasta, Siskiyou, Tehama, and Trinity.

The "chief elected official" for NoRTEC is a special district formed by a joint powers agreement (JPA) among the eleven NoRTEC member counties. Each of these counties appoints a member of their Board of Supervisors to serve on the NoRTEC Governing Board. The NoRTEC Governing Board appoints the NoRTEC WDB, consistent with the WIOA for a private sector majority, a cross section of public agencies, education, community-based organizations and organized labor. The NoRTEC Governing Board and the NoRTEC WDB then operate as partners for the implementation of the WIOA.

The establishment of a One-Stop delivery system for workforce development services is a cornerstone of the WIOA, and is the primary charge of the NoRTEC WDB and Governing Board. In general, the One Stop delivery system is a network of employment centers within which entities responsible for administering workforce development, educational, and other human resource programs and funding streams (referred to as "Partners") collaborate to create a seamless system of service delivery designed to enhance access to services and improve long-term employment outcomes for individuals receiving assistance.

**Purpose**

WIOA requires an MOU be developed and executed between the NoRTEC Workforce Development Board (WDB) and the America's Job Centers of California (AJCC) Partners to establish an agreement concerning the operations of the AJCC delivery system.

The purpose of the MOU is to establish a cooperative working relationship between the AJCC Partners and to define their respective roles and responsibilities in achieving the policy objectives. The MOU also serves to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

California's 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, which includes the following:

- Foster demand-driven skills attainment
- Enable upward mobility for all Californians
- Align, coordinate, and integrate programs and services

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

- Career placement services
- 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

### **Mission Statement and Goals**

Bring together workforce development, educational, economic development and other employment services in a seamless customer-focused delivery network that enhances access to program services and improves long-term employment outcomes. As AJCC partners, we are committed to administering our independently funded programs as a set of integrated streamlined services to job seekers and employers, by:

- Helping businesses find skilled workers and access other support services, including education and training, for their current workforce.
- Providing an array of employment and business services and connecting customers to work-related training and education
- Continuing to align investments in workforce, education and economic development to regional in-demand jobs
- Reinforcing partnerships and strategies to provide job seekers and workers with high-quality career services, education and training, and supportive services needed to get good jobs and stay employed
- Continuing to plan, coordinate, and provide services in an integrated manner to maximize the utilization of resources and assure there will be no "wrong door" for customers seeking services from the system
- Measuring customer satisfaction and continuously improving services based upon customer feedback
- Designing and continuously improving a system that reflects statewide/regional economic development strategies and is responsive to industry sectors in the region

### **Parties to the MOU**

Per Section 121(b) of the WIOA, the following entities are required partners in the NoRTEC One-Stop System:

1. NoRTEC, the WIOA Title I grant recipient and administrative entity
2. WIOA Title I Adult, Dislocated Worker, and Youth Programs
3. WIOA Title I Native American Programs (Section 166)
4. WIOA Title I Migrant and Seasonal Farmworker Programs (Section 167)
5. WIOA Title II Adult Education and Literacy Programs
6. WIOA Title III Wagner-Peyser Programs
7. WIOA Title IV Vocational Rehabilitation Programs
8. Title V Older Americans Act Programs
9. Trade Adjustment Assistance (TAA) Programs
10. Veterans Programs
11. Unemployment Insurance Program
12. Temporary Assistance for Needy Families (TANF)/CalWORKs

**One-Stop System Services**

The NoRTEC region includes the geographic area of Butte, Del Norte, Lassen, Modoc, Nevada, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity Counties. There are thirteen AJCCs in the region:

**Butte County – Chico Comprehensive AJCC**

Alliance for Workforce Development  
500 Cohasset Road, Suite 30  
Chico, CA 95926  
(530) 961-5125  
<http://afwd.org>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.

**Butte County – Oroville Comprehensive AJCC**

Oroville Community Employment Center  
78 Table Mountain Blvd  
Oroville, CA 95965  
(530) 538-7301  
<http://afwd.org>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.
- TANF/CalWorks: Butte County Department of Employment and Social Services

**Del Norte County – Comprehensive AJCC**

Del Norte Workforce Center  
875 5th Street  
Crescent City, CA 95531  
(707) 464-8347  
<http://dnworkforcecenter.org>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: SMART Business Resource Center
- WIOA Title IV – Vocational Rehabilitation: California Department of Rehabilitation
- TANF/CalWorks – Del Norte County Department of Health & Human Services

**Lassen County – Comprehensive AJCC**

Business and Career Network  
1616 Chestnut Street  
Susanville, CA 96130  
(530) 257-2567  
<http://afwd.org>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.

- TANF/CalWORKS: Lassen County Health & Social Services Department

**Modoc County Comprehensive AJCC**

Business and Career Network

701 N. Main Street, Suite F

Alturas, CA 96101

(530) 233-4161

<http://afwd.org>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.
- TEACH – Adult Education

**Nevada County - Comprehensive AJCC**

Business and Career Network

988 McCourtney Road

Grass Valley, CA 95949

(530) 265-7088

<http://afwd.org>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.
- TANF/CalWORKS: Nevada County Department of Social Services

**Nevada County – Comprehensive AJCC**

Business and Career Network

10075 Levon Ave

Truckee, CA 96161

(530) 550-3015

<http://afwd.org>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.
- TANF/CalWORKS: Nevada County Department of Social Services

**Plumas County – Comprehensive AJCC**

Business and Career Network

7 Quincy Junction Road

Quincy, CA 95971

(530) 283-1606

<http://afwd.org>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development, Inc.

**Shasta County – Comprehensive AJCC**

Smart Business Resource Center

1201 Placer Street  
Redding, CA 96001  
(530) 246-7911  
<http://thesmartcenter.biz>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: SMART Business Resource Center

**Sierra County Comprehensive AJCC**

Business and Career Network  
305 South Lincoln Street  
Sierraville, CA 96126  
(530) 994-3349  
<http://afwd.org>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: Alliance for Workforce Development

**Siskiyou County Comprehensive AJCC**

SMART Business Resource Center (previously Siskiyou Training & Employment Program)  
190 Boles Street  
Weed, CA 96094  
(530) 938-3231  
<http://thesmartcenter.biz>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: SMART Business Resource Center

**Tehama County Comprehensive AJCC**

Job Training Center of Tehama County  
718 Main Street  
Red Bluff, CA 96080  
(530) 529-7000  
<http://jobtrainingcenter.org>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: Job Training Center of Tehama County

**Trinity County Comprehensive AJCC**

Smart Business Resource Center  
790 Main Street, Suite 618  
Weaverville, CA 96093  
(530) 623-5538  
<http://thesmartcenter.biz>

Partners Colocated at this AJCC:

- WIOA Title I – Adult, DW & Youth: SMART Business Resource Center

### **AJCC System Services**

Each AJCC in the One-Stop system provides access to the full range of available employment services, training and education, and employer assistance as described in the WIOA.

AJCC's services as required by WIOA and provided by the AJCC Partners to this MOU are outlined in Appendix 1 (A-K)

- A. Butte County
- B. Del Norte County
- C. Lassen County
- D. Modoc County
- E. Nevada County
- F. Plumas County
- G. Shasta County
- H. Sierra County
- I. Siskiyou County
- J. Tehama County
- K. Trinity County

### **Responsibility of AJCC Partners**

It is understood that the development and implementation of this system will require mutual trust and teamwork between all involved parties. It is further acknowledged that the system, because it is driven by local needs, will evolve over time, as employer and individual customer needs change. In consideration of the mutual aims and desires of the partners participating in this agreement, and in recognition of the public benefit to be derived from the effective implementation of the programs involved, the partners agree that their respective responsibilities under this agreement will be as follows:

Parties to this MOU agree to engage in planning, plan development, and modification, to result in:

1. Continuous partnership building between all parties to this agreement;
2. Continuous planning responsive to regional, State, and Federal requirements;
3. Responsiveness to specific Statewide and regional economic conditions including employer needs;
4. Adherence to common data collection and reporting needs;
5. Making services applicable to the partner program available to customers through the one-stop delivery system;
6. Participation in the operation of the one-stop system, consistent with the terms of the MOU and requirements of authorized laws.
7. Participation in capacity building and staff development activities in order to ensure that all partners and staff are adequately cross-trained when applicable.

### **Funding of Services and Operating Costs**

NoRTEC and the AJCC partners to this MOU have chosen a consolidated system-wide budget for the network of comprehensive AJCCs.

The annual consolidated infrastructure budget outlining the infrastructure costs were provided by

each co-located partner. These amounts serve as a baseline to determine the cost each partner contributed. The consolidated infrastructure budget can be found as Exhibit 1.

The costs allocation methodology agreed on by co-located partners is the proportion of an individual partner program's square footage occupancy as a percentage to the total AJCC. This cost allocation methodology adheres to the following: is consistent with federal laws authorizing each partner's program; complies with federal cost principles in the Uniform Guidance; includes only costs that are allowable, reasonable, necessary, and allocable to each program partner; and is based on an agreed upon measure that mathematically determines the proportionate use and benefit received by each partner.

#### **For Non-Co-Located Partners**

The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-co-located partners who are receiving benefit from the AJCC will also be required to contribute their proportionate share towards infrastructure costs in accordance with State WIOA policies and guidance. Consequently, this MOU must include an assurance from all non-co-located partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available. By signing this MOU, all parties agree that when data are available to determine the AJCC benefit to non-co-located partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.

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.

#### **Methods for Referring Customers**

The AJCC Partners will refer customers using the inter-partner and inter-agency referral process as required by WIOA and described in Attachment A-K.

#### **Access for Individuals with Barriers to Employment**

The AJCC system is committed to providing needed services to all job seekers, including individuals with barriers to employment.

Section 3(24) of the WIOA defines an "individual with a barrier to employment" as a member of one or more of the following populations:

- Displaced homemakers
- Low-income individuals
- Indians, Alaska Natives, and Native Hawaiians, defined in Section 66 of the WIOA
- Individuals with disabilities, including youth
- Older individuals
- Ex-offenders
- Homeless individuals
- 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 as defined in Section 167(i) of WIOA

- Individuals within two 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
- Other groups as the Governor involved determines to have barriers to employment

AJCC partners ensure their policies, procedures, programs, and services are in compliance with the *Americans with Disabilities Act of 1990* and its amendments, in order to provide equal access to all customers with disabilities.

Section 134(c)(3)(E) of the WIOA requires the Title I Adult program to provide priority of service to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient. Veterans and eligible spouses shall also be provided priority of services among all eligible individuals, as long as they meet the WIOA Adult program eligibility criteria. WIOA Title I Adult programs must provide priority of service to these groups 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 recipients of public assistance, other low income individuals, or individuals who are basic skills deficient.
3. Veterans and eligible spouses who are not included in one of three WIOA priority groups noted above.

#### **Shared Technology and System Security**

WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including client tracking, common case management, reporting, and data collection. To support the use of these tools, each AJCC 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 information through electronic mechanisms, including shared technology.
- Commit to share information to the greatest extent allowable under their 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.
- Understand that system security provisions shall be agreed upon by all AJCC Partners.

#### **Confidentiality**

The AJCC Partner agrees to comply with the provisions of WIOA as well as the applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, Federal Privacy Act of 1974, as amended 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 will publish, disclose use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.
- The AJCC partner agrees to abide by the current confidentiality provisions of the respective statutes to which AJCC operators and other AJCC partners must adhere, and shall share information necessary for the administration of the program as allowed under law and regulation. The AJCC partner, therefore, agrees to share client information necessary for the provision of services such as assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment or program support purposes.
- 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, sex, 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. The AJCC partner will assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibits discrimination on the basis of disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

#### **Grievances and Complaints Procedure**

The AJCC partner providing Title I services agrees to follow NoRTEC's established grievance and complaint procedure that is applicable to customers accessing WIOA funded programs and services. 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 Title I AJCC partner also 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.

AJCC Partners to this MOU agree to have established grievance and complaint processes pertinent solely to their own programs and funds, and will use these processes when a complaint is filed only with a partner agency and does not include issues with programs funded under Title I of WIOA.

AJCC Partners to this MOU will share information with customers about how, where, and with whom to file complaints.

#### **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 the 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 CRF Part 37 and all other regulations implementing the aforementioned laws.

**Effective Dates and Terms of the MOU**

This MOU shall be binding upon each party hereto upon execution by such party. The term of this MOU shall be July 1, 2020 – June 30, 2022. The MOU will be reviewed not less than once every three years to identify any substantial changes that have occurred.

**Modifications and Revisions**

This MOU constitutes the entire agreement between 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 this MOU, said entity shall notify the other parties, in writing, 30 days in advance of that intention.

**Supervision/Day-to-Day Operations**

The day-to-day supervision of staff located in the AJCCs will be the responsibility of the site supervisor(s). The 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/or the employer of each AJCC staff member.

The office hours for staff at the AJCCs will be established by the site supervisor(s) and/or the employer of staff. All staff assigned to the AJCC will comply with the holiday schedule of their employer and will provide a copy of the holiday schedule to the operator and host agency of the AJCC facility 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), all legally required employee benefits. In addition, each party shall be solely responsible and hold 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 operator, for discussion and resolution.

**Press Releases and Communications**

## 2020 - 2022 NoRTEC Partner MOU

The pertinent AJCC Partners shall have the option to be included in any communicating with the press, television, radio or any other form of media when an AJCC Partner's specific duties or performance under this MOU is addressed. Participation of each party in press/media presentations will be determined by each party's public relations policies. Unless otherwise directed by the other AJCC Partners, in all communications, each party shall make reference to the AJCC as a single system and only call out individual AJCC Partners as appropriate to the topic or issue being covered.

The AJCC Partners 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 originating in the AJCC.

### **Hold Harmless/Indemnification/Liability**

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

### **Signatures**

In WITNESS THEREOF, the parties to this MOU hereby agree to the terms and execute this MOU and Attachments/Exhibits (separate signature page).

**Northern Rural Training and Employment Consortium, (NoRTEC)  
WIOA MOU 2020-2022  
Partner Signature Page**

**PARTNER AGENCY**

---

Signature (Authorized Representative)

Date

**Richard Egan, County Administrative Officer**

**Lassen County**

---

Print Name/Title

Organization Name

**BOARD OF SUPERVISORS  
(IF REQUIRED):**

---

Signature

Date

**David Teeter, Chairman**

---

Print Name/Title

**APPROVED AS TO FORM  
(IF REQUIRED):**

---

County Counsel Signature

Date

**Robert M. Burns, Lassen County Counsel**

---

Print Name/Title

Consolidated Infrastructure Budget

Cost Category/Line Item	Line Item Cost Detail	Total Cost	WIOA Title I: AFWD	WIOA Title I: SMART (previously STEP)	WIOA Title I: SMART	WIOA Title I: JTC	TANF - Butte	TANF - Lassen	TANF - Nevada	Vocational Rehabilitation
<b>Rent</b>										
Rental of Facilities		\$ 2,095,000.84	\$ 229,477.56	\$ 59,022.08	\$ 150,775.00	\$ 29,357.00	\$ 1,523,531.76	\$ 102,837.44		
<b>Utilities and Maintenance</b>										
Electric	Rental Costs Subtotal:	\$ 2,095,000.84	\$ 229,477.56	\$ 59,022.08	\$ 150,775.00	\$ 29,357.00	\$ 1,523,531.76	\$ 102,837.44		
Gas		\$ 377,768.00	\$ 11,760.00	\$ 9,082.00	\$ 47,457.00	\$ 8,094.00	\$ 292,559.00	\$ 8,816.00		
Water		\$ 17,914.00	\$ -	\$ -	\$ 5,043.00	\$ -	\$ 10,061.00	\$ 2,810.00		
Sewer Connections		\$ 10,849.00	\$ -	\$ 2,772.00	\$ -	\$ 827.00	\$ 7,250.00	\$ -		
Internet		\$ 9,073.00	\$ -	\$ 740.00	\$ 2,840.00	\$ 901.00	\$ 4,378.00	\$ 214.00		
Telephones (landlines)		\$ 22,388.00	\$ 14,245.00	\$ 1,900.00	\$ 1,900.00	\$ 3,743.00	\$ -	\$ 600.00		
Facility Maintenance Contract		\$ 51,401.00	\$ 17,300.00	\$ 8,919.00	\$ 14,460.00	\$ 5,322.00	\$ -	\$ 5,400.00		
Janitorial/Supplies/Garbage/Pest Control		\$ 68,007.00	\$ 18,100.00	\$ 7,320.00	\$ 19,200.00	\$ 9,537.00	\$ -	\$ 13,850.00		
Insurance		\$ 14,241.00	\$ 245.00	\$ 4,633.00	\$ 930.00	\$ -	\$ -	\$ 8,433.00		
Alarm/Fire/Burglar Monitoring		\$ 24,875.00	\$ 1,500.00	\$ -	\$ 22,000.00	\$ -	\$ -	\$ 1,375.00		
		\$ 4,441.00	\$ -	\$ 756.00	\$ -	\$ -	\$ -	\$ 3,685.00		
<b>Equipment</b>										
Assessment-related products		\$ 836.00	\$ -	\$ 836.00	\$ -	\$ -	\$ -	\$ -		
Assistive technology for individuals with disabilities (Access and Accommodation)		\$ 848.00	\$ -	\$ -	\$ 700.00	\$ 148.00	\$ -	\$ -		
Copiers		\$ 75,153.00	\$ 22,090.00	\$ 8,639.00	\$ 26,565.00	\$ 10,707.00	\$ -	\$ 7,152.00		
Fax Machines		\$ 4,101.00	\$ -	\$ 2,341.00	\$ 1,460.00	\$ -	\$ -	\$ 300.00		
Computers		\$ 76,215.00	\$ 6,800.00	\$ 30,130.00	\$ 30,228.00	\$ 6,557.00	\$ -	\$ 2,500.00		
Other tangible equipment used to serve all center customers (not specific to an individual program partner)	Printers, technical support, computer maintenance and telephone system, supplies, work stations, client headsets and paging system	\$ 104,786.00	\$ -	\$ 50,800.00	\$ 44,150.00	\$ 9,836.00	\$ -	\$ -		
Specify Other Tangible Equipment										
Alarm/Fire/Burglar System		\$ 2,585.00	\$ -	\$ 1,865.00	\$ 720.00	\$ -	\$ -	\$ -		
Phone System		\$ 73,004.00	\$ -	\$ 7,899.00	\$ 65,105.00	\$ -	\$ -	\$ -		
<b>Technology to Facilitate Access to the AICC</b>										
Technology used for the center's planning and outreach activities	Equipment Costs Subtotal:	\$ 337,528.00	\$ 28,890.00	\$ 102,510.00	\$ 168,928.00	\$ 27,248.00	\$ -	\$ 9,952.00		
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 AICC services and/or provides direct service access to AICC services	Career Center computer and sign in computer systems upkeep and maintenance for visitor check in.	\$ 34,378.00	\$ -	\$ -	\$ -	\$ 34,378.00	\$ -	\$ -		
Website Address: _____ (Does not include data systems or case management systems specific to individual program partners.)										
<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS</b>										
Technology to Facilitate Access Costs Subtotal:		\$ 34,378.00	\$ -	\$ -	\$ -	\$ 34,378.00	\$ -	\$ -		
<b>COST CATEGORY</b>										
Subtotal: Rental Costs		\$ 2,095,000.84	\$ 229,477.56	\$ 59,022.08	\$ 150,775.00	\$ 29,357.00	\$ 1,523,531.76	\$ 102,837.44		
Subtotal: Utilities and Maintenance Costs		\$ 600,957.00	\$ 63,150.00	\$ 36,122.00	\$ 113,830.00	\$ 28,424.00	\$ 314,248.00	\$ 45,183.00		
Subtotal: Equipment Costs		\$ 337,528.00	\$ 28,890.00	\$ 102,510.00	\$ 168,928.00	\$ 27,248.00	\$ -	\$ 9,952.00		
Subtotal: Technology to Facilitate Access Costs		\$ 34,378.00	\$ -	\$ -	\$ -	\$ 34,378.00	\$ -	\$ -		
<b>TOTAL CONSOLIDATED INFRASTRUCTURE COSTS FOR THE AICC/Network:</b>		\$ 3,067,863.84	\$ 321,517.56	\$ 197,654.08	\$ 433,533.00	\$ 119,407.00	\$ 1,837,779.76	\$ 157,972.44		

**Attachment B 2020/2021**

<b>Consolidated Proportionate Share of Infrastructure Costs</b>					
<b>Colocated Partner/s</b>	<b>Shared Total Infrastructure Costs</b>	<b>Cost Allocation Methodology</b>	<b>Allocated Share</b>	<b>Amount: Cash</b>	
Partner: <b>WIOA Title I - Adult, DW &amp; Youth</b>	\$3,242,484.51	SQ FT	\$1,072,706.64	\$1,072,706.64	
Partner: <b>TANF/CalWORKs</b>	\$3,242,484.51	SQ FT	\$2,164,933.11	\$2,164,933.11	
Partner: <b>WIOA Title IV - Vocational Rehabilitation</b>	\$3,242,484.51	SQ FT	\$4,844.76	\$4,844.76	

# Attachment C 2020/2021

Summary of Career Services									
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	Native Am	MSF	T-II AEL	T-IV VR	TANF	
Program Eligibility	X	X	X	X	X	X	X	X	
Outreach, Intake, Orient	X	X	X	X	X	X	X	X	
Initial Assessment	X	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	X	
LMI	X	X	X	X	X		X		
Performance/Cost Info	X	X	X	X			X		
Support Service Info	X	X	X	X	X		X	X	
UI Info/Assistance	X	X	X	X			X		
Financial Aid Info	X	X	X	X	X	X	X	X	

  

Individual Career Services	T-I Adult	T-I DW	T-I Youth	Native Am	MSF	T-II AEL	T-IV VR	TANF
Comp Assessment	X	X	X	X	X	X	X	X
IEP	X	X	X	X			X	X
Career Plan/Counsel	X	X	X	X	X	X	X	X
Short-Term Prevoc.	X	X	X	X	X	X	X	X
Internships/Work Experience	X	X	X	X	X		X	X
Out-of-Area Job Search	X	X	X	X			X	
Financial Literacy	X	X	X	X				
IET/ELA			X		X			X
Workforce Preparation	X	X	X	X		X		X

**Attachment D 2020/2021**

Other System Costs: Basic Career Services and Individual Career Services Budget								
Basic Career Services	T-I Adult	T-I DW	T-I Youth	Native Am	MSF	T-II AEL	T-IV VR	TANF
Program Eligibility	AFWD: \$494,826	AFWD: \$492,698	AFWD: \$508,510	California Indian	California	Oroville Adult Ed: \$	California Department	TANF Butte, Chico:
Outreach, Intake, Orient	SMART (STEP) \$39,380	SMART (STEP):	SMART (STEP):	Manpower	Human	58,504	of Rehabilitation	\$1,344,886
Initial Assessment	SMART \$168,961	\$63,193	\$37,493	Consortium, Inc.	Development	Corning Union HS:		TANF Butte, Oroville:
Labor Exch/Job Search	JTC: \$55,053	SMART: \$162,341	SMART: \$171,165			\$73,581		\$896,589
Referrals to Partners		JTC: \$69,590	JTC: \$31,405			Nevada Union HS:		TANF Lassen: \$393,334 TANF
LMI						\$7,725		Tehama: \$1,121,516 TANF
Performance/Cost Info								Trinity: \$804,375
Support Service Info								TANF Modoc: \$238,229
UI Info/Assistance								TANF Nevada: \$1,037,812
Financial Aid Info								TANF Del Norte \$36,631
	Total: \$758,220	Total: \$787,822	Total: \$748,573	Total: \$258,505	Total: \$18,536	Total: \$139,810	Total: \$1,516,701	TANF Shasta: \$4,895,416
<b>Basic Career Services Subtotal:</b>	<b>\$15,360,537</b>							<b>Total: \$11,132,370</b>
<b>Individual Career Services</b>	<b>T-I Adult</b>	<b>T-I DW</b>	<b>T-I Youth</b>	<b>Native Am</b>	<b>MSF</b>	<b>T-II AEL</b>	<b>T-IV VR</b>	<b>TANF</b>
Comp Assessment	AFWD: \$727,788	AFWD: \$713,207	AFWD: \$764,804	California Indian	California	Oroville Adult Ed:	California Department	TANF Butte, Chico:
IEP	SMART (STEP):	(SMART) STEP:	(SMART) STEP:	Manpower	Human	\$157,060	of Rehabilitation	\$2,212,378
Career Plan/Counsel	\$159,318	\$252,708	\$149,974	Consortium, Inc.	Development	Corning Union HS:		TANF Butte, Oroville:
Short-Term Prevoc.	SMART: \$394,243	SMART: \$378,797	SMART: \$399,386			\$61,929		\$1,474,918
Internships/Work Experience	JTC: \$123,761	JTC: \$135,683	JTC: \$151,696			Nevada Union HS: \$7,725		TANF Lassen: \$201,411
Out-of-Area Job Search								TANF Siskiyou \$726,055
Financial Literacy								TANF Tehama: \$3,313,311
	Total: \$1,405,110	Total: \$1,480,395	Total: \$1,465,860	Total: \$29,046	Total: \$29,046	Total: \$226,714	Total: \$6,065,332	TANF Trinity: \$344,366
IET/ELA								TANF Modoc: \$180,643
Workforce Preparation								TANF Nevada: \$620,231
<b>Individual Career Services Subtotal</b>	<b>\$18,394,646</b>							TANF Plumas: \$236,458
								TANF Sierra: \$103,025
								TANF Del Norte \$34,630
								TANF Shasta: \$829,660.00
								<b>Total: \$7,693,143</b>
<b>Consolidated budget total of career services delivered through the One-Stop system:</b>								<b>\$33,755,182</b>

AJCC Infrastructure Budget Consolidated

Consolidated Budget PY 16/17

Cost Category/Line Item	Line Item Cost Detail	Total Cost	WIOA Title I: AFWD	WIOA Title I: STEP	WIOA Title I: SMART	WIOA Title I: JTC	TANF - Butte	TANF - Lassen	TANF - Nevada	Vocational Rehabilitation
Rent										
Rental of Facilities		\$ 2,216,888.60	\$ 229,477.56	\$ 59,022.08	\$ 150,775.00	\$ 29,357.00	\$ 1,523,531.76	\$ 102,837.44	\$ 117,043.00	\$ 4,844.76
<b>Utilities and Maintenance</b>	<b>Rental Costs Subtotal:</b>	<b>\$ 2,216,888.60</b>	<b>\$ 229,477.56</b>	<b>\$ 59,022.08</b>	<b>\$ 150,775.00</b>	<b>\$ 29,357.00</b>	<b>\$ 1,523,531.76</b>	<b>\$ 102,837.44</b>	<b>\$ 117,043.00</b>	<b>\$ 4,844.76</b>
Electric		\$ 377,768.00	\$ 11,760.00	\$ 9,082.00	\$ 47,457.00	\$ 8,094.00	\$ 292,559.00	\$ 8,816.00	\$ -	\$ -
Gas		\$ 17,914.00	\$ -	\$ -	\$ 5,043.00	\$ -	\$ 10,061.00	\$ 2,810.00	\$ -	\$ -
Water		\$ 10,849.00	\$ -	\$ 2,772.00	\$ -	\$ 827.00	\$ 7,250.00	\$ -	\$ -	\$ -
Sewer Connections		\$ 9,073.00	\$ -	\$ 740.00	\$ 2,840.00	\$ 901.00	\$ 4,378.00	\$ 214.00	\$ -	\$ -
Internet		\$ 22,388.00	\$ 14,245.00	\$ 1,900.00	\$ 1,900.00	\$ 3,743.00	\$ -	\$ 600.00	\$ -	\$ -
Telephones (landlines)		\$ 51,401.00	\$ 17,300.00	\$ 8,919.00	\$ 14,460.00	\$ 5,322.00	\$ -	\$ 5,400.00	\$ -	\$ -
Facility Maintenance Contract		\$ 68,007.00	\$ 18,100.00	\$ 7,320.00	\$ 19,200.00	\$ 9,537.00	\$ -	\$ 13,850.00	\$ -	\$ -
Janitorial/Supplies/Garbage/Pest Control		\$ 14,241.00	\$ 245.00	\$ 4,633.00	\$ 930.00	\$ -	\$ -	\$ 8,433.00	\$ -	\$ -
Insurance		\$ 24,875.00	\$ 1,500.00	\$ -	\$ 22,000.00	\$ -	\$ -	\$ 1,375.00	\$ -	\$ -
Alarm/Fire/Burglar Monitoring		\$ 4,441.00	\$ -	\$ 756.00	\$ -	\$ -	\$ -	\$ 3,685.00	\$ -	\$ -
<b>Equipment</b>	<b>Utilities and Maintenance Costs Subtotal:</b>	<b>\$ 600,957.00</b>	<b>\$ 63,150.00</b>	<b>\$ 36,122.00</b>	<b>\$ 113,830.00</b>	<b>\$ 28,424.00</b>	<b>\$ 314,248.00</b>	<b>\$ 45,183.00</b>	<b>\$ -</b>	<b>\$ -</b>
Assessment-related products		\$ 836.00	\$ -	\$ 836.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assistive technology for individuals with disabilities (Access and Accommodation)		\$ 848.00	\$ -	\$ -	\$ 700.00	\$ 148.00	\$ -	\$ -	\$ -	\$ -
Copiers		\$ 75,153.00	\$ 22,090.00	\$ 8,639.00	\$ 26,565.00	\$ 10,707.00	\$ -	\$ 7,152.00	\$ -	\$ -
Fax Machines		\$ 4,101.00	\$ -	\$ 2,341.00	\$ 1,460.00	\$ -	\$ -	\$ 300.00	\$ -	\$ -
Computers		\$ 76,215.00	\$ 6,800.00	\$ 30,130.00	\$ 30,228.00	\$ 6,557.00	\$ -	\$ 2,500.00	\$ -	\$ -
Other tangible equipment used to serve all center customers (not specific to an individual program partner)	Printers, technical support, computer maintenance and telephone system, supplies, work stations, client headsets and paging system	\$ 104,786.00	\$ -	\$ 50,800.00	\$ 44,150.00	\$ 9,836.00	\$ -	\$ -	\$ -	\$ -
Specify Other Tangible Equipment										
Alarm/Fire/Burglar System		\$ 2,585.00	\$ -	\$ 1,865.00	\$ 720.00	\$ -	\$ -	\$ -	\$ -	\$ -
Phone System		\$ 73,004.00	\$ -	\$ 7,899.00	\$ 65,105.00	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Technology to Facilitate Access to the AJCC</b>	<b>Equipment Costs Subtotal:</b>	<b>\$ 337,528.00</b>	<b>\$ 28,890.00</b>	<b>\$ 102,510.00</b>	<b>\$ 168,928.00</b>	<b>\$ 27,248.00</b>	<b>\$ -</b>	<b>\$ 9,952.00</b>	<b>\$ -</b>	<b>\$ -</b>
Technology used for the center's planning and outreach activities	Career Center computer and sign in computer systems upkeep and maintenance for visitor check in.	\$ 34,378.00	\$ -	\$ -	\$ 34,378.00	\$ -	\$ -	\$ -	\$ -	\$ -
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		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Website Address:										
(Does not include data systems or case management systems specific to individual program partners.)										
<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS</b>	<b>Technology to Facilitate Access Costs Subtotal:</b>	<b>\$ 34,378.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 34,378.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Cost Category</b>		<b>Total Cost</b>	<b>Total Cost</b>	<b>Total Cost</b>	<b>Total Cost</b>	<b>Total Cost</b>	<b>Total Cost</b>	<b>Total Cost</b>	<b>Total Cost</b>	<b>Total Cost</b>
Subtotal: Rental Costs		\$ 2,216,888.60	\$ 229,477.56	\$ 59,022.08	\$ 150,775.00	\$ 29,357.00	\$ 1,523,531.76	\$ 102,837.44	\$ 117,043.00	\$ 4,844.76
Subtotal: Utilities and Maintenance Costs		\$ 600,957.00	\$ 63,150.00	\$ 36,122.00	\$ 113,830.00	\$ 28,424.00	\$ 314,248.00	\$ 45,183.00	\$ -	\$ -
Subtotal: Equipment Costs		\$ 337,528.00	\$ 28,890.00	\$ 102,510.00	\$ 168,928.00	\$ 27,248.00	\$ -	\$ 9,952.00	\$ -	\$ -
Subtotal: Technology to Facilitate Access Costs		\$ 34,378.00	\$ -	\$ -	\$ 34,378.00	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL CONSOLIDATED INFRASTRUCTURE COSTS FOR THE AJCC/Network:</b>		<b>\$ 3,189,751.60</b>	<b>\$ 321,517.56</b>	<b>\$ 197,654.08</b>	<b>\$ 433,533.00</b>	<b>\$ 119,407.00</b>	<b>\$ 1,837,779.76</b>	<b>\$ 157,972.44</b>	<b>\$ 117,043.00</b>	<b>\$ 4,844.76</b>

	A	B	C
1	<b>Required Phase II MOU Component: Sharing Infrastructure Costs</b>		
2	Budget, Cost Allocation Methodology, Initial Proportionate Share		
3			
4	<b>Phase II MOU Content Requirements:</b>		
5	A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are nonpersonnel costs necessary for the general operation of the one-stop center.		
6			
7	<b>AJCC Infrastructure Budget</b>		
8	<b>Business and Career Network - 1616 Chestnut Street Susanville, CA 96130 - Alliance for Workforce Development, Inc.</b>		
9			
10	<b>Cost Category/Line Item</b>	<b>Line Item Cost Detail</b>	<b>Cost</b>
11	<b>Rent</b>		
12	Rental of Facilities		\$ 59,162.56
13		<b>Rental Costs Subtotal:</b>	\$ 59,162.56
14	<b>Utilities and Maintenance</b>		
15	Electric		
16	Gas		
17	Water		
18	Sewer Connections		
19	Internet		
20	Telephones (landlines)		
21	Facility Maintenance Contract		
22	Janitorial/Supplies/Garbage/Pest Control		
23	Insurance		
24	Alarm/Fire/Burglar Monitoring		
25		<b>Utilities and Maintenance Costs Subtotal:</b>	\$ -
26	<b>Equipment</b>		
27	Assessment-related products		
28	Assistive technology for individuals with disabilities ( <i>Access and Accommodation</i> )		
29	Copiers		
30	Fax Machines		
31	Computers		
32	Other tangible equipment used to serve all center customers (not specific to an individual program partner)		
33	Specify Other Tangible Equipment		
34	Alarm/Fire/Burglar System		
35	Phone System		
36		<b>Equipment Costs Subtotal:</b>	\$ -
37	<b>Technology to Facilitate Access to the AJCC</b>		
	Technology used for the center's planning and outreach activities		
	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		
	Website Address: www.afwd.org (Does not include data systems or case management systems specific to individual program partners.)		
38			
39		<b>Technology to Facilitate Access Costs Subtotal:</b>	\$ -
40	<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS</b>		
41	<b>Cost Category</b>		<b>Total Cost</b>
42	<b>Subtotal: Rental Costs</b>		\$ 59,162.56
43	<b>Subtotal: Utilities and Maintenance Costs</b>		\$ -
44	<b>Subtotal: Equipment Costs</b>		\$ -
45	<b>Subtotal: Technology to Facilitate Access Costs</b>		\$ -
46	<b>TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:</b>		<b>\$ 59,162.56</b>

**Required Phase II MOU Component: Sharing Infrastructure Costs**

Budget, Cost Allocation Methodology, Initial Proportionate Share

**Phase II MOU Content Requirements:**

A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item. Infrastructure costs of one-stop centers are nonpersonnel costs necessary for the general operation of the one-stop center.

**AJCC Infrastructure Budget****Business and Career Network 1616 Chestnut Street Susanville, CA 96130 - TANF/CalWORKs**

<b>Cost Category/Line Item</b>	<b>Line Item Cost Detail</b>	<b>Cost</b>
<b>Rent</b>		
Rental of Facilities		\$ 102,837.44
<b>Rental Costs Subtotal:</b>		<b>\$ 102,837.44</b>
<b>Utilities and Maintenance</b>		
Electric		\$ 8,816.00
Gas		\$ 2,810.00
Water		
Sewer Connections		\$ 214.00
Internet		\$ 600.00
Telephones (landlines)		\$ 5,400.00
Facility Maintenance Contract		\$ 13,850.00
Janitorial/Supplies/Garbage/Pest Control		\$ 8,433.00
Insurance		\$ 1,375.00
Alarm/Fire/Burglar Monitoring		\$ 3,685.00
<b>Utilities and Maintenance Costs Subtotal:</b>		<b>\$ 45,183.00</b>
<b>Equipment</b>		
Assessment-related products		
Assistive technology for individuals with disabilities ( <i>Access and Accommodation</i> )		
Copiers		\$ 7,152.00
Fax Machines		\$ 300.00
Computers		\$ 2,500.00
Other tangible equipment used to serve all center customers (not specific to an individual program partner)		\$ -
<b>Specify Other Tangible Equipment</b>		
Alarm/Fire/Burglar System		\$ -
Phone System		\$ -
<b>Equipment Costs Subtotal:</b>		<b>\$ 9,952.00</b>
<b>Technology to Facilitate Access to the AJCC</b>		
Technology used for the center's planning and outreach activities		
<b>Specify the Technology</b>		
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		
Website Address: <a href="http://www.afwd.org">www.afwd.org</a> (Does not include data systems or case management systems specific to individual program partners.)		
<b>Technology to Facilitate Access Costs Subtotal:</b>		<b>\$ -</b>
<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS</b>		
<b>Cost Category</b>		<b>Total Cost</b>
<b>Subtotal: Rental Costs</b>		<b>\$ 102,837.44</b>
<b>Subtotal: Utilities and Maintenance Costs</b>		<b>\$ 45,183.00</b>
<b>Subtotal: Equipment Costs</b>		<b>\$ 9,952.00</b>
<b>Subtotal: Technology to Facilitate Access Costs</b>		<b>\$ -</b>
<b>TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:</b>		<b>\$ 157,972.44</b>

**Attachment C - Lassen County**

	WIOA Title I, Adult/DW/Youth - AFWD, Inc.	WIOA Title I, Native American Programs - California Indian Manpower Consortium	WIOA Title I Migrant and Seasonal Farmworker Program (Section 167)	WIOA Title II, Adult Education and Literacy Programs	WIOA Title III, Wagner-Peyser Programs - EDD	WIOA Title IV, Vocational Rehabilitation Programs - California Vocation Rehab	Title V, Older Americans Act Programs - AARP	Trade Adjustment Assistance (TAA) - EDD	Veterans Programs - EDD	Unemployment Insurance - EDD	Temporary Assistance for Needy Families (TANF)/CALWORKS - Department of Social Services
<b>Services</b>											
<b>Basic Career Services</b>											
Program eligibility	X	X		X		X	X		X	X	X
Outreach and intake and orientation to services	X	X		X		X			X	X	X
Initial assessment of skill levels	X	X		X			X		X		X
Job search and placement assistance	X	X				X	X		X		X
Labor Market employment statistics	X	X		X		X			X		
Supportive services information	X	X		X			X	X	X		X
Unemployment Insurance Claim Filing Assistance and Information	X	X						X	X	X	
Eligibility for programs of financial aid assistance for training and education programs	X	X		X		X		X			X
Training vendor information	X	X				X					
Performance measure information	X	X				X					
Referrals to other programs and services	X	X		X		X	X		X		X
<b>Individualized Career Services</b>											
Comprehensive assessment of skill levels and service needs	X	X		X		X	X				X
Individual Employment Plan	X	X				X	X				X
Group counseling	X	X									X
Individual counseling	X	X		X		X			X		X
Career Planning	X	X		X		X	X		X		X
Short-term prevocational services (i.e. communication, interview skills, punctuality)	X	X		X		X	X		X		X

Internships and work experience linked to careers	X	X		X		X	X				X
Workforce preparation activities	X	X		X		X	X		X		X
Financial literacy services	X	X									
Out-of-Area job search assistance and relocation assistance	X	X				X					
English language acquisition and integrated education and training programs				X		X					
<b>Follow-up Services</b>											
Counseling regarding the workplace	X	X				X	X		X		
Referral to community resources necessary to retain employment	X	X				X	X		X		X
Provision of supportive services	X	X				X					
Career development/further education planning	X	X		X		X					
Assistance securing a better paying job	X	X				X	X		X		
<b>Training Services</b>											
Occupation Skills Training (Classroom based)	X	X		X		X					X
On-the-Job Training (OJT)	X	X				X	X				
Incumbent Worker Training	X										
Programs that provide workplace training with related instruction	X	X				X	X				X
Training programs operated by the private sector	X	X				X					X
Skill upgrading and retraining	X	X				X	X				X
Entrepreneurial Training	X	X									
Transitional Jobs	X	X				X					
Job readiness training	X	X		X		X	X				X
Adult education and literacy activities	X	X		X		X					
High School diploma/GED services	X	X		X		X					X
Employer customized training	X					X					
<b>Business Services</b>											
Labor market information	X										
Wage & Benefit information	X										
Local labor pool information	X										
Job/Career Fairs	X						X				

Internet talent search and job postings	X			X								
Employee recruitment and/or screening assistance	X	X										
Financial assistance for employee training	X	X										
Employee assessment/testing services	X	X										
Tax credit information	X	X										
Employer workshops and seminars	X											
Outplacement assistance	X											
Small Business Admin. information	X											
Human Resource information	X											
Rapid Response/Layoff Aversion services	X	X										
Job description assistance	X											
Referral assistance to partnering agency	X	X										

### **Referral Process**

When referring to partner agencies that are co-located, Business & Career Network staff will personally escort the customer to an agency representative and provide introductions. For partners not co-located, Business & Career Network staff will contact the agency representative by telephone, e-mail or in person for the customer, and make the referral. The customer will be provided a Business & Career Network staff business card to present to the partner agency.

#### **WIOA Title I, Adult, Dislocated Worker and Youth Programs**

Customers interested in obtaining more information regarding services provided by Business & Career Network would be referred to:

Kim Keith - Program Supervisor  
 1616 Chestnut Street, Susanville, CA 96130  
 530-257-5057  
[kkeith@ncen.org](mailto:kkeith@ncen.org)

#### **WIOA Title I, Native American Programs (Section 166)**

The local office has asked that all referrals are made through the Sacramento office.

California Indian Manpower Consortium, Inc.  
 Jeff Hogue, Coordinator  
 2540 Hartnell Ave.  
 Redding, CA 96002  
 (530)222-1004  
[jefferyh@cimcinc.com](mailto:jefferyh@cimcinc.com)

#### **WIOA Title II, Adult Education and Literacy Programs**

Customers with questions about adult education and/or literacy programs would be referred to:

Carol Growdon  
 530-257-6181  
[cgrowdon@lassencollege.edu](mailto:cgrowdon@lassencollege.edu)

**WIOA Title III, Wagner-Peyser Programs**

Customers with questions about Wagner-Peyser programs in our area would be referred to the California Employment Development Department.

Peri Brustad 530-225-2165

**WIOA Title IV, Vocational Rehabilitation Programs**

Customers asking about services available through California Department of Rehab, or might fit eligibility requirements for services, would be referred to:

Shannon Hogan

530-257-4217

[shogan@dor.ca.gov](mailto:shogan@dor.ca.gov)

**Title V, Older Americans Act Programs**

Customers that are requesting information would be referred to AARP, Employment & Training Coordinator for Northern CA:

Lita Evans

530-225-2257

[levans@aarp.org](mailto:levans@aarp.org)

**Trade Adjustment Assistance (TAA) Programs**

Customers looking to find out more information regarding Trade Adjustment Assistance would be referred to the nearest EDD office to speak to:

Ignacio Magaña or Becky Tyson 530-225-2004

78 Table Mountain Blvd., Oroville, CA 95965

530-749-4898

[ignacio.magana@edd.ca.gov](mailto:ignacio.magana@edd.ca.gov)

**Veterans Programs (EDD)**

Veterans looking to get more information regarding services and/or programs would be referred to the Veterans Services Assistant:

Mike McDonald or Rick Partridge 530-225-2191

78 Table Mountain Blvd., Oroville, CA 95965

530-538-2285

[michael.mcdonald@edd.ca.gov](mailto:michael.mcdonald@edd.ca.gov)

**Unemployment Insurance Program (EDD)**

Customers with questions regarding EDD's Unemployment Insurance Program are first directed to use "Contact EDD" on [www.edd.ca.gov](http://www.edd.ca.gov). When assistance is needed beyond the website customers are referred to the local EDD office.

Ignacio Magaña

78 Table Mountain Blvd., Oroville, CA 95965

530-749-4898

[ignacio.magana@edd.ca.gov](mailto:ignacio.magana@edd.ca.gov)

**Temporary Assistance for Needy Families (TANF)/CalWORKs**

Customers interested in programs and/or services provided by the CalWORKs department would be referred to:

Yvonne Hawkes

1616 Chestnut Street, Susanville, CA 96130

530-251-8152

[yhawkes@co.lassen.ca.us](mailto:yhawkes@co.lassen.ca.us)