MEMORANDUM OF UNDERSTANDING  
FOR ONE-STOP SERVICES  
UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT  
BETWEEN  
WORKFORCE ALLIANCE OF THE NORTH BAY  
REGIONAL WORKFORCE DEVELOPMENT BOARD  
AND THE  
CAREERPOINT MARIN PARTNER AGENCIES  

This Memorandum of Understanding (hereinafter “MOU”), dated as of July 1, 2019 (hereinafter “Effective Date”), is the commitment by and between the Workforce Alliance of the North Bay Regional Workforce Development Board (hereinafter “Alliance”), and all CareerPoint MARIN partner agencies (hereinafter “Partner Agencies”).  

Preamble / Purpose of MOU  

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding (MOU) be developed and executed between the Local Board and the America’s Job Center 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 parties 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.  

Marin’s one-stop delivery system, the AJCC, is a locally-driven system which develops partnerships and provides employment and training programs and services to achieve three main policy objectives established by the California Workforce Development Strategic Plan, which includes the following:  

1. Foster demand-driven skills attainment  
2. Enable upward mobility  
3. Align, coordinate, and integrate programs and services  

The graphic in Attachment 1 illustrates the Workforce Board’s intent to establish a highly leveraged career and training system that is accessible to all clients and will achieve the three policy objectives above.  

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 the following:  

- Job search assistance and/or career counseling.  
- Educational or occupational skill building opportunities.  
- Postsecondary certificate or degree attainment.  
- Employee recruitments.  

Vision and Intent  

Marin AJCC partners have a vision of a strong economy in which employers have an ample supply of skilled labor resources and residents have access to an abundance of quality jobs. To see this vision
through, the partners will collectively implement a fully leveraged career and training center that meets the employment, education and training needs of our local residents and business community. The Center will offer the full breadth of Workforce Innovation and Opportunity Act (WIOA) services, Adult Education, Wagner-Peyser, Veteran services, Vocational Rehabilitation, Career Technical Education services of the Community College, and several other partner services to assure a system that offers:

- **A resource rich career and training center aligned to regional economy** – that empowers the individual with access to quality orientation, screening and staff assisted services.
- **Contextualized learning** – focused on curricula and instructional strategies that make work a central context for learning and helping students attain work readiness skills.
- **Industry recognized skills** – leading to the attainment of employer endorsed credentials that have value in the labor market.
- **Multiple entry and exit points** – enabling workers of varying education and skill levels to enter or advance in a specific sector or occupational field.
- **Intensive wraparound services** – incorporating academic and career counseling and wraparound support services (particularly at points of transition).
- **Stackable educational / training options** – that include secondary, adult and post-secondary education and training that is arranged or “chunked” in a non-duplicative progression of courses, clearly articulating one level of instruction to the next. This strategy provides opportunities to earn post-secondary credits and post-secondary credentials that have value in the labor market.
- **Designs for Working Learners** – to meet the needs of adults and non-traditional students who often need to combine work and study, providing childcare services and accommodating work schedules with flexible and non-semester-based scheduling, alternative class times and locations, and innovative uses of technology
- **Earn while you Learn** – allowing students to earn money while also completing their training plan (i.e. apprenticeship model)

**Parties to the MOU**

By signing this MOU, the Parties listed agree to jointly promote program integration of workforce development programs through joint planning at the state, regional, and local levels; and, to coordinate resources, programs, and services for a more streamlined and efficient workforce development system and to promote information sharing and coordination of activities to improve the service reach and quality of programs authorized by all partners.

A. Workforce Alliance of the North Bay Regional Workforce Development Board; and

B. The WIOA required partners:
   - WIOA Title I Adult, Dislocated Worker (Marin Health and Human Services Department)
   - WIOA Title I Youth (Petaluma People Services Center)
   - WIOA Title II Adult Education and Literacy (Tamalpais Adult School)
   - WIOA Title III Wagner-Peyser (Employment Development Department)
   - WIOA Title IV Vocational Rehabilitation (Department of Rehabilitation)
   - Carl Perkins Career Technical Education (College of Marin)
• Title V Older Americans Act (Senior Service America, Inc., Senior Community Employment Services Program)
• Veterans (Employment Development Department)
• Trade Adjustment Assistance Act (Employment Development Department)
• Community Services Block Grant (Community Action Marin)
• Housing & Urban Development (Marin Housing Authority)
• Unemployment Insurance (Employment Development Department)
• Temporary Assistance for Needy Families / CalWORKs (Marin Health and Human Services Department)

**AJCC System and Services**

The ultimate accountability and responsibility for the AJCC System's policies, organizational process, services and accomplishments will reside with the Workforce Alliance of the North Bay Regional Workforce Development Board (Alliance). A competitively procured (as required by the final Department of Labor regulations) AJCC Operator will work with the Alliance, to oversee and manage the day-to-day operations of the AJCC System.

The AJCC delivery system in Marin County will be identified as CareerPoint Marin and will perform the following actions:

- Provide customer-focused services in order for customers to make informed choices.
- Officer as many employment, training, and education services as possible for employers and individuals seeking jobs or wishing to enhance their skills.
- Provided integrated and universally accessible services to meet the full range of the partner/s customer needs.
- Provide comprehensive services.
- Offer a wide array of useful information with easy access to needed services.

**Services**

In consideration of mutual aims and desires of Partner Agencies and in recognition of the public benefit to be derived from effective collaboration of the programs involved, the Partner Agencies agree to support the following services through the AJCC:

- Basic Career Services, as determined by specific needs of participants, including but not limited to eligibility determination; intake; initial assessment; labor exchange services; job search assistance; service and needs referrals to community partners; labor market information; performance and cost information on eligible training providers; availability of supportive services or assistance; financial aid assistance; information regarding filing unemployment claims and local area performance.
- Individualized Career Services, as determined by specific needs of participants and provided through enrolled case managed services, including but not limited to comprehensive and specialized assessments; individual employment plan development; career planning and counseling; short-term pre-vocational training; internships and work experience; out-of-area job search; financial education; English language Acquisition opportunities; and workforce preparation.
Training Services, when determined appropriate, including but not limited to individualized and customized education; support services and career navigation assistance to facilitate transitions; and employment services and work experiences. Eligible training activities will be directly linked to demand sectors and/or occupations that have been identified by Alliance’s Strategic Plan.

Follow up services, will be determined by the specific needs of the participants and provided through enrolled case managed services. Follow up services must be provided to participants that receive individualized and training services for up to 12 months after the date of exit. Follow up services can include employment retention and supportive services such as one-time or short-term financial assistance for childcare, transportation, housing, etc.

Services for employers including, but not limited to, job listings, meeting facilities, referral of job seekers, pre-screening of applicants and labor market information.

Referrals for employers, including, but not limited to, tax credit and small business development assistance.

Responsibility of AJCC Partners

In accordance with WIOA the Partner Agencies agree and shall provide as applicable to each partner’s funding and regulations the services listed in Attachment 2: Infrastructure Funding Agreement (IFA) and Other Shared System Costs Budget.

The Partner Agencies agree to participate in joint planning, plan development, and modification of activities to accomplish the following:

- Continuous partnership building.
- Continuous planning in response to state and federal requirements.
- Responsiveness to local and economic conditions, including employer needs.
- Adherence to common data collection and reporting needs.

Additionally, all partners agree to:

- Make the service(s) applicable to the partner program available to customers through the one-stop delivery system.
- Participate in the operation of the one-stop system, consistent with the terms of the MOU and requirements of authorized laws.
- Participate in capacity building and staff development activities in order to ensure that all partners and staff are adequately cross-trained.

Alliance Responsibilities

Meet all obligations and responsibilities under the Workforce Innovation and Opportunity Act (WIOA), including but not limited to:

- Administer Title I – Adult and Dislocated Worker Training Activities, including Rapid Response.
- Identify eligible providers of training services.
- Submit required Local Area Strategic plan and negotiate WIOA (Adult, Dislocated Worker and Youth) local performance standards.
- Conduct WIOA oversight, ensure WIOA fiscal integrity and maintain CalJOBS or other data system in order to track and submit required reports.
• Negotiate and secure MOUs with each AJCC Partner which meet the requirements of the Act and set forth the respective functional responsibilities that make each partner’s range of services available through the local AJCC System.
• Provide capacity building and professional development for staff, including sharing of information, to ensure flexibility in meeting the needs of participants in a timely and efficient fashion.
• Provide staff to attend inter-agency meetings and related functions.
• To the extent possible, share in the provision of other resources that may be necessary to fulfill Alliance responsibilities under this Agreement.
• AJCC facility will be accessible to those with disabilities in compliance with the Americans with Disabilities Act of 1990.
• Coordinate office space and equipment as needed.

**Funding of Services and Operating Costs**

The Partner Agencies agree to share in the operating costs of the AJCC System, either in cash or through in-kind services. The cost of services, operating costs, and infrastructure costs of the system will be funded by all AJCC Partners through a separately negotiated Infrastructure Funding Agreement (IFAg) and Other Shared System Costs Budget, Attachment 2.

The Partner Agencies will ensure that the shared costs are supported by accurate data, the shared costs are consistently applied over time and the methodology used in determining the shared costs are reflected in the attached IFA and Other System Costs Budget. The IFA and Other System Costs Budget will be annually updated if any significant changes occur that requires an update to any relevant component of the MOU.

**Methods for Referring Customers**

- General information regarding programs, services, activities and resources shall be made available to all customers as appropriate
- Intake and referral processes will be customer-centered and provided by staff trained in customer service. Partner Agencies will strive to make referrals timely and as personal as possible.
- Alliance and Partner Agencies agree to develop, implement and utilize processes and forms for common customer referrals, intake, and follow-up among the AJCC partners and to modify such processes and forms, as necessary.
- Alliance and Partner Agencies agree to train and provide technical assistance to staff of each participating AJCC partner including, but not limited to, eligibility and scope of services available through the Partner Agencies.
- The Alliance and the Partner Agencies agree to refer applicants and clients to other partner agencies, when such individuals may be eligible for the Partner Agencies services.
- Each Partner Agency will provide a direct link or access to other AJCC partner staff that can provide meaningful information or service, through the use of co-location, cross training of AJCC staff, or real-time technology (two way communication and interaction with AJCC partners that results in services needed by the customer).

**Access for Individuals with Barriers to Employment**
The AJCC system will ensure access for individuals with barriers to employment. A member of one or more of the populations listed below is defined as an individual with a barrier to employment:

- Displaced homemakers;
- Low-income individuals;
- Indians, Alaska Natives, and Native Hawaiians. The term “Alaska Native” includes a Native and a descendant of a Native; the term “Indian” means a person who is a member of an Indian tribe; the term “Indian tribe” means any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation; the term “tribal organization” means the recognized governing body of any Indian tribe; any legally established organization of Indians which is controlled, sanctioned or chartered by such governing body or which is democratically elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities.
- Individuals with disabilities, including youth with disabilities;
- Older individuals;
- Ex-offenders;
- Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), or homeless children and youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2)));
- Youth who are in or have aged out of the foster care system;
- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers;
- Eligible migrant and seasonal farmworkers. The term “eligible migrant and seasonal farmworkers” means individuals who are eligible migrant farmworkers or are eligible seasonal farmworkers; the term “eligible migrant farmworker” means a farmworker whose agricultural labor requires travel to a job site such that the farmworker is unable to return to a permanent place of residence within the same day; and a dependent of the farmworker;
- Individuals within 2 years of exhausting lifetime eligibility under part A title IV of the Social Security Act (42 U.S.C. 601 et seq);
- Single parents, including single pregnant women;
- Long-term unemployed individuals; and
- Other groups as determined by the Governor to have barriers to employment.

As such the Partner Agencies will commit to following the operational policies and procedures below:

- Acknowledge the definition of and populations categorized as “individuals with barriers to employment.”
- Offer priority of service to public assistance recipients, other low-income persons, and basic skills deficient individuals, including veterans and their spouses qualifying for these priority groups when providing individualized career services and training services with WIOA Adult funds.
- 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.
Ensure any resources and tools necessary to conduct an efficient job search and obtain employment are made available to the above stated populations.

**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 Partner Agency agrees to the following:

- Comply with the applicable provisions of WIOA, Welfare and Institution Code, California Education Code, Rehabilitation Act, Adult Education Block Grant, and any other appropriate statutes or requirements.
- The principles of common reporting 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 partners.

**Confidentiality**

The Partner Agencies 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 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 Partner Agencies agree 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 regulations. The Partner Agencies, therefore, agree 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 as appropriate and as applicable to this MOU.

**Non-Discrimination and Equal Opportunity**
The Partner Agencies shall not unlawfully discriminate, harass, or allow harassment against any employee, applicant for employment or AJCC applicant due to race, color, religion, sex (including pregnancy, childbirth, breastfeeding or related medical conditions, transgender status, and gender identity), national origin (including Limited English Proficiency), age, physical disability, mental disability, medical condition, marital status, military and veteran status, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship or participation in the WIOA Title I financially assisted program or activity.

The Partner Agencies will ensure access to services for individuals with barriers to employment, as defined by the State of California under WIOA. The Partner Agencies understand and agree that administrative methods and/or procedures which have the effect of subjecting individuals to discrimination or otherwise defeating the objectives of the applicable and aforementioned laws will be prohibited.

The Partner Agencies agree to comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990) and related, applicable regulations.

The Partner Agencies 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.

The Partner Agencies agree to comply fully with 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.

**Grievances and Complaints Procedure**

The Partner Agencies agree 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 Agencies further agree 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.

**Americans with Disabilities Act and Amendments Compliance**

The Partner Agencies agree 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 comply with all applicable 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 be binding upon each party hereto upon execution by such party. This agreement is effective July 1, 2019, and will remain valid through June 30, 2022, unless extended by mutual agreement by all parties to this agreement. This agreement will be reviewed annually. If significant
changes have occurred, an amendment will be made to any relevant part(s) of the MOU and any affected partners must sign to the amendment(s).

**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.

Should any part of this MOU be invalidated or otherwise rendered null and void, the remainder of this MOU shall remain in full force.

**Additions, Withdrawals and Terminations to Partnership**

The parties understand that implementation of the AJCC system is dependent on the good faith effort of every partner to work together to improved 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.

Additions to the partnership: New members may be added to the partnership upon direction of the Alliance. The additional program(s) will be integrated into the existing delivery system as orchestrated by the AJCC Operator. Additions will require modifications to the IFA and Other System Costs Budget. A partner may be added to this MOU, with all efforts made by the Alliance to provide a 30-day notice to the standing partners.

Withdrawals from the partnership: A partner may withdraw from this MOU by submitting a written notice of intent to withdraw 30 days in advance of the effective withdrawal date. Notice of intent to withdraw shall be given to the Alliance and all partners listed in section “Parties to the MOU,” with consideration for any information updates.

Termination of partnership: The Alliance may terminate any partner’s participation in this MOU due to a partner’s failure to perform the material provisions or requirements of this MOU under authority of the WIOA 2014.

**Administrative and Operations Management Sections**

**License for Use**

During the term of this MOU, Partner Agencies shall have access to the AJCC and additionally agreed upon spaces 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 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.

If work-related issues arise at the AJCC between Partner Agencies employees and the operators or with other partner staff, the AJCC manager or other supervisor will notify and manage such issues with the
partner supervisor. Disciplinary actions may result in removal of co-located staff from the AJCCs and each party will take appropriate action.

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

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 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. It is expressly understood that in the performance of the services herein, each Partner Agency, and the agents and employees thereof, shall act in an independent capacity and not as officers, employees or agents of any other Partner Agency or the Alliance. The same is true for the Alliance and the employees and agents thereof.

Dispute Resolution

The Partner Agencies 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 Release and Communications

All Partner Agencies 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 Partner Agencies, in all communications, each party shall make specific reference to all other Partner Agencies.

The Partner Agencies agree to utilize to the best of their ability the AJCC logo developed by the State of California and the Alliance in buildings identified for AJCC Operator usage, letterhead, envelopes, business cards, any written correspondence and fax transmittals.

Marketing and Signage

All marketing of the AJCC shall reinforce to the community that agencies that many levels are working together to provide comprehensive, effective services. Whenever possible, partners shall be listed in order to reassure each partner’s customers that they are being brought into a larger set of services, as opposed to being asked to change from their usual service provider to a different one. When appropriate, marketing shall address the identity of all partners and/or the partnership and not single out any one as a competitor for public attention whenever possible. This does not, however, prohibit agency specific marketing. The goal of AJCC marketing shall be to support seamless service delivery, with full recognition of Partner Agencies.

Hold Harmless / Indemnification / Liability

In accordance with provisions of Section 895.4 of the California Government Code, each party except for any department of the State of California, which include the Department of Rehabilitation and the
Employment Development Department which cannot provide for indemnification of court costs and attorney fees under the indemnification policy of the State of California, hereby agrees to indemnify, defend and hold harmless all other Partner Agencies and the officers, agents and employees of the same, as well as the Alliance, its officers, members, agents and employees, from any and all liability loss expense, or claims arising out of the performance of this agreement, or resulting to any and all contractors, subcontractors, suppliers, laborers, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged in the performance of this agreement, but only in proportion to and to the extent such liability, loss, expense, or claim for injury or damages are caused by or result from negligent, reckless or willfully improper acts of the Partner Agencies, their offices, agents or employees in the performance of this agreement.

The Alliance and all other Partner Agencies shall defend, indemnify, and hold Partner Agencies which may be departments of the State of California, which include the Department of Rehabilitation and the Employment Development Department, its officers, employees and agents, harmless from and against any and all (with the exception of the following specifically stated exclusions) liability, loss, expense, or claims arising out of the performance of this agreement, but only in proportion to and to the extent such liability, loss, expense, or claims for injury or damages are cause by or result from the negligent, reckless or willfully improper acts of the Alliance, Partner Agencies, their officers, agents or employees in the performance of this agreement. The agreement of Partner Agencies to defend, indemnify, and hold the participating departments of the State of California harmless from these liabilities, claims, losses and expenses specifically excludes any costs or liabilities for which the State of California refuses to provide reciprocal indemnification to all other parties pursuant to the written indemnification policy of the State of California which is in force as of the date of execution of this agreement. Partner Agencies will not, therefore, provide for indemnification or reimbursement of court costs and attorneys fees for departments of the State of California, among other costs or liabilities for which the State will not per its own laws or policy offer reciprocal indemnification.

To the greatest extent allowable under the law and pursuant to the written indemnification policy of the State of California which is in force as of the date of execution of this agreement, the participating departments of the State of California, which include the Department of Rehabilitation and the Employment Development Department, hereby agrees to indemnify, defend and hold harmless all other Partner Agencies and the officers, agents and employees of the same, from any and all liability loss expense, or claims arising out of the performance of this agreement, or resulting to any and all contractors, subcontractors, suppliers, laborers, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged in the performance of this agreement, but only in proportion to and to the extent such liability, loss, expense, or claim for injury or damages are caused by or result from the negligent, reckless or willfully improper acts of such State departments, their officers, agents or employees in the performance of this agreement.

It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

Approval
The undersigned Partner Agencies bind themselves to the faithful performance of this Memorandum of Understanding. It is mutually understood that this Memorandum of Understanding shall not become effective until approved by all Agencies involved.

**Jurisdiction and Venue**

This agreement shall be construed in accordance with the laws of California, and venue shall be in Marin County, California.

**Attachments**

- Attachment 1 – Graphic of Highly Leveraged Career and Training System
- Attachment 2 – Infrastructure Funding Agreement and Other Shared System Costs Budget
- Attachment 3 – MOU Signature Pages
Multiple entry points for both well prepared students and targeted populations.

Highly Leveraged Career & Training System: education, training, credential's, and support services.

Increasing skills, competencies, and credentials informed by industry/employers.

Robust Economic Environment.
# CareerPoint Marin

*Workforce Innovation and Opportunity Act*

**Infrastructure Funding Agreement and Other Shared System Costs Budget**

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Process and Development

Local Workforce Development Area (Local Area): Workforce Alliance of the North Bay

Date Submitted: June 30, 2019

1. The period of time this agreement is effective:

   This agreement is effective July 1, 2019, and will remain valid through June 30, 2022, unless extended by mutual agreement by all parties to this agreement. This agreement will be reviewed annually. If significant changes have occurred, an amendment will be made to any relevant part(s) of the MOU and any affected partners must sign to the amendment(s).

2. Identification of all AJCC partners, Chief Elected Officials (CEO), and Local Boards participating in the infrastructure and other system costs funding agreements.

   CEO/s:

   Workforce Alliance of the North Bay Governing Board

   Local Board/s:

   Workforce Alliance of the North Bay Regional Board

   AJCC Partners Participating in the Infrastructure Funding Agreement (IFA):

   Marin County Health & Human Services (HHS), CalWORKs Employment Services (TANF/WIOA)
   Employment Development Department (EDD), Workforce Services (Wagner-Peyser)

   AJCC Partners Participating in the Shared Other System Costs Agreement:

   College of Marin (COM)
   Community Action Marin (CAM)
   Department of Rehabilitation (DOR)
   Employment Development Department (EDD) – Unemployment Insurance (UI)
   Marin Housing Authority (MHA)
   Petaluma People Services Center (PPSC)
   Senior Service America, Inc. (SSAI)
   Tamalpais Adult School (TAM)
3. Steps the Local Board, CEO, and AJCC partners took to reach consensus and/or an assurance that the Local Area followed guidance for the state infrastructure funding mechanism.

*CareerPoint MARIN Steering Committee meetings are arranged well in advance of the MOU deadline to assure sufficient time for partners to negotiate and reach consensus. After a successful partner meeting, cost sharing was negotiated and the proposed methodology was decided upon with all member reaching a consensus.*

4. A description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached.

*CareerPoint MARIN Steering Committee members meet quarterly to discuss the AJCC and its overall function. These meetings will be used to gather any partner concerns regarding the MOU which can then be escalated to the One-Stop Operator. If the partners concerns cannot be addressed through these meetings and an alteration of the MOU is determined to be necessary, all partners will be called to a special negotiation meeting to discuss modification of the MOU.*

5. A description of the periodic modification and review process that will be used to ensure all AJCC partners continue to contribute their fair and equitable share of infrastructure and other system costs, including the identification of who will fulfill this responsibility. This must include a reconciliation schedule. (Who, What, When, How)

*This agreement may be modified, altered, or revised, as necessary, by mutual consent of the Partners, by the issuance of a written amendment, signed and dated by the Partners. The infrastructure budget will be reviewed annually by the Workforce Alliance of the North Bay Staff, as required, but modification will only be proposed if a determination is made upon completion of the annual review that the cost sharing arrangements are no longer sufficient.*

Assurance from all non-colocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available to make such a determination.

*This item is address on signature pages (Attachment 3 of the MOU).*

Signatures of authorized representative(s) of the Local Board, the CEO, and all AJCC partners.

*This item is address on signature pages (Attachment 3 of the MOU).*
### Sharing Infrastructure Costs

Budget, Cost Allocation Methodology, Initial Proportionate Share

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<td>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.</td>
</tr>
</tbody>
</table>

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:

- **X** 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:

CareerPoint MARIN  
120 N Redwood Dr., San Rafael, CA 94903

Type of AJCC:

Comprehensive

Partners Colocated at This AJCC:

Employment Development Department  
Marin Health & Human Services
### AJCC Infrastructure Budget

**Network of AJCCs**

<table>
<thead>
<tr>
<th>Cost Category/Line Item</th>
<th>Line Item Cost Detail</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td><strong>Rent</strong></td>
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</tr>
<tr>
<td>Rental of Facilities</td>
<td></td>
<td>$0</td>
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<tr>
<td><strong>Rental Costs Subtotal:</strong></td>
<td></td>
<td>$0</td>
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<tr>
<td><strong>Utilities and Maintenance</strong></td>
<td>All items included in the Utilities and Maintenance costs total $30,481.</td>
<td></td>
</tr>
<tr>
<td>Electric</td>
<td></td>
<td></td>
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<tr>
<td>Gas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sewer Connections</td>
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<td></td>
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<tr>
<td>High-Speed Internet</td>
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<td></td>
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<tr>
<td>Telephones (Landlines)</td>
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<tr>
<td>Facility Maintenance Contract</td>
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<tr>
<td><strong>Utilities and Maintenance Costs Subtotal:</strong></td>
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<td>$30,481</td>
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<tr>
<td><strong>Equipment</strong></td>
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<td></td>
</tr>
<tr>
<td>Assessment-related products</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Assistive technology for individuals with disabilities (Access and Accommodation)</td>
<td>Partners will amend this amount as needs arise. Current allocation is $0.00.</td>
<td>$0</td>
</tr>
<tr>
<td>Copiers</td>
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<td>$0</td>
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<tr>
<td>Fax Machines</td>
<td></td>
<td>$0</td>
</tr>
<tr>
<td>Computers</td>
<td>$0</td>
<td></td>
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<tr>
<td>-----------------------------------</td>
<td>-------------</td>
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</tr>
<tr>
<td>Other tangible equipment used to serve all center customers (not specific to an individual program partner)</td>
<td>$0</td>
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<tr>
<td>Specify Other Tangible Equipment</td>
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<tr>
<td><strong>Equipment Costs Subtotal:</strong></td>
<td>$0</td>
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</tbody>
</table>

**Technology to Facilitate Access to the AJCC**

| Technology used for the center’s planning and outreach activities | $0          |
| Specify the Technology                                               |             |
| **Technology to Facilitate Access Costs Subtotal:**                 | $0          |

| 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 | $0          |
| Website Address:                                                     |             |
|                                                                       |             |
| (Does not include data systems or case management systems specific to individual program partners.) |             |
| **Technology to Facilitate Access Costs Subtotal:**                 | $0          |
### Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Total Cost</th>
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<tbody>
<tr>
<td>Creating New AJCC Signage</td>
<td>$0</td>
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<tr>
<td>Updating Templates and Materials</td>
<td>$0</td>
</tr>
<tr>
<td>Updating Electronic Resources</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Common Identifier Subtotal:** $0

### SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Total Cost</th>
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<tbody>
<tr>
<td>Subtotal: Rental Costs</td>
<td>$0</td>
</tr>
<tr>
<td>Subtotal: Utilities and Maintenance Costs</td>
<td>$30,481</td>
</tr>
<tr>
<td>Subtotal: Equipment Costs</td>
<td>$0</td>
</tr>
<tr>
<td>Subtotal: Technology to Facilitate Access Costs</td>
<td>$0</td>
</tr>
<tr>
<td>Subtotal: Common Identifier Costs</td>
<td>$0</td>
</tr>
</tbody>
</table>

**TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:** $30,481 (annual)
**Cost Allocation Methodology to Share Agreed Upon Infrastructure Costs**

The Local Board and colocated partners must agree to a cost allocation methodology to identify the proportionate share of infrastructure costs each partner will be expected to contribute. Any cost allocation methodology selected must adhere to the following:

- Be consistent with federal laws authorizing each partner’s program
- Comply with federal cost principles in the Uniform Guidance.
- Include only costs that are allowable, reasonable, necessary, and allocable to each program partner.
- Be based on an agreed upon measure that mathematically determines the proportionate use and benefit received by each partner.

**Infrastructure Cost Allocation Methodology**

**Identify the chosen and agreed upon cost allocation methodology:**

The agreed upon methodology for cost allocation was the proportion of a partners program’s occupancy percentage of the AJCC (square footage). The partners understand and agree that the following “Initial Proportionate Share of Infrastructure Costs Allocated to Each colocated Partner on pages 16-21 of this agreement is derived from the previous year’s budget and will be the basis for each partner’s estimated total contribution amount. This determination will be annually reconciled against actual costs incurred and adjusted accordingly.

EDD (Wagner Peyser, Veterans, TAA) Dedicated Space is 70 sqft
HHS (TANF/WIOA) is 275 sqft
Common area is 1340 sqft for a total of 1685 sqft.
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

<table>
<thead>
<tr>
<th>Cost Categories</th>
<th>Total Cost</th>
<th>Contributor/s</th>
<th>Value</th>
<th>Balance to Allocate</th>
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<td>Rent</td>
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<td>N/A</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Utilities/Maintenance</td>
<td>$30,481</td>
<td>N/A</td>
<td>$0</td>
<td>$30,481</td>
</tr>
<tr>
<td>Equipment</td>
<td>$0</td>
<td>N/A</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Access Technology</td>
<td>$0</td>
<td>N/A</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Common Identifier</td>
<td>$0</td>
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</tr>
</tbody>
</table>

**Total Infrastructure Balance to Be Allocated to Colocated Partners:** $30,481
<table>
<thead>
<tr>
<th>Colocated Partner/s</th>
<th>Shared Infrastructure Costs</th>
<th>Application of Methodology</th>
<th>Allocated Initial Share</th>
<th>Amount: Cash</th>
<th>Amount: In-Kind</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner 1: EDD (WP, Vet, TAA)</td>
<td>$30,481</td>
<td>20%</td>
<td>$6,124.56</td>
<td>$6,124.56</td>
<td>$0</td>
</tr>
<tr>
<td>Partner 2: HHS (TANF/WIOA)</td>
<td>$30,481</td>
<td>80%</td>
<td>$24,356.44</td>
<td>$24,356.44</td>
<td>$0</td>
</tr>
</tbody>
</table>
Signature Page: Colocated Partners Sharing AJCC Infrastructure Costs

The CEO, the Local Board Chairperson, and all colocated AJCC partners included in the sharing of infrastructure costs must sign.

By signing below, all parties agree to the terms prescribed in the IFA.

All signatures were collected by separate signature sheets for each provider and the signature pages are attached to the MOU (Attachment 3 of the MOU).
MOU Content Requirement:

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 AJCCs will also be required to contribute their proportionate share towards infrastructure costs. Consequently, the MOU must include an assurance from all non-colocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available.

By signing below, all parties agree that when data are available to determine the AJCC benefit to non-colocated partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.

*All Signatures were collected by separate signature sheets for each provider and the signature pages are attached to the MOU (Attachment 3 of the MOU).*
### Sharing Other One-Stop System Costs

**MOU Content Requirement:**

A budget outlining other system costs relating to the operation of the local One-Stop delivery system and a description of what specific costs are included in each line item. The budget must include “applicable career services” as well as any other shared costs agreed upon by the AJCC partners and Local Board.

While only colocated partners share infrastructure costs, all partners must share in other system costs, including applicable career services.

### The One-Stop System Partners Included in the Sharing of Other One-Stop Delivery System Costs

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>X</td>
<td>Title I Adult, Dislocated Worker, and Youth</td>
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<tr>
<td>X</td>
<td>Title II Adult Education and Literacy</td>
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</tr>
<tr>
<td>X</td>
<td>Title III Wagner-Peyser</td>
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<td>X</td>
<td>Title IV Vocational Rehabilitation</td>
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<tr>
<td>X</td>
<td>Carl Perkins Career Technical Education</td>
<td>___</td>
</tr>
<tr>
<td>___</td>
<td>TANF/CalWORKS</td>
<td>___</td>
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</table>
The agreed upon budget for other system costs must align with the outlined shared customers and services.

The other system costs budget must be a consolidated budget that includes a line item for applicable career services. The MOU requires identification of the applicable career services for each partner program. Accordingly, this budget must include each of the partner’s costs for the service delivery of each applicable career service and a consolidated system budget for career services applicable to more than one partner.

Applicable Career Services are services authorized to be provided under each partner’s program.

<p>| Summary of Career Services Applicable to Each One-Stop Delivery System Partner |
|------------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <strong>Basic Career Services</strong>                | <strong>T-I Adult (HHS)</strong> | <strong>T-I DW (HHS)</strong> | <strong>T-I Youth (PPSC)</strong> | <strong>T-II AEL (TAM)</strong> | <strong>T-III WP (EDD)</strong> | <strong>T-IV VR (DOR)</strong> | <strong>TANF (HHS)</strong> |
| T-I Program Eligibility                  | ✓               | ✓               | ✓               | ✓               | ✓               | ✓               | ✓               |
| Outreach, Intake, Orient                 | ✓               | ✓               | ✓               | ✓               | ✓               | ✓               | ✓               |
| Initial Assessment                       | ✓               | ✓               | ✓               | ✓               | ✓               | ✓               | ✓               |
| Labor Exch/Job Search                    | ✓               | ✓               | ✓               | ✓               | ✓               | ✓               | ✓               |
| Referrals to Partners                    | ✓               | ✓               | ✓               | ✓               | ✓               | ✓               | ✓               |
| LMI                                      | ✓               | ✓               | ✓               | ✓               | ✓               | ✓               | ✓               |
| Performance/Cost Info                    | ✓               | ✓               | ✓               | ✓               | ✓               | ✓               | ✓               |
| Support Service Info                     | ✓               | ✓               | ✓               | ✓               | ✓               | ✓               | ✓               |
| UI Info/Assistance                       | ✓               | ✓               |                 |                 |                 |                 |                 |
| Financial Aid Info                       | ✓               | ✓               |                 |                 |                 |                 |                 |</p>
<table>
<thead>
<tr>
<th>Basic Career Services</th>
<th>Tech Ed (COM)</th>
<th>T-V OAA (SSAI)</th>
<th>Job Corps</th>
<th>Native Am (N/A)</th>
<th>MSF (N/A)</th>
<th>YouthBuild (N/A)</th>
<th>TAA (EDD)</th>
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<tbody>
<tr>
<td>T-I Program Eligibility</td>
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<tr>
<td>Outreach, Intake, Orient</td>
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<td>✓</td>
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Page 17 of 26
<table>
<thead>
<tr>
<th>Financial Aid Info</th>
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<th>T-I DW (HHS)</th>
<th>T-I Youth (PPSC)</th>
<th>T-II AEL (TAM)</th>
<th>T-III WP (EDD)</th>
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<th>Individual Career Services</th>
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<th>T-V OAA (SSAI)</th>
<th>Job Corps</th>
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</tr>
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<td>Follow Up</td>
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<td>Comp Assessment</td>
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<td>IEP</td>
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<td>Internships/Work Experience</td>
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<td>Out-of-Area Job Search</td>
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<td>IET/ELA</td>
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<td>Definitions of Career Services</td>
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<td><strong>Basic Career Services</strong></td>
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<thead>
<tr>
<th><strong>T-I Program Eligibility</strong></th>
<th>determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Outreach, Intake, Orientation</strong></td>
<td>provision of information and other services available through the one-stop delivery system</td>
</tr>
<tr>
<td><strong>Initial Assessment</strong></td>
<td>assessments of skill levels for literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service needs</td>
</tr>
<tr>
<td><strong>Labor Exchange/Job Search</strong></td>
<td>job search and placement assistance, career counseling, information on in-demand industry sectors and occupations, and information on nontraditional employment</td>
</tr>
<tr>
<td><strong>Referrals to Partners</strong></td>
<td>connection to programs and services, including those within the one-stop delivery system and, when appropriate, other workforce development programs</td>
</tr>
<tr>
<td><strong>Labor Market Information (LMI)</strong></td>
<td>provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, such as, 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</td>
</tr>
<tr>
<td><strong>Performance/Cost Information</strong></td>
<td>provision of program cost information on eligible training providers and institutions</td>
</tr>
<tr>
<td><strong>Support Service Information</strong></td>
<td>provision of information, referrals and assistance with accessing services such as 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 sponsored through the U.S. Department of Housing and Urban Development (HUD); and assistance under a State program for Temporary Assistance for Needy Families (TANF), and other supportive services and transportation provided through that program</td>
</tr>
<tr>
<td><strong>Unemployment Information / Assistance</strong></td>
<td>Provision of information and assistance regarding filing claims under UI programs, including meaningful assistance to individuals seeking assistance in filing a claim</td>
</tr>
<tr>
<td><strong>Financial Aid Info</strong></td>
<td>Provision of information for training and education programs not provided under WIOA</td>
</tr>
<tr>
<td>Individual Career Services</td>
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<tr>
<td><strong>Comprehensive Assessment</strong></td>
<td>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 or in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals</td>
</tr>
<tr>
<td><strong>Individual Employment Plan (IEP)</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>Career Plan/Counsel</strong></td>
<td>provision of counselor guidance in the exploration and planning for a career</td>
</tr>
<tr>
<td><strong>Short-Term Pre-vocational Services</strong></td>
<td>provision of opportunities to develop learning skills, work readiness skills, job search skills, communication skills</td>
</tr>
<tr>
<td><strong>Internships/Work Experience</strong></td>
<td>this can include, internships, job shadowing, and on-the-job training opportunities</td>
</tr>
<tr>
<td><strong>Out-of-Area Job Search</strong></td>
<td>same provision of services given to job seekers seeking local employment opportunities</td>
</tr>
<tr>
<td><strong>Financial Literacy</strong></td>
<td>provision of financial education opportunities</td>
</tr>
<tr>
<td><strong>Integrated Education and Training (IET) / English Language Acquisition (ELA)</strong></td>
<td>access to English as a second language resources</td>
</tr>
<tr>
<td><strong>Workforce Preparation</strong></td>
<td>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, or training, or employment</td>
</tr>
<tr>
<td><strong>Follow Up</strong></td>
<td>regular contact with a client 12 months after the date of their exit from WIOA Individualized Services</td>
</tr>
</tbody>
</table>
### Required Consolidated Budget for the Delivery of Applicable Career Services

The other system costs budget must be a consolidated budget for applicable career services. This budget must include each of the partner’s costs for the service delivery of each applicable career service and a consolidated system budget for career services applicable to more than one partner. Unlike the IFA, other system costs should include all costs, including personnel, related to the administration and delivery of those services.

<table>
<thead>
<tr>
<th>Applicable Career Services</th>
<th>Basic Career Services:</th>
<th>T-I Adult (HHS)</th>
<th>T-I DW (HHS)</th>
<th>T-I Youth (PPSC)</th>
<th>T-II AEL (TAM)</th>
<th>T-III WP (EDD)</th>
<th>T-IV VR (DOR)</th>
<th>TANF (HHS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>T-I Eligibility/Initial Assess</td>
<td>Outreach, Intake, Orient</td>
<td>$116,025</td>
<td>$116,025</td>
<td>$89,540</td>
<td>$4,961</td>
<td>$106,816</td>
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<td>Referrals/LMI</td>
<td>Support Service Info</td>
<td>UI Info/Fin Aid Info</td>
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<tr>
<td>Basic Career Services:</td>
<td>Tech Ed (COM)</td>
<td>Job Corps</td>
<td>Native Am (N/A)</td>
<td>MSF (N/A)</td>
<td>YouthBuild (N/A)</td>
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$141,263 $2,191 $ $ $ $ $ $5,177
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<tr>
<th>Applicable Career Services</th>
<th>Comm Act (CAM)</th>
<th>Housing (MHA)</th>
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<td>Career Plan/Counsel</td>
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<tr>
<td>Short-Term Pre-vocational</td>
<td>Internship/Work Experience</td>
<td>Financial Literacy</td>
<td></td>
<td>IET/ELA/WF Prep</td>
<td></td>
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<tr>
<td>IET/ELA/WF Prep Follow Up</td>
<td>$116,025</td>
<td>$116,025</td>
<td>$47,500</td>
<td>$124,000</td>
<td>$18,850</td>
<td>$2,633,352</td>
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<tr>
<td><strong>Applicable Career Services</strong></td>
<td>Tech Ed (COM)</td>
<td>T-V OAA (SSAI)</td>
<td>Job Corps</td>
<td>Native Am (N/A)</td>
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<td>$3,835</td>
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Consolidated budget total of career services delivered through the One-Stop system: $
### Partner Agreement to Share Other One-Stop System Costs

The other system costs budget may include any other shared services that are authorized for and commonly provided through the AJCC partner programs to any individual, such as initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, referrals to other One-Stop partners, and business services. Shared operating costs may also include shared costs related to the Local Board’s functions.

As with infrastructure costs, other system costs must be allocable according to the proportion of benefit received by each of the AJCC partner programs, consistent with the partner’s authorizing federal statute and Uniform Guidance. The MOU must also include an agreed upon budget for these other costs along with the agreed upon cost sharing methodology. These costs may be shared through cash, non-cash, or third-party in-kind contributions.

All AJCC partners must agree to the other system costs budget. There is no state funding mechanism for other system costs that will be triggered due to lack of agreement at the local level for these costs.

### Options for Local Agreement for Partners to Share Other System Costs

- **Initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, and referrals to other AJCC partners.** This may include costs such as technology and tools that increase integrated service delivery through the sharing of information and service delivery processes.

- **Business services.** This may include costs related to a local or regional system business services team that has one or more partners on the team or has delegated a specific partner to provide business services on behalf of the system.

- **AJCC partner staff cross training.** This may include any staff cross training on partner programs and eligibility.

- **One-Stop operator.** This may include the system role of the One-Stop operator (e.g., coordinating service providers across the One-Stop delivery system) when the role is not specific to the operation of the AJCC and/or specific partner programs, so long as the role was defined by the Local Board in the procurement process and agreed to by all AJCC partners in the MOU.

- **Shared personnel costs for AJCC colocated partners.** This may include center receptionists and/or center managers.
Optional partner agreement to share other One-Stop system costs: initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, and referrals to other AJCC partners.

Partner Agencies made no optional cost sharing agreements.
MEMORANDUM OF UNDERSTANDING
FOR ONE-STOP SERVICES
UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
BETWEEN
WORKFORCE ALLIANCE OF THE NORTH BAY
REGIONAL WORKFORCE DEVELOPMENT BOARD
AND THE
CAREERPOINT MARIN PARTNER AGENCIES

Signature Page

The CEO, the Local Board Chairperson, and all collocated AJCC partners, regardless of colocation status, must sign the MOU.

By signing below, all partners agree to the terms prescribed in this MOU, including the attached Infrastructure Funding Agreement (IFA) and Other Systems Costs Budget.

All parties agree that when data is available to determine the AJCC benefit to non-colocated partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.

In WITNESS THEREOF, the partners to this MOU hereby agree to the terms and execute this agreement.

Dated: 1/25/19

Signature: [Signature]

Printed Name: Hyacinth Hinojosa
Title: Acting Director
Agency: Marin Health & Human Services
MEMORANDUM OF UNDERSTANDING
FOR ONE-STOP SERVICES
UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
BETWEEN
WORKFORCE ALLIANCE OF THE NORTH BAY
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In WITNESS THEREOF, the partners to this MOU hereby agree to the terms and execute this agreement.

Dated: June 2, 2019

Signature: Elece Hempel

Printed Name: Elece Hempel
Title: Executive Director
Agency: Petaluma People Services Center
MEMORANDUM OF UNDERSTANDING
FOR ONE-STOP SERVICES
UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
BETWEEN
WORKFORCE ALLIANCE OF THE NORTH BAY
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In WITNESS THEREOF, the partners to this MOU hereby agree to the terms and execute this agreement.

Dated: 6/18/19

Signature: [Signature]

Printed Name: Corbett Elsen
Title: Chief Financial Officer
Agency: Tamalpais Union High School District
MEMORANDUM OF UNDERSTANDING
FOR ONE-STOP SERVICES
UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
BETWEEN
WORKFORCE ALLIANCE OF THE NORTH BAY
REGIONAL WORKFORCE DEVELOPMENT BOARD
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In WITNESS THEREOF, the partners to this MOU hereby agree to the terms and execute this agreement.

Dated: June 12, 2019

Signature: Emilia Bartolomeu

Printed Name: Emilia Bartolomeu
Title: Deputy Division Chief
Agency: Employment Development Department
MEMORANDUM OF UNDERSTANDING
FOR ONE-STOP SERVICES
UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
BETWEEN
WORKFORCE ALLIANCE OF THE NORTH BAY
REGIONAL WORKFORCE DEVELOPMENT BOARD
AND THE
CAREERPOINT MARIN PARTNER AGENCIES

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In WITNESS THEREOF, the partners to this MOU hereby agree to the terms and execute this agreement

Dated: 6/17/19

Signature: ____________________________

Printed Name: Kathryn Horton

Title: Director of Workforce

Agency: College of Marin
MEMORANDUM OF UNDERSTANDING
FOR ONE-STOP SERVICES
UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
BETWEEN
WORKFORCE ALLIANCE OF THE NORTH BAY
REGIONAL WORKFORCE DEVELOPMENT BOARD
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In WITNESS THEREOF, the partners to this MOU hereby agree to the terms and execute this agreement.

Dated: 05/30/2019

Signature: [Signature]

Printed Name: Joshua Wadsworth

Title: SCSEP Operations Manager

Agency: Senior Service America, Inc.
MEMORANDUM OF UNDERSTANDING
FOR ONE-STOP SERVICES
UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
BETWEEN
WORKFORCE ALLIANCE OF THE NORTH BAY
REGIONAL WORKFORCE DEVELOPMENT BOARD
AND THE
CAREERPOINT MARIN PARTNER AGENCIES

Signature Page

The CEO, the Local Board Chairperson, and all collocated AJCC partners, regardless of colocation status, must sign the MOU.

By signing below, all partners agree to the terms prescribed in this MOU, including the attached Infrastructure Funding Agreement (IFA) and Other Systems Costs Budget.

All parties agree that when data is available to determine the AJCC benefit to non-colocated partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.

In WITNESS THEREOF, the partners to this MOU hereby agree to the terms and execute this agreement.

Dated: 6/11/19

Signature: [Signature]

Printed Name: Chandra Alexandre
Title: CEO
Agency: Community Action Marin
MEMORANDUM OF UNDERSTANDING
FOR ONE-STOP SERVICES
UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
BETWEEN
WORKFORCE ALLIANCE OF THE NORTH BAY
REGIONAL WORKFORCE DEVELOPMENT BOARD
AND THE
CAREERPOINT MARIN PARTNER AGENCIES

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Dated: 6/3/19

Signature: ________________________________

Printed Name: Lewis A. Jordan
Title: Executive Director
Agency: Housing Authority of the County of Marin
MEMORANDUM OF UNDERSTANDING
FOR ONE-STOP SERVICES
UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
BETWEEN
WORKFORCE ALLIANCE OF THE NORTH BAY
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Dated: June 27, 2019

Signature: [Signature]

Printed Name: Robert Leeds
Title: Employment Development Administrator
Agency: Employment Development Department
MEMORANDUM OF UNDERSTANDING
FOR ONE-STOP SERVICES
UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
BETWEEN
WORKFORCE ALLIANCE OF THE NORTH BAY
REGIONAL WORKFORCE DEVELOPMENT BOARD
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CAREERPOINT MARIN PARTNER AGENCIES

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In WITNESS THEREOF, the partners to this MOU hereby agree to the terms and execute this agreement.

Dated: 6/28/19

Signature: [Signature]

Printed Name: [Printed Name]
Title: [Title]
Agency: [Agency]
MEMORANDUM OF UNDERSTANDING
FOR ONE-STOP SERVICES
UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
BETWEEN
WORKFORCE ALLIANCE OF THE NORTH BAY
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In WITNESS THEREOF, the partners to this MOU hereby agree to the terms and execute this agreement.

Dated: 9-18-19

Signature: [Signature]

Printed Name: Jeri Hansen

Title: Regional Workforce Development Board Chair

Agency: Workforce Alliance of the North Bay
MEMORANDUM OF UNDERSTANDING
FOR ONE-STOP SERVICES
UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
BETWEEN
WORKFORCE ALLIANCE OF THE NORTH BAY
REGIONAL WORKFORCE DEVELOPMENT BOARD
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In WITNESS THEREOF, the partners to this MOU hereby agree to the terms and execute this agreement.

Dated: 9/20/19

Signature: __________________________

Printed Name: Damon Connolly

Title: President

Agency: Workforce Alliance of the North Bay