



Executive Committee
AGENDA

June 19, 2019
11:30 A.M. – 1:00 P.M.

1325 Spruce Street
Riverside, CA 92507
Fourth Floor, Room 4A

*The next Executive Committee meeting will be held
August 21, 2019, at the March Field Air Museum,
22550 Van Buren Blvd, Riverside, CA 92518*

Jamil Dada
WDB Chairperson
Carrie Harmon
WDB Executive Director



Patrick Ellis
WDB Vice Chairperson
Leslie Trainor
WDB Deputy Director

Riverside Workforce Development Center
1325 Spruce Street, Room 4A
Riverside, CA 92507

Executive Committee AGENDA

June 19, 2019
11:30 a.m. – 1:00 p.m.

Call to Order and Self Introductions

Jamil Dada

ADMINISTRATIVE/Action Items

- 1.1 Approve the May 28, 2019 Meeting Minutes
- 1.2 Demand Industries and Occupations for Riverside County
- 1.3 PY 2019/22 WIOA Partner Memorandum of Understanding Update

All
Loren Sims
Loren Sims

DISCUSSION ITEMS

- 2.1 Member Initiatives

REPORTS

- 3.1 Federal/State Report
- 3.2 Regional Committee Updates
 - West
 - East
 - Southwest
- 3.3 Chairperson's Report
- 3.4 Executive Director's Report

Jamil Dada
Francisca Hernandez
Layne Arthur
Patrick Ellis
Jamil Dada
Carrie Harmon

PUBLIC COMMENTS

The WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Please call 951.955.3100, 951.955.3744 TTY, CA Relay 711, or ADACoordinator@rivcoeda.org 5 to 7 days in advance.

PUBLIC NOTICE

While the WDB Meetings are open to the public, time constraints limit the WDB's ability to permit open discussions with members of the audience. Persons requesting to address the WDB on matters not on the agenda but are within the jurisdiction of the WDB should do so under the agenda item Public Comments. Persons requesting to address the WDB on an agenda item should register with staff prior to the meeting. The Chair will impose a 3-minute time limit on all speakers addressing the WDB.

NON-EXEMPT MATERIALS

Non-exempt materials related to an item on this agenda submitted to the Workforce Development Board after distribution of the agenda packet are available for public inspection on the Riverside County Economic Development Agency Workforce Division's website at www.rivcoeda.com.

POSTED MATERIALS

Such documents are also available on the Riverside County Economic Development Agency Board Division's website at www.rivcoeda.com subject to staff's ability to post the documents before the meeting.

dJamil Dada
WDB Chairperson

Carrie Harmon
WDB Executive Director



Patrick Ellis
WDB Vice Chairperson

Leslie Trainor
WDB Deputy Director

Infinite Opportunity, Lasting Prosperity

Executive Committee: Minutes May 28, 2019

WDB Chair, Jamil Dada called the meeting to order at 12:00 p.m.

Members in Attendance

Layne Arthur	Jamil Dada	Mary Jo Ramirez	Morris Myers
Patrick Ellis	Rosibel Ochoa	Sonia Nunez	

Members Absent

Francisca Hernandez	Ricardo Cisneros		
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Guests

Michele Worth	Allan Freetage (EMWD)	Jeremy May	Jesse Vela
Janette Dunn	Heather Mercier-Rodriquez	Oswaldo Martinez (EMWD)	James Montgomery
Greg Snow	Andressa Young	Nohora Vazquez	Michael Vu
Mike Razo	Lenore DeJesus		

Staff

Carrie Harmon	Leslie Trainor	Carolina Garcia	Rachel Babcock
Loren Sims	Stephanie Adams	Jasmine Guerrero	

Public Comments

Dr. Diana Walsh-Rice	Associate Attendant of Schools, for Riverside County Office of Education spoke on the importance of the Riverside County Youth Opportunity Centers (YOC) and its current and historical successes in Riverside County. She spoke on the support and services the YOCs provide to at-risk and disconnected youth and young adults to help them succeed. Members asked what the percentage was for at-risk youth, out of the entire K-12 number of 435,000 students. The response was 10 percent or 43,000 students are at risk due to various challenges and hardships. Members asked how these at risk students were distributed geographically. The response was that there were pockets in the past, however, now the demographics are changing in Riverside County and even more traditionally affluent areas of the county (South) are struggling.
Allan Freetage	Allan Freetage, Eastern Municipal Water District, spoke on the EMWD Youth Ecology Corps Intern Program that was created in 2013 through the California Family Life Center (CFLC) YOC. The program provides youth with job experience and teaches them about the many services and careers in the water district. Over six years the program has assisted 200 young adults to complete the six week program.
Nohora Vazquez	Nohora Vazquez, Lake Elsinore Adult School District, spoke on the valuable impact the YOC's provide above and beyond what the program requires for the youth clients. She spoke on the positive response youth have to this type of strong support.
Jay Stewart	Vocational Program representatives spoke on the services CFLC provides to their mental health clients. Jay Stewart music and multimedia provider mentor for YOC youth spoke on the importance and impact of these programs at the YOC.
Rachel Babcock	Rachel Babcock provided reports and overview on the Board of Supervisor's (BOS) Legislative Intern Program. Closed Public Comments.

Administrative Item: 1.1 Approve the April 17, 2019, Executive Minutes

Motion: That the WDB Executive Committee approve the April 17, 2019, Executive Committee minutes

Moved by	Patrick Ellis	Second by	Layne Arthur	Abstain	Mary Jo Ramirez	
Vote	Aye	6	No	0	Abstain	1
Status	Approved					
Discussion						

Administrative Item: 1.2 Approve the Youth Program Evaluation Consultant Funding Recommendation						
Motion: That the WDB Executive Committee approve the funding recommendation of \$27,500 for the Youth Program Evaluation Consultant.						
Moved by	Rosibel Ochoa	Second by	Layne Arthur	Abstain	Mary Jo Ramirez	
Vote	Aye	6	No	0	Abstain	1
Status	Approved					
Discussion	<p>This is for an evaluation of how WIOA funds are used for our Youth Program. A Request for Proposal for an evaluation of our Youth Program went out for bid to determine if the correct and proper services are being provided to young adults as well as compare our program to other counties and evaluate the differences.</p> <p>We received two responses and after rating them we are recommending HARC to conduct the evaluation. The value of the contract is for \$27,000 to evaluate all of our programs post Workforce Investment Act (WIA) to ensure we are providing the best services for WIOA. Once the report is complete HARC will give a comprehensive report to the WDB.</p>					

Administrative Item: 1.3 Approve the Program Year (PY) 2019/2020 Workforce Innovation and Opportunity Act (WIOA) Year Round Youth Program Funding Recommendation						
Motion: That the WDB Executive Committee approve the PY 2019/2020 WIOA Year Round Youth Program Funding recommendation.						
Moved by	Layne Arthur	Second by	Patrick Ellis	Abstain	None	
Vote	Aye	6	No	0	Abstain	0
Status	Approved					
Discussion	<p>Leslie went over the Conflict of Interest portion of the WDB By-laws and Mary Jo Ramirez left the room until this item was decided. Carrie explained the recommendation and answered members' questions. The Executive Committee needs to decide how they want to fund the program. Additional discussions were held on how the current providers operating the YOCs are performing. Members discussed the pros and cons of going with the procurement recommendation. Members determined to renew the existing contracts with ResCare and California Family Life Center for 12 months and wait for the evaluation report from HARC to better decide the youth contract for next year. Members moved to approve recommended option B.</p>					

Administrative Item: 1.4 Approve the Coordinator for the Riverside County Board of Supervisors (BOS) Youth Adult Intern (PY) 2019/2020						
Motion: That the WDB Executive Committee decline the recommended amount of \$75,000 to provide a coordinator for the County BOS Youth Adult Intern Program for PY 2019/2020.						
Moved by	Morris Myers	Second by	Layne Arthur	Abstain	None	
Vote	Aye	0	No	6	Abstain	0
Status	Declined					
Discussion	<p>For this item Mary Jo Ramirez remained outside the room.</p> <p>Carrie gave historical background on the BOS Youth Adult Intern Program. There is established funding for the Youth Advisory Council interns and projects, but continued funding for the Coordinator position through WIOA funds must be decided by the WDB Executive Committee. The current Coordinator, Rachel Babcock, provided information on what her role entails and how she supports the BOS district interns' county activities and programs. She explained the unique qualities of the internship and how it develops the young intern's soft skills and the employment opportunities the program provides.</p> <p>The committee held discussions on how the funding is provided to run the program. Members spoke on the fiduciary responsibilities of the WDB in respect to how WIOA funding is used. They discussed the Coordinator position and expressed their concerns that this position should be funded through other means. Members moved to decline funding for the Coordinator position.</p>					

Administrative Item: 1.5 Approve the Fiscal Year (FY) 2019/2020 Workforce Development Division (WDD) Budget Recommendations

Motion: That the WDB Executive Committee approve the WDD 2019/2020 budget recommendations.

Moved by	Layne Arthur	Second by	Morris Myers	Abstain	None	
Vote	Aye	7	No	0	Abstain	0

Status Approved

Discussion

For this item Mary Jo Ramirez came back into the room. Loren briefly explained the county budget process and how workforce development is incorporated into the process. He went through the summary and explained the funding sources, the expenses and direct program costs. At the last meeting members requested information on how this year’s budget compares to previous budgets. Staff provided budget information on previous years back to 2014. He explained carryover funding and its importance for the WIOA program to have its funding available to continue running from July 1st through September 30th of every year. The County fiscal year starts July 1st, however the Federal fiscal year does not start until October 1st and this is when funding is disbursed.

Members asked questions on the expenditures and if they were similar to other counties. Staff responded yes. Questions were asked regarding staffing, IT operating expenses, and grants received and completed for other projects.

Members asked what could be done to further support workforce development taking into account the decrease in funding. Carrie provided several suggestions where other sources of funding could be found through partnerships. Members asked about the impact of the decrease in the unemployment rate on WIOA funding we receive. Members discussed grants and ways to tap into applying for these.

Administrative Item: 1.6 Approve the Demand Industries and Occupations for Riverside County

Motion: A motion was made to table this item until the next meeting on June 19, 2019.

Moved by	Morris Myers	Second by	Patrick Ellis	Abstain	None	
Vote	Aye	7	No	0	Abstain	0

Status Approved

Discussion Item: 2.1 Member Initiatives

Discussion	
NONE	

Adjourned: 1:30pm

EXECUTIVE COMMITTEE



ACTION ITEM: #1.2

SUBMITTAL DATE: June 19, 2019

SUBJECT: Demand Industries and Occupations for Riverside County.

RECOMMENDED MOTION: That the Riverside County Workforce Development Board (WDB) Executive Committee approve the recommended Riverside County Demand Industries and Occupations.

BACKGROUND: The Workforce Innovation and Opportunity Act (WIOA) sec. 129(c)(2)(D) requires Local Workforce Areas to give priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industries or occupations. When participants are seeking occupational skills training, Local Workforce Areas must first seek training programs that lead to recognized post-secondary credentials in in-demand industries or occupations, and only if none are available should they refer a participant to a training program that does not lead to a recognized post-secondary credential.

The Riverside County Local Workforce Area will use these demand industries or occupations to guide individuals seeking vocational training through Individual Training Accounts. Training outside of the approved industries or occupations will require additional supporting Labor Market Information (LMI).

The Youth Opportunity Centers (YOC) will also use these demand industries to focus training in demand industries or occupations which lead to a recognized post-secondary credential. Further, the YOCs will utilize these demand industries or occupations to work with partner agencies to deliver training, when possible, which has established career pathways.

Riverside County will focus business services efforts to assist businesses which are in these demand industries or occupations. It is anticipated that the majority of On-the-Job-Training (OJT) will occur within these industries or occupations. OJT may occur in other industries or occupations not listed which will lead to unsubsidized employment.

Finally, all other business services and work based learning opportunities such as incumbent worker training, customized training, apprenticeships, internships, etc., will also utilize these demand industries or occupations in conjunction with business needs and/or participant needs.

In California, the current (March 2019) unemployment rate is 4.6% and Riverside County's unemployment rate is 4.7%. Previous Demand Industries approved by the WDB are advanced Manufacturing, Transportation and Logistics, Healthcare, Utilities/Renewable Energy and Construction. In East Riverside County, Agriculture and Hospitality Industries were also approved. The great news is that these previously approved Industries are projected to grow through the year 2024. In fact, most industries are projecting growth through 2024.

Attached are demand industries or occupations vetted and recommended by the three regional committees of the WDB. Recommendations are listed in "Step 4" of each of the attached WIOA

Methodology for Determining In-Demand Industries and Occupations for West Region, Southwest Region and East Region.

<i>EXECUTIVE COMMITTEE</i> Date: June 19, 2019 Approval: Yes/No	<i>BOARD OF SUPERVISORS CONCURRENCE</i> Required: No
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RIVERSIDE COUNTY WIOA IN DEMAND INDUSTRIES: COUNTYWIDE AND SUB- COUNTY REGIONS

Summary tables

The tables below show the results of the labor market data driven process used to determine the industries within the county that have the largest potential for growth and ability to provide living wage jobs for our residents. Data was obtained from the State of California Employment Development Department, Labor Market Information division and Emsi-Labor Market Analytics. The sub-county regions used a 4 digit NAICS Industry sub sector those sub-sectors that are particular to a specific region (i.e. not within the countywide Industry sectors) are shown in **gold text**.

Countywide Target Industries

NAICS CODE	Industry Title
23	Construction
48-49	Transportation and Warehousing
62	Health Care and Social Assistance
31-33	Manufacturing
44-45	Retail Trade
56	Administrative Support and Waste Remediation Services
81	Other Services, Ex. Public Admin

Eastern County Region

NAICS CODE	Industry Title
1110	Crop Production
7211	Traveler Accommodation

Southwestern County Region

NAICS CODE	Industry Title
7211	Traveler Accommodation

Western County Region

NAICS CODE	Industry Title
4231	Motor Vehicle and Motor Vehicle Parts and Supplies Merchant Wholesalers
4233	Lumber and Other Construction Materials Merchant Wholesalers
4243	Apparel, Piece Goods, and Notions Merchant Wholesalers
4244	Grocery and Related Product Merchant Wholesalers
5242	Agencies, Brokerages, and Other Insurance Related Activities
5411	Legal Services
5413	Architectural, Engineering, and Related Services
5418	Advertising, Public Relations, and Related Services

EXECUTIVE COMMITTEE



ACTION ITEM # 1.3

SUBMITTAL DATE: June 19, 2019

SUBJECT: Workforce Innovation and Opportunity Act update of the Partner Memorandum of Understanding, Program Years 2019/22, entered into by the Riverside County Workforce Development Board, County Executive Office and the America’s Job Centers of California (AJCC) Partners.

RECOMMENDED MOTION: That the Workforce Development Board (WDB) Executive Committee ratify and approve the attached updated WIOA Partner MOU under the Workforce Innovation and Opportunity Act for Program Years 2019/22.

BACKGROUND: As prescribed under the WIOA legislation, the Riverside County Workforce Development Board created the Partner Memorandum of Understanding (MOU) to solidify partnerships to provide comprehensive, integrated workforce development services to businesses and jobseekers in the Local Workforce Development Area (LWDA) in accordance with WIOA, its implementing regulations, and define the roles and responsibilities of each partner as mutually agreed by the parties for the operation of the AJCC service delivery system. In 2016, Phase I implemented the required partnerships; in 2017 Phase II implemented resource sharing through joint infrastructure costs in delivery of comprehensive services to the public. Subsequent amendments in 2017 and 2018 added partners and included the operational costs of the One-Stop system. The cost sharing methodology increased the partner share and support of the AJCC’s.

On April 30, 2019, the State Workforce Services Division issued a final Directive WSD 18-12, which required LWDA’s to update existing Partner MOUs for a three-year period, beginning July 1, 2019 through June 30, 2022. The MOU contains an assurance that it will be reviewed and updated at least every three years. It is also required that the Infrastructure Funding Agreements and Other System Costs Budgets be reviewed annually and if any substantial changes have occurred, be amended.

<p>EXECUTIVE COMMITTEE</p> <p>Date: June 19, 2019</p> <p>Approval: Yes</p>	<p>BOARD OF SUPERVISORS CONCURRENCE</p> <p><i>YES: INDICATES ACCEPTANCE OF FUNDS (FED, STATE, LOCAL) OR AGREEMENTS FOR SERVICES WHERE EDA IS RECEIVING FUNDS, OR ANY ACTION THAT REQUIRES BOS APPROVAL.</i></p> <p>Required: Yes</p>
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ATTACHMENT A

COUNTY OF RIVERSIDE WORKFORCE DEVELOPMENT BOARD

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



***COUNTY OF RIVERSIDE
WORKFORCE DEVELOPMENT BOARD***

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

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

Local Workforce Development Area: Riverside County

America's Job Center of California Operations

PREAMBLE

This Memorandum of Understanding (MOU), made on the 1st day of July, 2019 is an operational agreement entered into by the Riverside County Workforce Development Board (WDB) and the Mandatory WIOA Partners and Additional Partners as identified by both signatory pages and Attachment A, included as Parties to this MOU to create a partnership to provide comprehensive, integrated workforce development services to businesses and jobseekers in the Local Workforce Development Area (LWDA) in accordance with WIOA and its implementing regulations.

The purpose of this Memorandum of Understanding (MOU) is to define the roles and responsibilities of each partner as mutually agreed by the parties for the operation of the America's Job Center of California (AJCC) service delivery system in WIOA Local Workforce Area: Riverside County as required under the Workforce Innovation and Opportunity Act (WIOA).

Agreement Period

This MOU will be in effect from July 1, 2019 through June 30, 2022, unless an extension is granted per Article I Partner Consensus; Amendments. The budgets outlining infrastructure cost for each AJCC in the Local Workforce Development Area, (Riverside County) and the other shared cost allocated to each partner based upon the agreed upon cost allocation methodology will be reviewed on a yearly basis. The initial determination will be reconciled against actual costs incurred and adjusted accordingly.

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

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

Partners Co-located at this AJCC:

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

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

Partners Co-located at this AJCC:

Employment Development Department – Wagner-Peyser / TAA / Veterans / Migrant /Seasonal Farm Workers

State of California Department of Rehabilitation

Riverside County Economic Development Agency – Workforce Development Division

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

Partners Co-located at this AJCC:

Employment Development Department – Wagner-Peyser / TAA / Veterans

State of California Department of Rehabilitation

Lifelong Learning Administration Corporation (LLAC) – Learn4life Concept Charter Schools

Riverside County Economic Development Agency – Workforce Development Division

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

Partners Co-located at this AJCC

Employment Development Department – Wagner-Peyser

State of California Department of Rehabilitation

- A. WIOA Section 121(c) requires that each Local Workforce Development Board (LWDB), with the agreement of the Area's Chief Elected Official (CEO), develop and enter into a memorandum of understanding (between the local board and the one-stop partners), with all the entities that serve as partners in the Riverside County AJCC delivery system that operate in each LWDB's local area.
- B. WIOA Section 121(b)(1)(A)(iii) mandates all entities that are required partners in a local area to enter into a memorandum of understanding with the LWDB in the respective area pursuant to WIOA Section 121(c).
- C. WIOA Section 121(b)(1) identifies the federal programs and requires that the services and activities under each of those programs must be made available through each local area's AJCC delivery system. The entities that receive the federal funds for each of these programs and/or have the responsibility to administer the respective programs in the Area are required partners under WIOA Section 121(b)(1).
- D. WIOA Section 121(b)(2) prescribes how entities that provide programs other than those required under WIOA Section 121(b)(1)(B) may participate in a local area's AJCC delivery system as "additional partners" and provide the services available under their programs through the AJCC delivery system.

- E. Per WIOA Section 121(b)(2)(A) both required and additional partners are included as parties to the MOU. Therefore, all entities that participate in an Area's AJCC delivery system as AJCC partners (Partners), whether required or additional, must be parties to this MOU and must abide by the terms prescribed herein and by all applicable federal, state, and local rules, plans, and policies as applicable and authorized under the Partner's program and in keeping with federal guidelines.
- F. WIOA Section 121(b)(1)(A)(iv) indicates that the requirements of each partner's authorizing legislation continue to apply under the AJCC system and that participation in the AJCC delivery system is in addition to other requirements applicable to each partner's program under each authorizing law.
- G. The Department of Labor (DOL) is the federal agency responsible for the administration of the workforce development programs— including WIOA.
- H. The DOL recognizes the County of Riverside Economic Development Agency/Workforce Division as the agency responsible for the administration and oversight of workforce development and employment-related programs in Riverside County — including WIOA.

Vision

Building Bridges to Employment

Mission

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

- Foster demand-driven skill attainment
- Promote upward mobility for all Californians
- Align, coordinate and integrate programs and services
- Connect customers to employment pathways

Required partners include local/regional representatives of the following programs:

- WIOA Title I Adult, Dislocated Worker, and Youth
- WIOA Title II Adult Education and Literacy
- WIOA Title III Wagner-Peyser
- WIOA Title IV Vocational Rehabilitation
- Carl Perkins Career Technical Education
- Title V Older Americans Act
- Job Corps
- Native American Programs (Section 166)
- Migrant Seasonal Farmworkers (Section 167)
- Veterans
- Youth Build
- Trade Adjustment Assistance Act

- Housing & Urban Development
- Unemployment Insurance
- Temporary Assistance for Needy Families/CalWORKs
- Community Services Block Grants

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

Overview & General Description

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

All LWDBs are required to establish and operate local AJCC service delivery systems in accordance with WIOA Section 121, with the WIOA State Plan, and with the WIOA Local Plan for their respective local areas.

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

Article II: Partner Responsibilities

- A. WIOA Section 121 (b) lists the minimum responsibilities of all required partners under WIOA. For consistency, all Partners will assume the responsibilities identified below, unless inconsistent with the federal law and regulations that authorize the Partner program or as otherwise specified in this Article.
1. Make career services provided under the Partner's program available to individuals through the Area's AJCC delivery system in accordance with Article IV of this MOU.
 2. Remain as a party to this MOU throughout the Agreement period identified in Article IX in order to participate as an AJCC partner per WIOA Section 121(c).
 3. Participate in the operation of the AJCC system in accordance with the terms of this MOU and with the requirements of authorizing laws per WIOA Section 121(b)(1)(B).
 4. Required Partners must provide representation on the Area's LWDB per WIOA Section 121 (b)(1). Additional partners may participate on the Area's LWDB with the agreement of the Area's LWDB members and CEO. However, when a program is administered by more than one entity in the Area, it is not necessary that every entity provide representation on the LWDB. One entity may provide representation on the LWDB for the program.
 5. The partners agree to participate in joint planning, plan development, and modification of activities to accomplish the following:
 - a. Continuous partnership building.

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

Article III: Partner Cost Sharing Responsibilities and Consensus

A Local Funding Mechanism was used, negotiated by the Riverside County Workforce Development Board with all AJCC partners in accordance with WIOA Joint Final Rule Section 678.715. The WDB convened several participatory meetings with the Phase I AJCC partners to collaboratively develop the Space Allocation Methodology for collocated partners used in the Phase II MOU to reach a consensus on how the Riverside County America's Job Center of California System will be sustained through joint infrastructure cost funding and resource sharing.

Article IV: AJCC's Infrastructure Budgets & Methodology

In accordance with the WIOA (Public Law 113-128) Section 121 and the Title 2 Code of Federal Regulations (CFR) Part 200, cost allocations methodology to share infrastructure cost were determined based upon each co-located partner's square footage which includes dedicated space to partners and a portion of common space. Budgets for each Comprehensive and Affiliate AJCC, along with each co-located Partner's cost allocation are listed in Attachment D.

Article V: Collocated and Non-Collocated Partners

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

All non-co-located AJCC partners agree that once a statewide data tracking system has been developed that can provide accurate and reliable data for allocating the benefits received by non-co-located partners such as, the number of referrals to and from the AJCC, usage of AJCC based services and usage of the comprehensive AJCC; and sufficient data has been collected and is available, they agree that the infrastructure cost agreement will be renegotiated to include their proportionate share of contributions towards paying for AJCC infrastructure cost.

Article VI Amendments

This MOU may be amended upon mutual agreement of the parties that is not inconsistent with federal, state, or local laws, regulations, rules, plans, or policies or for one or more of the following reasons:

1. The addition or removal of a partner from this MOU.
 2. Removal or addition of program responsibilities for any partner that administers more than one federal program.
 3. An extension of the effective ending date per Amendments, Section B.
 4. A change in the AJCC Operator or Fiscal Agent or a change in the physical location of an AJCC.
 5. A change in the services, service delivery methods currently utilized, referral methods, methods to determine fair share, or methods to allocate costs.
- B. All parties agree that amendments for the reasons listed in Paragraphs 1 and 2 of Section A need only be signed by authorized representatives of the LWDB and the affected partner(s). Amendments for the reasons listed in all other Paragraphs of this Article or for any changes that will affect the responsibilities of all parties, require the signatures of all parties. The MOU shall be reviewed not less than once every three-

year period to ensure appropriate funding and delivery of services; should parties request an extension to the MOU, a review of services shall be conducted prior to granting the extension.

All amendments will involve the following process:

1. The party seeking an amendment will submit a written request to the LWDB that includes:
 - a. The requesting party's name.
 - b. The reason(s) for the amendment request.
 - c. Each Article and Section of this MOU that will require revision.
 - d. The desired date for the amendment to be effective.
 - e. The signature of the requesting party's authorized representative.
 2. If the request is approved, the LWDB will notify the remaining parties of the intent to amend and will provide each remaining party thirty (30) days from the date of the notice (unless another timeframe is specified in the notice) to review the anticipated changes and to submit a response to LWDB. Failure by a party to respond within the prescribed timeframe will be deemed that party's approval of the proposed changes.
 3. In the event that a remaining party or parties have questions and/or concerns or if a consensus cannot be reached regarding the proposed amendment, the party or parties must list its questions and/or concerns in writing and submit the list to LWDB within the specified timeframe.
 4. LWDB will review the listed questions/concerns and will issue a response within fifteen (15) days of receipt of the list. If LWDB deems it necessary, the listed questions/concerns will be sent to all other parties and/or a meeting with all parties will be scheduled to discuss the proposed changes and to achieve consensus on a final amendment draft.
 5. The final, approved amendment draft will be signed by authorized representatives of the affected partners, then submitted to LWDB for the final signature.
 6. LWDB will distribute copies of the fully executed amendment to all parties and to EDA/Workforce Development Division as the MOU oversight agency upon execution.
- C. This writing constitutes the entire agreement among the parties with respect to each party's role and responsibility in the Area's AJCC service delivery system. All parties agree that any amendments to any applicable laws or regulations cited herein will result in the correlative modification of this MOU without necessitating a formal, written amendment.

- D. All parties agree to communicate details of the amendment to their respective staff members whose responsibilities may be impacted by changes and further agree to ensure that their respective staff members are referencing or utilizing the most current version of the MOU and attachments in the performance of responsibilities under this MOU.
- E. Amendments that will require the signatures of all parties must be executed no later than ninety (90) days prior to the end of the MOU period and amendments that require only the signatures of the LWDB and the affected parties must be executed no later than 45 days from the end of the current State Fiscal Year.

Article VII. Impasses

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

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

Article VIII: Method of Referral

Pursuant to WIOA Section 121(c)(2)(A)(iii), the parties agree that the referral of individuals between the AJCC Operator(s) and the partners' for the services and activities described in Article IV will be performed using the following methods: Referral form, email and fax.

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

Article IX. Access for Individuals with Barriers to Employment

- Each Partner identifies its own “priority of service” based upon specific funding sources and requirements under each statute. As such, some Partner services may not be identified as entitlement programs and suitability for services is not automatic.
- “Individuals with barriers to employment” include recipients of public assistance, low-income individuals, and individuals who are basic skill deficient.

- Partners will commit to offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient when providing individualized career services and training services with WIOA adult funds.
- Partners will ensure customers are provided with a “system map” that identifies the location of every comprehensive, affiliate AJCC and access point within the Local Area.

Priority of Service Requirement

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

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

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

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

Article X: Shared Technology and System Security

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

- Comply with the applicable provisions of WIOA, California Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other appropriate statutes or requirements.
- The principles of common reporting and shared information through electronic mechanisms, including shared technology.
- Commit to share information to the greatest extent allowable under each partner’s governing legislation and confidentiality requirements.
- Maintain all records of the AJCC customers or partners (e.g. applications, eligibility and referral records, or any other individual records related to services provided under this MOU) in the strictest confidence, and use them solely for purposes directly related to such services.
- Develop technological enhancements that allow interfaces of common information needs, as appropriate.
- Understand that system security provisions shall be agreed upon by all partners.

Article XI: Confidentiality

- A. All parties expressly agree to abide by all applicable federal, state, and local laws regarding confidential information and to adhere to the same standards of confidentiality as State employees-including, but not limited to:
1. 29 USC 2935(a)(4)-as amended by WIOA - Reports, Recordkeeping, Investigation.
 2. 29 USC 2871(f)(3)-as amended by WIOA - regarding complying with confidentiality.
 3. 20 CFR Part 603 - Safeguards and security requirements regarding disclosed information under Unemployment Insurance.
 4. 42 USC 503 - regarding state laws governing UI operations.
 5. 20 USC 123g - regarding family educational and privacy rights.
 6. 20 CFR 617.57(b) - regarding disclosure of information under the Trade Act.
 7. 29 USC 491-2(a)(2)-as amended under WIOA - regarding information to be confidential under the Wagner Peyser Act.
 8. The Privacy Act (5 USC 552a).
 9. The Family Educational and Privacy Rights Act 20 USC 12329
 10. 34 CFR 361.38 Protection, use and release of personal information of Vocational Rehabilitation Services participants.
 11. HIPAA: 45 CFR 164.500 - 164.534.
 12. 2 CFR 200.303 regarding reasonable measures to safeguard protected personally identifiable information.
 - Information Practices Act (IPA), California Civil Code 1798-55, 1798.78
 - California Civil Code 1798.82
 - California Unemployment Insurance Code Section(s) 1094, 2111 and 2714
 - California Penal Code Section 502
 13. California Welfare and Institutions Code Section 10850
- B. The AJCC Partner agrees to comply with the provisions of WIOA as well as the applicable sections of the California Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and any other appropriate statute or requirement to assure the following:
- All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.

- No person 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.

Each party will ensure that the collection and use of any information, systems, or records that contain personally identifiable information will be limited to purposes that support the programs and activities described in this MOU as part of the AJCC service delivery system.

- C. Each party will ensure that access to software systems and files under its control that contain personally identifiable information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities provided as part of the AJCC service delivery system and who must access the information to perform those responsibilities. Each party expressly agrees to take measures to ensure that no personally identifiable information is accessible by unauthorized individuals.
- D. Each party will ensure that their staff members are authorized to access personally identifiable information and will identify the types of data and data sources that the authorized staff members will access.

Article XII Administrative and Operations Management

License for Use

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

Supervision/Day to Day Operations

The day-to-day supervision of staff assigned to the AJCCs will be the responsibility of the site supervisor(s). The primary 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 primary employer.

Partners will be cross-trained regarding general information for services provided by each Partner located either in comprehensive or affiliate AJCCs.

The office hours for the staff at the AJCCs 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.

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 responsive and shall 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.

Article XIII: AJCC Partner Cross Training and Outreach

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

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

Article XIV: Non-Discrimination and Equal Opportunity

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

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

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.

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

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

laws.

Article XVI: Grievances and Complaints Procedure

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

Article XVII: 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.

Article XVIII: Press Releases and Communications

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

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

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

In accordance with provisions of Section 895.4 of the California Government Code, each party hereby agrees to indemnify and save harmless each and the other from any and all claims, suits in law or in equity, of any nature whatsoever, paying for any damages or otherwise arising from any alleged negligent act or omission of any of their respective employees or agents which may occur during the performance of 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.

Article XX: General Provisions

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

- A. Jobs for Veterans Act. As stated in Article III B 1, each party agrees to provide priority of service to veterans and covered spouses for any qualified job training program pursuant to 38 USC 2913.
- B. Americans with Disabilities: Each party, its officers, employees, members, and subcontractors hereby affirm current and ongoing compliance with all statutes and regulations pertaining to The Americans with Disabilities Act of 1990 and section 504 of the Rehabilitation Act of 1973.
- C. Pro-Children Act: If any AJCC activities call for services to minors, each party agrees to comply with the Pro-Children Act of 1994 (45 CFR 98.13) that requires smoking to be banned in any portion of any indoor facility owned, leased, or contracted by an entity that will routinely or regularly use the facility for the provision of health care services, day care, library services, or education to children under the age of eighteen (18).
- D. Drug-Free Workplace: Each party, its officers, employees, members, subrecipient(s) and/or any independent contractors (including all field staff) associated with this MOU agree to comply with 29 CFR 94 and all other applicable state and federal laws regarding a drug-free workplace and to make a good faith effort to maintain a drug-free workplace. Each party will make a good faith effort to ensure that none of its officers, employees, members, and subrecipient(s) will purchase, transfer, use, or possess illegal drugs or alcohol or abuse prescription drugs in any way while working or while on public property.
- E. Ethics Laws: Each party certifies that by executing this MOU, it has reviewed, knows and understands the California's ethics and conflict of interest laws, which includes the Governor's Executive Order 2008454 and its amendment pertaining to ethics. Each party further agrees that it will not engage in any action(s) inconsistent with California ethics laws or the aforementioned Executive Order.

Article XXI: Partial Invalidity

All questions as to the execution, validity, interpretation, and performance of this MOU shall be governed by the laws of the State of California. Furthermore, the parties hereto agree that any legal action which is brought on the basis of this MOU and in which a state agency is a party shall be filed in the US District Court of Riverside County. Should any portion of this MOU be found unenforceable by operation of statute or by administrative or judicial decision, it is the intention of the parties that the remaining portions of this MOU will not be affected as long as performance remains feasible with the absence of the illegal or unenforceable provision(s).

Article XXII: Termination / Separation

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

Article XXIII: Counterpart

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

Definitions

- A. Administrative Entity: Entity(ies) designated by the CEO to coordinate and administer WIOA activities and services within a local area on the LWDB's behalf and in accordance with all applicable federal, state, and local laws, regulations, rules, policies, plans, and the terms of this MOU.

- B. Chief Elected Official: Identified in WIOA Section 3 Definitions(9) as the chief elected officer of a unit of general local government in a local area or the individual(s) designated under a local agreement pursuant to WIOA Section 107(c)(1)(B).
- C. Career Services: The services which shall be available, at a minimum, to individuals who are adults or dislocated workers through the AJCC delivery system in each local area. The career services that must be provided as part of the AJCC delivery system are listed in WIOA Section 134(c)(2).
- D. Cost Allocation: Per 66 Fed. Reg. 29639, cost allocation is the measurement of actual costs in relation to the benefit received in order to determine each partner's fair share of AJCC operating costs. (*interim regulation until final rule is published*)
- E. Fair Share: The portion of AJCC operating costs allocated to each partner in proportion to the benefits the partner receives from participation in the AJCC system. (*interim regulation until final rule is published*)
- F. Fiscal Agent: An entity appointed by a local area's CEO in accordance with WIOA Section 107 (d)(12)(B)(i)(II) & (III)) to be responsible for the administration and disbursement of WIOA and other funds allocated for workforce development activities in the local area. WIOA Section 107(d)(12)(B)(i)(II) provides that designation of a fiscal agent does not relieve the CEO from his/her liability for any misuse of grant funds.
- G. Local Workforce Development Board (LWDB): Established by the California Governor under Executive Order 2009 438 dated May 12, 2009 to assist the Governor in creating an integrated statewide strategic plan for workforce development which will link workforce policies, education and training programs, and funding streams with the economic needs of California and its regions and in complying with the provisions and requirements of WIOA Section 101.
- H. In-Kind Contributions: 66 Fed. Reg. 29639-29640 defines these types of contributions as donations from third parties that are not to be confused with contributions to the AJCC by partner programs of such things as space, equipment, staff, or other goods and services for which the partner program incurs a cost. In-kind contributions may include funding from philanthropic organizations or other private entities or through other alternative financing options, to provide a stable and equitable funding stream for on-going AJCC delivery system operations. WIOA 121 (c)(2)(A)(i). (*interim regulation until final rule is published*)
- I. Local Area: A local workforce development area designated by the Governor, under section 106, subject to sections 106(c)(3)(A), 107(c)(4)(B)(i), and 189(i) Local Workforce Development Board (LWDB): The board created by the CEO pursuant to WIOA Section 107 with responsibility for the development of the local plan and for oversight of the workforce development activities in the local area.
- J. Additional Partner: Per WIOA 121 (b)(2), an entity that carries out a program not identified as required under WIOA, that is approved by the LWDB and the CEO, may be included as a AJCC partner in a local area.

- K. America's Job Center of California One-Stop Delivery System: The AJCC delivery system is essentially a collaborative effort among public service agencies, non-profit organizations and private entities that administer workforce development, educational, and other human resource programs to make the variety of services available under those programs more accessible to eligible job seekers and employers.
- L. America's Job Center of California One-Stop Operator: An entity or consortium of entities designated in accordance with WIOA Section 121(d) to operate an AJCC site and to perform AJCC service delivery activities in accordance with all applicable federal, state, and local laws, regulations, rules, policies, plans, and the terms of this MOU.
- M. Required Partner: An entity that carries out one or more of the programs or activities identified under WIOA Section 121 (b)(1) and is required under that Section to participate in the AJCC delivery system and to make the career services under its program or activity available through the AJCC system.
- N. Resource Sharing: Per 66 Fed. Reg. 29639, Resource Sharing is the cash and/or resources each partner will contribute to fund its fair share of costs for operation of the AJCC system. This can include "in-kind" contributions from third parties to partner programs. The LWDB, CEO and AJCC partners may fund the costs of infrastructure of AJCCs through methods agreed on by the LWDB, CEO and AJCC partners through Resource Sharing. (*interim regulation until final rule is published*)
- O. Training Services: Services to adults and dislocated workers as described in WIOA Section 13a(c)(3). Per WIOA 134(c)(3)(D) these may include occupational skills training, including training for nontraditional employment, on-the-job training, incumbent worker training, programs that combine workplace training with related instructions, which may include cooperative education programs, private-sector training programs, skill upgrading and retraining, apprenticeships, entrepreneurial training, transitional jobs, job-readiness training, adult education and literacy activities in combination with a training program, or customized training.
- P. WIOA: The Workforce Innovation and Opportunity Act amends the Workforce Investment Act of 1998 to strengthen the United States workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth, and for other purposes.
- Q. WIOA Local Plan: Per WIOA Section 108, the local plan is a comprehensive 4-year plan developed by each LWDB, in partnership with the chief elected official and submitted to the Governor. The plan shall support the strategy described in the State plan. At the end of the first 2-year period of the 4-year local plan, each local board shall review the local plan, and the local board, in partnership with the chief elected official, shall prepare and submit modifications to the local plan to reflect changes in labor market and economic conditions or in other factors affecting the implementation of the local plan. Plans identify the respective local area's current and projected workforce investment needs, the AJCC delivery system, performance standards, and strategies to address the workforce investment needs in consideration of performance standards per WIOA Section 116.

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

Signature Page

[Chief Elected Official]

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

Authorized Signatory and Title

Signature

Date

Telephone number / Facsimile number

E-mail address

APPROVED AS TO FORM:
Gregory P. Priamos
County Counsel

By: _____
Amrit P. Dhillon,
Deputy County Counsel

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

Signature Page

[LWDB Chairperson]

**Jamil Dada, Workforce Development Board
Chair**

Authorized Signatory and Title

Signature

Date

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

Telephone number / Facsimile number

E-mail address

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

Signature Page

[Workforce Development Director]

**Carrie Harmon, Director of Workforce
Development**

Authorized Signatory and Title

Signature

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Telephone number / Facsimile number

Date

charmon@rivco.org

E-mail address

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

[Employment Development Department]

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

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

Signature Page

[Employment Development Department – UI Division]

Agustin Huerta, Administrator, Riverside UI Center, Employment Development Dept. UI Branch

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

Signature Page

[Goodwill Industries of Southern California]

Simon Lopez, Vice President of Workforce and Career Development

Authorized Signatory and Title

Address

Signature

Date

Telephone number / Facsimile number

E-mail address

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

Signature Page

[Palo Verde College]

Lale Cilenti, President

Authorized Signatory and Title

Address

Signature

Date

Telephone number / Facsimile number

E-mail address

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

[Department of Rehabilitation]

Robert Loeun, DOR Inland Empire District Administrator

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

[Department of Public Social Services]

Sarah Mack, Interim Director, Director, Department of Public Social Services

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

Signature Page

[Riverside County Office on Aging]

Jewel Lee, Director, Riverside County Office on Aging

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

Signature Page

[Riverside Community College District]

Dr. Wolde-Ab Isaac, Chancellor

Authorized Signatory

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Address

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

Signature Page

[College of the Desert]

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

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

[Job Corps] - Chugach Education Services, Inc.

Katherine Carlton , President

Authorized Signatory and Title

Address

Signature

Date

Telephone number / Facsimile number

E-mail address

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

Signature Page

[Center for Employment Training]

Hermelinda Sapien, CEO

Authorized Signatory and Title

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Address

Signature

(408) 287-7924

Telephone number / Facsimile number

Date

hsapien@cet2000.org

E-mail address

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

Signature Page

[California Indian Manpower Consortium, Inc.]

Lorenda T. Sanchez, Executive Director

Authorized Signatory and Title

738 North Market Boulevard, Sacramento, CA 95834

Address

Signature

Date

(916) 920-0285

Telephone number / Facsimile number

E-mail address

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MEMORANDUM OF UNDERSTANDING
FOR
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Signature Page

[Soboba Band of Luiseño Indians Council]

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

Authorized Signatory and Title

23906 Soboba Rd., San Jacinto, CA 92583

Address

Signature

(951) 654-2765, ext.4115

Telephone number / Facsimile number

Date

rmorillo@soboba-nsn.gov

E-mail address

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MEMORANDUM OF UNDERSTANDING
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Signature Page

[Beaumont Unified School District]

Carol Severns, Assistant Superintendent of Business Services

Authorized Signatory and Title

350 W. Brookside Avenue, Beaumont, CA 92223

Address

Signature

(951) 845-1631 x5360 (951)-845-4561

Telephone number / Facsimile number

Date

cseverns@beaumontusd.k12.ca.us

E-mail address

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

Signature Page

[Coachella Valley Unified School District]

Dr. Darryl S. Adams, Superintendent

Authorized Signatory and Title

1099 Orchard Avenue, Coachella CA 92236

Address

Signature

(760) 399-5137 (760)-399-1052
Telephone number / Facsimile number

Date

Darryl.adams@cvusd.us
E-mail address

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

Signature Page

[Corona-Norco Unified School District]

Jordana Moreno, Director

Authorized Signatory and Title

300 South Buena Vista Ave., Corona CA 92882

Address

Signature

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

Date

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

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

Signature Page

[Jurupa Unified School District]

Michael Gray, Principal

Authorized Signatory and Title

4850 Pedley Road, Jurupa Valley CA 92509, Location 500

Address

Signature

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

Date

michael_gray@jUSD.k12.ca.us
E-mail address

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MEMORANDUM OF UNDERSTANDING
FOR
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Signature Page

[Lake Elsinore Unified School District]

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

Authorized Signatory and Title

520 Chaney Street, Lake Elsinore CA 92530

Address

Signature

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

Date

george.landon@leusd.k12.ca.us
E-mail address

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

[Moreno Valley Unified School District]

Dr. Martinrex Kedziora, Chief Academic Officer

Authorized Signatory and Title

Francine Story, Chief Business Official, Interim

Authorized Signatory and Title

25634 Alessandro Blvd., Moreno Valley CA 92553

Address

Signature

(951) 571-7500 X17585 (951)-571-7550
(951) 571-7500 X17241

Telephone number / Facsimile number

Date

mkedziora@mvusd.net
fstory@mvusd.net

E-mail address

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MEMORANDUM OF UNDERSTANDING
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Signature Page

[Mt. San Jacinto Community College District]

Becky Elam, Vice President Business Services

Authorized Signatory and Title

1499 North State Street, San Jacinto CA 92583

Address

Signature

(951) 487-3011 (951) 654-6236
Telephone number / Facsimile number

Date

belam@msjc.edu
E-mail address

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MEMORANDUM OF UNDERSTANDING
FOR
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Signature Page

[Murrieta Valley Unified School District]

Pat Kelley, Superintendent

Authorized Signatory and Title

41870 McAlby Court, Murrieta CA 92562

Address

Signature

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

Telephone number / Facsimile number

Date

pkelley@murrietausd.k12.ca.us

E-mail address

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

Signature Page

[Riverside County Office of Education]

Diana Walsh Reuss, Associate Superintendent of Student Programs and Services

Authorized Signatory and Title

3939 Thirteenth St., Riverside CA 92502

Address

Signature

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

Date

dwalshreuss@rcoe.us
E-mail address

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

Signature Page

[Riverside Unified School District]

Antonio Garcia, Assistant Superintendent

Authorized Signatory and Title

3380 14th Street, Riverside CA 92501

Address

Signature

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

Telephone number / Facsimile number

Date

angarcia@rusd.k12.ca.us

E-mail address

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

Signature Page

[Housing Authority]

Carrie Harmon, Director

Authorized Signatory and Title

5555 Arlington Ave, Riverside, CA 92504

Address

Signature

(951) 351-0700

Telephone number / Facsimile number

Date

charmon@rivco.org

E-mail address

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

[Community Action Partnership]

Vince Wrzalinski , Interim Executive Director

Authorized Signatory and Title

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

Address

Signature

(951) 955-4900

Telephone number / Facsimile number

Date

vwrzalinski@cap.riverside.org

E-mail address

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

[El Sol Neighborhood Educational Center]

Alexander Fajardo, Executive Director

Authorized Signatory and Title

2501 Rubidoux Blvd Riverside CA 92509

Address

Signature

(909) 884-3735

Telephone number / Facsimile number

Date

alex fajardo@elsolnec.org

E-mail address

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

[Learn4Life Concept Charter Schools]

Bill Toomey, Chief Academic Officer

Authorized Signatory and Title

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

Address

Signature

(661) 272-1225

Telephone number / Facsimile number

Date

btoomey@learn4life.org

E-mail address

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MEMORANDUM OF UNDERSTANDING
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Signature Page

[Lifelong Learning Administration Corp.]

Skip Hansen, President

Authorized Signatory and Title

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

Signature

Date

Telephone number / Facsimile number

[@learn4life.org](mailto:learn4life.org)
E-mail address

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

Signature Page

[California Family Life Center] – Youth Build

Mary Jo Ramirez, President

Authorized Signatory and Title

930 North State Street, Hemet, CA 92543

Address

Signature

(951) 537-7120

Telephone number / Facsimile number

Date

miramirez@cflckids.org

E-mail address

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

Attachments

Attachment A: Parties to the Agreement

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

Attachment C: Administrative Structure

Attachment D1: Space Allocation

Attachment D2: Infrastructure Budgets

Attachment D3: Partner In-Kind Budgets

Attachment E1: AJCC Partners List

Attachment E2: AJCC Additional Partners List

Attachment E3: AJCC Additional Partners List

Attachment F: America's Job Center of California Services

Attachment G: Required Partner Services

Attachment H: Additional Partner Services

Attachment I: Partner Referral for Services

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

Attachment K: Partner Acronyms

Attachment L: Adult Education WIOA Orientation Schedule

Parties to the Agreement

ATTACHMENT A

LWDB: County of Riverside Economic Development Agency/Workforce Development

CEO Name(s): Kevin Jeffries

Required Partners

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

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Additional Partners

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

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

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

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

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

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

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

Space Allocation

ATTACHMENT D1

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

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

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

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

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

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

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

Dedicated & Common Space Actuals

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

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

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

Infrastructure Budgets

ATTACHMENT D2

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

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

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

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

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

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

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

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

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

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

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

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

AJCC Infrastructure Budget***
AJCC #2 Indio
Employment Development Department

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

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

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

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

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

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

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

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

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

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

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

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

Partner In-Kind Budgets**ATTACHMENT D3**

In-Kind Contribution for AJCC Operator Per Partner

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

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

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

AJCC ADDITIONAL PARTNERS LIST**ATTACHMENT E3****Learn4life Concept Charter Schools Inland Empire Locations**

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

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

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

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

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

Training Services:

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

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

7. **Job-readiness training**

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

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

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

Business Services:

AJCC services offered to employers include:

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

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

Required Partner Services

ATTACHMENT G

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

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

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

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

Additional Partner Services

ATTACHMENT H

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

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

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

Partner Name	Program Name	Method of Access to Other Services

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

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

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

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

Specify: _____

List of Other Agencies Referred To: _____

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

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

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

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

*Equal Opportunity Employer/Program

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

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

Partner Acronyms

ATTACHMENT K

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

ATTACHMENT L

AJCC OFF SITE WIOA ORIENTATION SCHEDULE

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

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